SUPPORT SERLETTER SERVICE

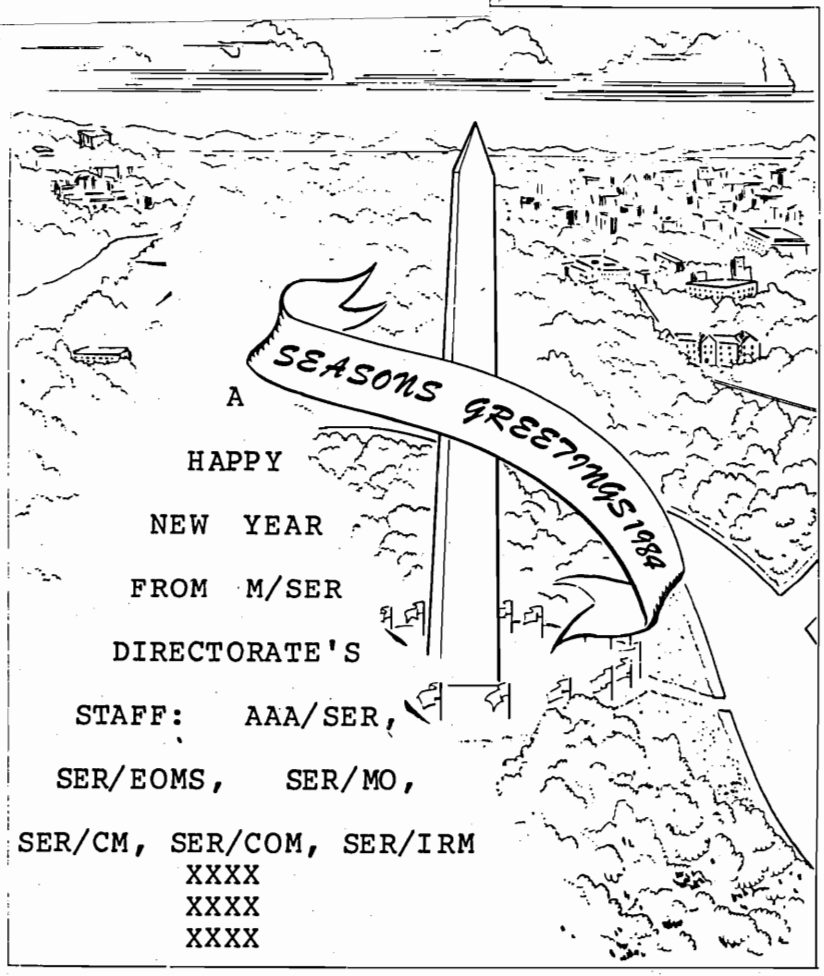
Management Information Bulletin

Agency for International Development

Washington, D.C. 20523

AID/W
January 1984
Issue No. 1

MESSAGE FROM M/AAA/SER



We are pleased to resume the Support/Service Newsletter with this issue, under the editorship of M/SER/EOMS. It gives us a chance to wish you and yours good health and happiness throughout the coming year. It also gives us the opportunity to describe where we have been over the last year, and where we would like to go in terms of the SER Directorate responsibility to provide program and management support and assistance to our overseas missions.

Over the past two years we have seen efforts to streamline the Federal workforce and Federal budget. The President commissioned a task force of private sector members headed by J. Peter Grace to study and make recommendations for improving the efficiency of the Federal Government. This task force included a foreign policy and development assistance study which has now been released. In addition, the Secretary of State organized the Carlucci Commission to study and recommend changes to the foreign policy and development assistance organizations with one recommendation resulting in a broadening role for AID to incorporate Mutual Security Assistance Programs.

While drastic changes in the AID program are unlikely, we nonetheless are faced with the realization that changes are indeed in the offing. It is incumbent upon managers of AID's resources and logistic systems to be cognizant of the need to continually assess our ability to perform, to assess where we are headed, and how we should get there.

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Some of the changes that are already in process are:

- Office Automation: Rapid impact of the 20th century automation world requires us to catch up. We are behind in experience and understanding of what this automated equipment and software can do to improve our programs. In early 1983 SER put into place a new organizational unit, the Office of Information Resources Management, which has responsibility for the Agency's worldwide automation program as well as traditional management analysis work and administration of major management programs mandated by statute or federal regulations. This new unit will play a major role in USAID automation support in the future and is putting in place both contract and direct hire resources to meet the demand. Automated equipment thus becomes one more category of non-expendable property with which Executive and Management Officers must be concerned.

- Reduced Direct Hire Staffs, Tighter OE Budgets and the Requirement for more Competition in Contracting requires managers to:

  - institute proper advance planning procedures for procurement;
  - publish proposed sole-source contract actions; and
  - reduce non-competitive contracting to a minimum.

An amendment to the Continuing Resolution for FY 1984 proposed by Congressman Gray will require in general that AID reserve 10 percent of the Development Assistance Funds for both direct and host country contract/grant activities to be carried out by minority and economically disadvantaged organizations. AID is presently working out the details of how these changes will affect our procurement activities. One high note for procurement change is that the $10,000 small purchasing limitation will soon be revised upward to $25,000. Notices will be forthcoming.

Our platter is full. To discuss the implications of these changes and other Mission concerns, we are happy to inform you that M/SER/EOMS will coordinate Regional Management Workshops during the coming year. Timing and places will be announced.

John F. Owens

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Mission Directors' and AID Representatives' Furnishings Cost Limitations

State 116888 of April 28, 1983 established new inventory ceilings of $28,000 for AID Directors and Representatives to reflect the subsequent price rises which made the lower-established ceilings of 1980 unnecessarily stringent. This revised limitation is applicable to official residences already established or furnished, and necessary replacements on an item-by-item basis acquired subsequent to March 23, 1983, in accordance with AID Handbook 23, Chapter 5, Sections 761.H and 761.I.

The change is not intended to encourage or permit those posts with appropriate and adequate furnishings and equipment to acquire more ostentatious items or greater quantities than were possible under the previous cost limitations. Rather, replacements should continue to occur in accordance with orderly and prudent personal property management procedures consistent with both representational responsibilities and AID's logistical support policies.

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Property Management Objectives

The reader may have noticed in recent months an increasing emphasis in cable traffic on the management of Mission property--both real and personal. This reflects a realignment of our organization, as well as a concerted effort to bring AID/W records in line with what is reported from the field. A few comments on our objectives in this respect are provided for your benefit.

In general, SER/EOMS plans continued guidance to Missions on all aspects of property management. Our goal is to identify external problems which affect Mission property programs, especially where a problem is common to several posts and where EOMS assistance or intercession would be helpful. We plan to support Mission maintenance programs by promoting the use of appropriate literature in a variety of selected areas, such as electrical wiring, and coatings technology for metal and cement water tanks. To augment these objectives, plans are underway to build a set of historical reference files regarding EOMS policy on real property, vehicles, nonexpendable property, and other subjects as the need arises.

Some of our specific goals include:

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Real Property

- A continued effort to correct deficiencies in EOMS real property records having ongoing operational or legal significance. In this respect, we are contemplating the feasibility of installing a machine (computer) system for the inventory control of real property legal documents.

- Retiring lease records which are no longer current, and creating a shelf list of such records for their control and efficient retrieval.

- Improving leases promulgated by Missions, carefully examining for deficiencies or drift toward deficiencies for correction by the Missions involved. In this regard, some of the most common shortcomings noted have faulty lease numbering, inadequate address information for either the property or landlord, unnecessary abandonment of equipment, omission of witnesses on leasing documents, omission of recording of lease with a Public Office, omission of lease dates and dates when leases become effective.

- Promoting use of language in lease instruments which will permit lease/purchase options where feasible or desirable.

- Developing a checklist for real property managers which provides guidance -- in brief, clear language -- on pursuing the purchase of properties, and producing businesslike leases and subsidiary documents.

- Studying and implementing ways to simplify or improve real property reporting systems at EOMS and Mission levels.

- Investigating and determining the validity of facts for those Missions where the common wisdom implies that property purchases are not possible.

- Maintaining liaison with A/FBO to ensure the pursuit of unified policies in general, and a common approach to questions that are post-specific.

- Obtaining a Wang remote terminal suitable for servicing the real property data base maintained by FBO.

Non-Expendable Property

- Developing ways to influence good personal property management practices overseas, such as improving preprinted forms and developing methods for disentangling commingled property. In conjunction with this objective, review the adequacy and desirability of current reports to simplify EOMS reporting systems.

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- Developing means to influence Missions to submit Receiving Reports and Disposal Reports, as well as review the quality of current submissions

- Promoting the establishment of a furnishings policy in posts or Missions which have not taken this step (See (70) A-1093 and (80) A-564).

- Establishing a written standard of what constitutes a complete, acceptable property inventory (in other words, defining at what level deficiencies are not acceptable).

- Reviewing the archives of the NXP property master file to ensure that the file entries and related control numbers are up to date and cover the types and kinds of property intended.

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For Vehicles

- Developing ways to speed up the reporting of vehicle acquisitions and disposals.

- Promoting a system for training mechanics at Missions needing this kind of support; assembling and distributing literature on vehicle maintenance.

- Distributing notices to Missions regarding what is involved in the armoring process;

- Developing a program to support Mission vehicle parts procurement;

- Developing a written policy outlining EOMS' relationship and expectations with respect to vehicle manufacturers' representatives.

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Procurement

- Providing guidance or direct assistance to Missions on the procurement of high cost property, particularly where unfamiliar technical or practical questions ought to influence procurement choices.

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- Identifying vendors of bulk materials who will deal direct, and circularizing names, addresses, and product lines with informed recommendations of items within product lines, where feasible. (Possible subjects are electric wire, fuse panels, pipe fittings, screws of all types, fire extinguishers, specialty ladders, and roof sealants).

- Establishing a library of select procurement literature, including GSA contracting literature.

- Ferreting out information on subjects of interest to Missions but difficult to pursue from an overseas location; examples of this would be approaches to fumigation, coatings charts, and defining for Missions the meaning of the term "adequate stock" (that is, the stocking of materials used very irregularly, such as roofing felt, tar, HD power line wire, and telephone wire).

- As a specific tie-in to the foregoing, develop guidelines for local procurement recognizing: that such procurement many times places an unreasonable burden on a local employee ill-equipped to pursue purchases with the best interests of the U.S. Government in mind; that personnel at post may not know methods for identifying U.S. vendors, or the best vendors, or how to determine the item specifications which may be partly technical; and finally, that the extensive reliance on local procuremment may contravene the intent of Buy American legislation.

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Who's Haunted?

Few are aware that AID's ranks contain a whole class of people who believe in ghosts. Not surprisingly, only EXOs, GSOs and Management Officers are afflicted. A peculiar circumstance is that there would be fewer ghosts if more people, upper echelons especially, believed in them. Would you believe there are 1,200 in AID/W? Indeed! They have been counted.

Ghosts are tricky though: first, they are elusive as ghosts should be; second, because there are about two dozen shapes and sizes, they escape our notice; and third, because we unwittingly assist in their birth. Funny thing about these ghosts, those people who help with their birth are not around to help with their demise. There's the rub - no one minds tracking his own, but who among us wants to ferret out other people's lingering spectres?

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Of the two dozen believed to exist, we thought we would list a number of the most common. Taken together, these form an elite worldwide corps. If you are a non-believer, please give us a call. Documentary proof in abundance is available to convince the most discriminating nay-sayer.

Our List!!

1. The Ghost of the "Lessor's Address." Only when the lessor has gone somewhere do you know that this type is at work; not even registered mail will help locate the traveller, if you don't know from whence he came.

2. The Ghost of "Locations." Like funny images in the mirror room of a side-show, this one is confusing. He has, moreover, numerous brothers and sisters known as "Quarter Such and Such;" "Estate This and That," and the innocent "Miss Mileage Reference." There are two friendly trolls who can help squelch all of these: the first is "Precise Street and House Number," and the second never fails in a pinch; this troll's name is "Land Survey Tract Number."

3. The Ghost of lease "Start and Stop." We know our old friend is an Uncle because he has a Nephew called "Lease Acceptance." Quite often nephew makes no effort to help his Uncle. These two hate the calendar, and although they tolerate "Roughhouse Years", they disdain the dainty "day and month". The two incantations that rid these two ghosts are the two recitations to month, day, and year that all lease transactions should have nailed down tightly. You may also know two distant cousins who come visiting now and then: their names are "Try To Find The Date" and "No Date Anywhere".

4. The Ghosts of "Omitted Witnesses." Usually born as twins, these ghosts are nearly everywhere. Special visible signs and symbols will scatter them, however; e.g. the typed name and position or address of two witnesses on the signatory page. This has the added fillip of rendering unimportant the scribbled initials which serve as signatures nowadays.

5. The Ghost of "Registration." Abundant in some countries, yet totally absent in others. This is understandable, since conventions differ from here to there, and ghosts only attack when harm can be done. The medicine for this spirit seems to come from the Army: a) if in doubt, learn what the law is and <u>Register</u>; b) if not in doubt and registration is not necessary or recommended, show your knowledge on the lease copy sent to AID/W with a small (even tiny) notation citing what the law is.

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6. The Ghost of "Restoration." This spirit is not too common, but when he pops up it spells tangled trouble, because he loves endless discussion and is quite smart. He knows every lease should have a restoration clause. But he gets enormous pleasure out of side-tracking you into negotiating specific arrangements for restoration long in advance of need for such concern, and especially when conditions at lease end are mere conjecture. Indeed, if he can trick you into putting specific restoration arrangements into the lease itself, he gets a blue star and you get a black eye. Please, if this ghost is pursuing you, get in touch with EOMS/OM soonest; we have some good secret remedies for this type.

7. The Ghost of "Unnecessary Abandonment." This ghost is a brother of the one immediately above and also the "Patron Saint" of Landlords. He thrives on a special food which is the inexcusable loss of security locks, security lights, water heaters, water pumps, fluorescent fixtures, and many others. He enjoys the handicap of the game which rules that abandonment is justified in only one lease in twenty. His high score is obtained by changing the ratio to 1 to 5, or 1 to 2. You know you are under the gun when you hear his whispers: "Hey, its cheaper to leave the AC than patch up the little hole." In those rare instances where abandonment is justified, you should scrupulously take some other actions which will prevent new ghosts from haunting you. These are to document a) a summary of negotiations and the alternatives considered; b) the specific trade-offs in consideration (cost trades between lessor/lessee); and c) a complete listing of all items abandoned, excepting common hardware such as electric wire and pipe and the like. As a matter of best practice, this documentation should be sent to AID/W along with Lease Termination and Acquittance documents.

8. The Ghost of "Inconsistency." This one hangs around when the lease model in the regs is either not used, or if used, is drastically changed. Just a little attention and a repeat of the magic words "Oh Come Best Business Practice," will usually drive this ghost away. Altering the lease model is certainly permissible, but the final product should be internally consistent, complete as a contractual instrument, and contain no provisions which jeopardize the interests of the U.S.G.

9. The Ghost of "Translation." This ghost appears only when leases are given in a foreign language. A translation is a partial cure, but a full cure consists of some evidence or notation that the accuracy of translation has been carefully reviewed or certified correct.

10. The Ghost of "Originals." This Ghost likes things done in single issue; that way no one knows if machine copies have legal value. Sheer numbers are the proper medicine. Usually six

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ink-signed copies of each lease or lease amendment will do the trick, i.e. one copy each for: Mission lease file; lessor; Mission Controller (or B&F Officer); Regional Accounts Function (if any); Public Registry Office formalities (this is needed even where the copy is returned); and M/SER/EOMS/OM.

Well, there you have our list. There are other immortal ghosts who probably deserve honorable mention. For instance: "Inadequate Property Description," the family known as the "The 512s," and "Visible AID Lease Number". And we shouldn't forget "Timely Submission" and "Barely Readable". Anyway, if you know of any good ghosts or ghost stories, please share them with us. It is fun to track them all down.

A last note: You never know about ghosts. The penalties or rewards for tolerating or banishing them are simply impossible to measure, or to know, not know until we sit in court, that is!

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TRAINING

Twenty-five Foreign Service National employees who work in GSO and Management offices overseas attended the Management Support Services Seminar held in AID/W last April. The seminar which was co-sponsored by M/SER/EOMS and Training and Development Division (M/PM), covered joint administrative operations procedures, personal and real property management, leasing, procurement, requisitioning procedures, and freight transportation. A highlight of the training was a session conducted by GSA on the use of the FEDSTRIP. Capabilities of Wang word processing systems were also explored, and site visits were made to the GSA warehouse in nearby Virginia, and to the US Despatch Agent in Baltimore. Congratulations go to the following for successfully completing the four-week seminar:

Sayed Abdulla.....USAID/Sanaa
Osman Abkey.....USAID/Mogadishu
Claude Adounvo.....USAID/Ouagadougou
Sophie Beblawy.....USAID/Cairo
Alberto Bleichner.....USAID/La Paz
Diogenes Cano.....USAID/Lima
Amal Chamaa.....REDSO/Abidjan
Abderrahim Chbicheb.....USAID/Rabat
Mamadou Djigo.....USAID/Nouakchott
Shanti Fernando.....USAID/Colombo
Dontie Fomba.....REDSO/Abidjan

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Kirsti Gmati.....USAID/Tunis
Luis de Gracia.....USAID/Panama
Kwebena Gyamfi.....USAID/Ouagadougou
Jackson Kimeu.....USAID/Nairobi
Stephen Matheka.....USAID/Nairobi
Mario Moura.....USAID/Lisbon
Mohammed Pervez.....USAID/Islamabad
Pierre Sane-Aka.....REDSO/Abidjan
Samuel Sharpe.....USAID/Monrovia
Maliki Sidibe.....USAID/Bamako
Djiby Sissoko.....USAID/Bamako
Maria Valencia.....USAID/Bogota
Miguel Villavicencio.....USAID/San Salvador
Fremontie Ziba.....USAID/Lilongwe

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OFFICIAL AGENCY INDICIA MAIL
(Ref: State 327338, November 16, 1983)

Missions are reminded that U.S. Postal Service regulations require that official mail entered into the U.S. postal system use indicia envelopes of the parent organization. Envelopes which are hand-stamped or typewritten with the statement "Postage and Fees Paid, Agency for Internationl Development", are not being accepted after January 1, 1984.

USAID posts with official documents and correspondence which require postal delivery to U.S. destinations following pouch receipt in Washington must order and stock the official Agency indicia envelopes. The only alternative to this procedure is for posts to purchase and affix adequate U.S. postage to official mail to be entered into the U.S. postal system.

To expedite the return of undeliverable mail back to Missions, USAIDs should place the name of the post in the upper left corner of the envelope above the Agency name. Missions may continue to order plain (non-indicia) envelopes through the Federal Supply Service.

Agency indicia envelopes may be requisitioned through the AID Distribution Branch, MO/PM/D, on Form AID 5-7, Supplies/Equipment/ Services Requisitions. Envelopes are available in the following sizes: 4 1/2 X 9 1/2; 9 1/2 X 12; and 12 X 16.

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AID PROPERTY STICKERS

Numerous requests have been received for assistance in obtaining the small, self-stick labels, "Property of U.S. Government: AID". EOMS has contacted all known sources, starting with the GSA, and being unable to locate the previous supplier, has received a quotation from the J. M. Wright Company, 91 High Street, Winnetka, Illinois 60093. Wright, who is a principal supplier of the AID handclasp emblems, will furnish these labels in 1 1/2 X 1 inch size, 500 per roll; they are adhesive, peel-off, pressure sensitive, water resistant, black letters on magenta background.

Shipment can be made approximately four weeks after receipt of first order; an initial run will be made of 50,000 labels and subsequent orders will be shipped immediately. Orders should be placed directly with the Wright company; cost is $18.00 per roll of 500 labels.

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STOCKPILE FURNITURE SYSTEM

Past requisitions for Drexel Furniture which were filled from 'stockpile' have caused a great deal of confusion for a number of posts regarding the method of payments.

1. The original stockpile was funded by AID/W, but replacements to the stockpile must be funded by the Mission receiving such furniture. It is imperative that Missions cross-reference their requisition file to show both the new AID/W purchase order number and the purchase order number of the set they will actually receive from stockpile. In some cases the furniture may come from 3 or 4 different (old) P.O. numbers.

2. When the Purchasing Office releases a set of furniture from stockpile it will notify the ordering-USAID that such shipment has been authorized, and will, (a) provide the P.O. number from which the furniture is taken and the house number designated by Drexel; (b) the Purchasing Officer will then issue a new Purchase Order using the Mission's fund cite; and (c) this furniture will then go into stockpile for another post to draw on. The ordering USAID will receive a copy of this new Purchase Order.

3. The U.S. Despatch Agent receives the notification to ship the furniture from stockpile along with the number of the purchase order noted in (a) above. The ordering-USAID will be charged

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shipping costs under this P.O. number (thus, the need to cross-reference your files to show that the Mission will receive furniture from one purchase order but that it is actually chargeable under the substitute purchase order noted in 2. (b) above). Again, please note that when furniture is taken from the stockpile and a new Purchase Order is issued using ordering-USAID's fund cite, the ordering USAID will not, repeat **not**, receive a set of furniture from this newly issued purchase order, but all shipping charges should be levied against the number in 2. (b).

4. The Drexel Invoice presented to the Financial Management Office will show the number in 2. (b) and the cost for the furniture will be paid on this Purchase Order number although the USAID did not actually receive furniture under this number.

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WE WELCOME ... reactions and suggestions from our readership. Give us some feedback and let us know what topics you'd like to see covered or clarified for our **"You Asked For It"** feature each quarter. Send comments to: M/SER/EOMS, Rm 232, SA-11.

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M/SER DIRECTORATE FOR PROGRAM AND MANAGEMENT SERVICES

M/AAA/SER

Associate Assistant to the
Administrator for Management.....John F. Owens
Program and Budget Officer.....J. Kevin Burke
Special Assistant.....Mary E. Wampler

M/SER/EOMS

Director.....B. Ann Dotherow
Chief, Policy and Procedures.....Joe L. Tucker

M/SER/EOMS/EMS

Executive Director.....Daniel F. Sutton, Jr.
Deputy Executive Director.....Barbara A. Hoggard

EMS Backstop Officers

AA/M, M/AAA/SER.....Barbara A. Hoggard
M/SER/CM.....Nancy Carroll
M/SER/COM.....Linda Cope
M/SER/EOMS & SER/Central Functions.....Dorothy Kelley
M/SER/EOMS.....Veronica Busby
M/SER/MO & SER Budget Control.....Mary Leggins
M/SER/MO.....Yvonne Nelson
M/SER/IRM.....Jean L. Moore

M/SER/EOMS/OM

Executive Officer.....John A. Wiess
LAC Regional Management Officer.....Warren Duerbeck
AFR Regional Management Officer.....Stephen F. Wallace
ASIA/NE Regional Management Officer.....F. Samuel Ostertag
Overseas Property Management.....Donn Hooker

M/SER/MO

Director.....Charles D. McMakin
Deputy Director.....Robert Cahn
Chief, Policy and Procedures.....Clement I. Irons
EMS Backstop Officers.....Mary Leggins and
Yvonne Nelson

* * * * * *

Chief, Comm. & Records Mgt. Divison.....Ralph A. Williams
Chief, Resources Management Divison.....John E. Fink
Chief, Publications Management Divison.....Roger M. Mieras
Chief, Travel and Trasp. Divison.....William A. Mashburn
Chief, Purchasing & Procurement Section.....Margaret O'Rourke

M/SER/CM

Director.....Hugh L. Dwelley
Deputy Director.....Francis J. Moncada
EMS Backstop Officer.....Nancy W. Carroll
Chief, Services Operation Division.....Joseph C. Watkins
Chief, Regional Operations Division.....Stanley D. Heishman
Chief, Central Operations Division.....Morton Darvin
Chief, Support Division.....James Murphy

M/SER/COM

Director.....William C. Schmeisser
Deputy Director.....Edwin Callahan
EMS Backstop Officer.....Linda Cope
Chief, Policy & Procedures Staff.....C. Eugene Clarke
Chief, AFR, LAC & Interregional Divison.....Peter J. Hagen
Chief, NE & ASIA Divison.....Wolfgang Von Spiegelfeld
Chief, Commodity & Procurement
Support Divison.....John Saccheri
Chief, Government Property Resources
Divison.....Hans Bang
Chief, Washington Liaison Branch.....William E. Gamble
Acting Chief, Transportation Support
Division.....John Logan
Chief, Surveillance & Evaluation Divison....Kywn Abrahams

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Chief, Mission & Program Service Divison....William C. Ruotola
Chief, Technical Support Divison.....Willard W. Lee
Associate Director Client Support.....William J. Follen
Acting Chief, Regional Services Divison.....James Bossard
Acting Chief, Financial Support Div.....William Follen
Chief, Central Services Division.....Peter Sallinger
Chief, Mandated Programs.....Richard F. Calhoun
Chief, Systems Management Division.....(Vacant)
Chief, Automated Support Division.....Herbert B. Thompson

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CURRENT ROSTER OF AID MANAGEMENT PERSONNEL AND POSITIONS OVERSEAS

(* = JAO Personnel)

AFRICA REGION

Botswana

EXO.....Timothy Edwards

Cameroon

*Adm. Officer.....William MacLaughlan
*GSO.....John Ziegler
*GSO.....Al Roman
Mgt. Officer.....Richard Thacher
Asst. GSO.....Marian Yoshioka
PER Officer.....Marianne Priebe

Supply/Mgt Officer.....Thomas Baranyi

Chad

EXO.....(R. Thacher)

Ghana

Mgt. Officer.....Jeremiah Parsons

Guinea Bissau

*Adm. Officer.....Paul Pina

Ivory Coast

*GSO.....Carolyn Moore
Mgt. Officer.....Myron Thomasi

Contract Officer.....Richard Webber
Asst. Contract Officer.....James Dzierwa
Asst. Contract Officer.....Neil Edin

Supply Mgt. Officer.....Anatole Bilecky

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Kenya

EXO.....John Greenough
D/EXO.....John Martin
GSO.....Dora Meeks
Asst. GSO.....Joseph M. Varley
COM/REC SUPV.....John Jacobson

Contract Officer.....James Anderson
Asst. Contract Officer.....Laura McGhee

Supply Mgt. Officer.....Arthur Laemmerzahl
Asst. Supply Mgt. Officer.....David Cowles

Lesotho

EXO.....Raymond Dunbar

Liberia

EXO.....Alan Swan
D/EXO.....Mark Anderson
GSO.....Harry B. Harris

Malawi

Mgt. Officer.....John Lee

Mali

Mgt. Officer.....Edward Rhatigan

Mauritania

Mgt. Officer.....Max Walton
*Adm. Officer.....Karl Mahler

Niger

Mgt. Officer.....Lena Gurley
COM/REC SUPV.....Elmer Conrad

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Senegal

Mgt. Officer.....Floyd Spears
*GSO.....Marilyn Collins

Supply Mgt. Officer.....Judi Shane

Somalia

Mgt. Officer.....Barnett Chessin
*GSO.....Gerald Nell

Supply Mgt. Officer.....Girard Labombard

Sudan

*Counselor for Admin.....Roy Kellogg
*GSO.....John Liebner
*PERS. Officer.....Patricia Smith
Mgt. Officer.....Jack Gunther
Asst. Mgt. Officer.....(Vacant)
Asst. GSO Field Support.....J. Scot Covert

Contract Officer.....Donald Lake

Supply Mgt. Officer.....Pierre Elissabide
Asst. Supply Mgt. Officer.....Jack Warner

Swaziland

*JAO/DIR.....John Steele

Tanzania

EXO.....Alexander Ralli
GSO.....Paul Y. Jhin

Togo

*ADM Officer.....Thomas K. Jefferson

Uganda

Mgt Officer.....Dorothy Bowman
*Adm. Officer.....Jairo Granados

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Upper Volta

Mgt. Officer.....(Vacant)
*PERS. Officer.....Wilma Ditter

Zaire

Mgt. Officer.....James McCabe
*GSO.....Walter Kreutzer
*GSO.....Michael Trott
*PERS. Officer.....Clark Gregory

Zambia

Mgt. Officer.....Michael Ireland

Zimbabwe

*GSO.....Virgillio Perez

Supply Mgt. Officer.....John Lewis

ASIA REGION

Bangladesh

Mgt. Officer.....Mildred Taylor
*GSO.....Reginald Chastain
*GSO.....Morris Anderson

India

EXO.....Dave Lockhart

Contract Officer.....John Stuart

Indonesia

Mgt. Officer.....Kay Harley
*PERS. Officer.....Delores Ross

Contract Officer.....Lynus Kelly

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Nepal

EXO.....James Hester

Pakistan

EXO.....Leland Hunsaker
D/EXO.....Douglas Owen

Contract Officer.....James Politte

Philippines

EXO.....William White
D/EXO.....William Wanamaker
GSO.....James Hao

Contract Officer.....Robert Doucette

Supply Mgt. Officer.....Robert Stader

Sri Lanka

Mgt. Officer.....(to be established)
*GSO.....Cecile Williams

Thailand

EXO.....James Donnelly
GSO.....Lovie Davis

Contract Officer.....Peter Howley

Supply Mgt. Officer.....Bendeguz Viragh

NEAR EAST REGION

EGYPT

*Adm. Officer.....John Popovich
*GSO.....George Medlin
*GSO.....Ron Olsen
*PERS. Officer.....Anne Snelling
*PERS. Officer.....Betty Mills

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Mgt. Officer.....Kent Hickman
Asst. Mgt. Officer.....Robert N. Meriwether
Asst. Mgt. Officer.....(Anne Dahlstedt)

Contract Officer.....Arthur Bjorlykke
Asst. Contract Officer.....Michael Kenyon

Supply Mgt. Officer.....William Gill
Rep. Supply Mgt. Officer.....Robert Van Horn
Supply Mgt. Adv.....Hiram Smith
Supply Mgt. Adv.....James Harmon
Supply Mgt. Adv.....William Binns
Supply Mgt. Adv.....Robert Richardson
Asst Supply Mgt. Off.....Charles Raley

Jordan

*GSO.....Robert Bertolet

Lebanon

*EXO.....Clyde Laursen

Morocco

Contract Officer.....Stanley Nevin

Yemen

EXO.....Beverly Morton
D/EXO.....(Vacant)
GSO.....Louis Correa

LATIN AMERICA AND CARIBBEAN REGION

Barbados

Mgt. Officer.....John Johns

Bolivia

EXO.....Michael Curtis

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Costa Rica

Mgt. Officer.....Richard Rodman

Dominican Republic

Mgt. Officer.....Rudolph Fascell

Ecuador

EXO.....(Neil Merriwether)

El Salvador

Mgt. Officer.....David Carter
Asst. Mgt. Officer.....(Vacant)

Guatemala

EXO.....John Garney

Haiti

Asst. Dir. for Mgt.....William Gullett
EXO.....Frederick Hayden

Contract Officer.....Fred Obey

Honduras

Mgt. Officer.....Richard Biava
*PERS. Officer.....Vivian Gallas

Contract Officer.....James Corley

Jamaica

Mgt. Officer.....Sammie Jones

Panama

EXO.....John Speicher

Contract Officer.....Gerald Gold

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Peru

EXO.....Jack Thrower

Contract Officer.....Michael Snyder

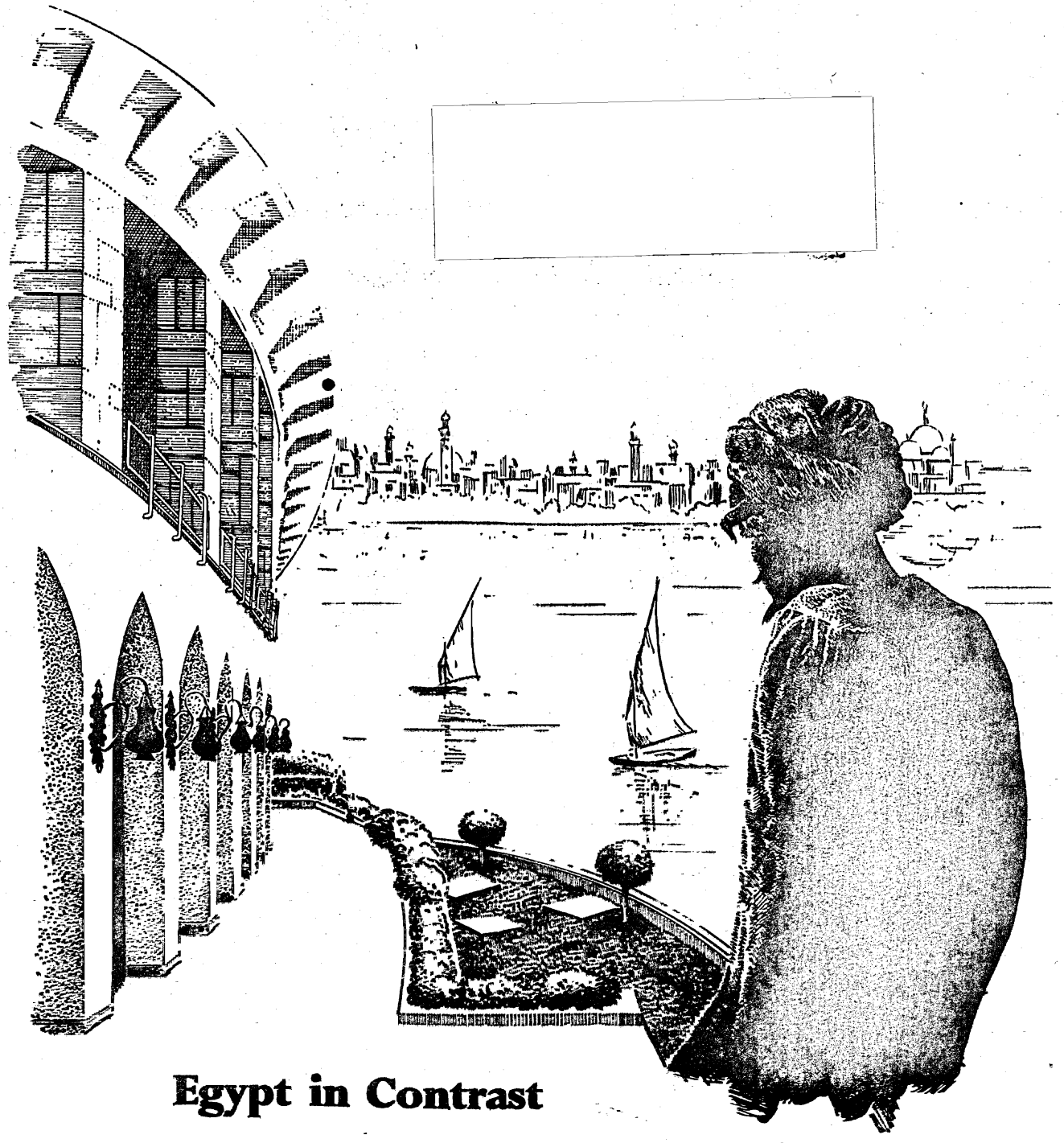
SUPPORT SERLETTER SERVICE

Management Information Bulletin

Agency for International Development

Washington, D.C. 20523

AID/W
August 1984
Issue No. 2



Egypt in Contrast

RECREATIONAL FACILITIES FOR USG COMMUNITY OVERSEAS

Over the past year, we have had several requests from posts asking that A.I.D. pay its "fair share" to construct or lease recreational facilities. It is A.I.D. policy that its appropriated funds under 636(c) authority will not be used for this purpose. Operating Expense monies are not authorized for recreational facility purposes.

The Secretary of State may authorize and assist in the establishment, maintenance, and operation by civilian officers and employees of the Government of non-Government operated services and facilities at posts abroad.... FBO, through the Foreign Service Building Act 1926 (ss USC 292-300) and Section 13 of these Act, is authorized by the Secretary to provide such assistance.

In addition, Section 31(a) of PL 96--465, 22 US Code 2703, services and facilities are approved under a central Commissary and Recreation Fund.

The Central Commissary and Recreation Fund Board continues to attempt to assist in the establishment, maintenance, and operation of non-government operated post employee support services or facilities abroad. The Central Fund is capitalized by voluntary contrbutions from employee associations, from net proceeds upon liquidation of such associations, gifts and donations. The purpose of the fund is to provide financial assistance, primarily in the form of interest-free loans to employee organizations abroad which are organized and operated in accordance with the provisions of 6 FAM 500. The Board has adopted a loan format (see Section VII, Briefing Paper on Overseas Post Employee Assn.), which should be used for all loan requests. Copies of association's most recent balance sheet, income statement, audit report, constitution by-laws must accompany the application. Loans are normally granted for periods 1-3 years with provisions for extension if the situation warrants. Repayment is made in regular installments, monthly, quarterly, or semi-annually.(See p. 7 of Briefing Paper.)

The board has also established, on a trial basis, an Emergency Fund. This fund is set up like a grant program and is in addition to the Central Fund interest-free loan.

Cable (83 STATE 258723) describes the grant program and the criteria that will be used to evaluate requests. Monies are generated from interest on various deposit accounts from the Central Fund. The original money was donated from the proceeds of the USAID Saigon Snack Bar Funds. The Board will evaluate this program on the extent to which the Emergency Fund can provide substantial improvement in post morale and welfare. Requests will be carefully evaluated to determine associations most in need of assistance. Essential to determining that monies from this Fund are appropriate is a showing that the post has a real and continuing need for a specific capital investment and capital improvement that connot be met solely through local resources or through the traditional loan program.

Emergency Fund requests, considered twice yearly by the Board, must be submitted by February 28 or August 30 for expeditious handling. Posts are required to submit current operating and Profit/Loss Statements, and the annually required audit report to accompany the Emergency Fund request.

Don'ts
- OE funds are not authorized for construction of recreational facilities.
- 636(c) funds are not to be used for construction of recreational facilities.
- FAAS is not to be used for funding recreational facilities.

X X X X X X X X X X

Do's
- FBO has the authority and responsibility to provide non-Government operated services and facilities for USG employees overseas.
- Interest-free loans and
- Emergency Loans and grants are available to overseas posts for recreational facilities.

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NON-COMPETITIVE PROCUREMENT REGULATIONS FOR AID DIRECT CONTRACT

(Ref: State 149952, 5/22/84)

1. This highlights the current regulations regarding non-competitive procurement and advance notice in the Commerce Business Daily (CBD) publication for AID direct contracting. These changes refer only to the AID direct contracting process. Regulations and guidance under Cooperative Agreements (HB 13) are not affected by these regulations.

2. Competition is usually required. Government wide regulations require that procurements must be made on a competitive basis to the maximum practicable extent. Contracting officers are responsible to assure compliance with this rule. Any difference between a Contracting Officer and a Project Officer over whether a particular procurement should be competitive or not shall be resolved in accordance with FPR 1-3.101 (D), 1-3.107 (D)(6) and 1-3.108 (E) and the Principal AID Officer.

3. When competition is not required. The non-competitive selection of contractors is authorized only in the circumstances as described under FPR Amendment 230, Sections 1-3.107 and 1-4.910(c), as supplemented by AIDPR 7-3.107.

4. Advance Notice Requirements

A. Contracts made by AID/W. FPR Amendment 230 and AIDPR Notice 84-1 and TR 75 changed substantially the market search and advance notice requirements for non-competitive and competitive procurements. These requirements apply to all contracts over $10,000 made by AID/W.

B. Contracts made outside the U.S. Advance notice publication requirements are not mandatory for contracts made overseas, however, it is still agency policy to follow these requirements to the extent practicable. AID/W believes that non-competitive procurement is justified on the basis of the AID-unique circumstances under certain exceptions as described in Paras 3(c)(1) and (2) of STATE 48100, i.e., PSCs serving abroad and other Mission contracts under $100,000, and the Mission is the procuring entity, it generally will not be practicable to solicit routinely in the CBD; therefore, Mission procurements under these two circumstances would be exempt from the advance notice publication requirements. As a policy matter, Mission procurements, except in these two cases, should follow the same advance notice procedures as described above for AID/W contracts, unless special circumstances exist which make it impracticable to solicit suppliers in the U.S.

5. Delegations of Authority. The Delegations of Authority to review and approve non-competitive procurement have been restricted to the head of the contracting activity (the Director of SER/CM for AID/W contracts, the principal AID Officer for Mission contracts) for any non-competitive contract award in excess of dollars 1 Million in FY 1984, in excess of dollars 500,000 in FY 1985, and in excess of dollars 300,000 in FY 1986 and beyond. Up to these levels, authorities remain as contained in existing Delegations of Authority (AIDPR Section 7-3.107-51). Authority to approve non-competitive procurement based on the circumstances is assigned as follows:

A. For contracts executed by AID/W:
(1) 0 to $10,000 - Contracting Officer
(2) $10,000 to $100,000 - M/SER/CM Division Chief
(3) $100,000 to $250,000 - Director or D/Dir M/SER/CM
(4) Over $250,000 - the Non-Competitive Review Board

B. For contracts executed by a Mission:
(1) 0 to $10,000 - Mission Contracting Officer
(2) 0 to $100,000 - Mission Director
(3) Over $100,000 - the Mission Non-Competitive Review Board.

6. FYI. FPR Temporary Regulation (TR) 75, which implemented PL 98-72, have not been implemented in the new Federal Acquisition Regulation (FAR), which became effective on April 1, 1984. However, FAR coverage is anticipated shortly. As soon as the FAR coverage is published, FAR Supplement will be revised as will be the AIDAR.

EXAMPLES ON NON COMPETITIVE PROCUREMENT

Following is a review of two requests of a Regional Supply Management Officer (RSMO) from an AID Affairs Officer (AAO). The first was for non-competitive procurement of 16 AMC CJ-8 Jeeps. While the RSMO had no objection to the proposed procurement based on the justification presented, RSMO pointed out that the procurement was not within AAO's authority to execute. Following is a brief summary and clarification of the rules governing this transaction, including recommended procedures for procurement.

First, the approval for competitive procurement waivers must be in accordance with Supplement HB 1, Chapter 12C4A, which relates to Host Country contracting. Since the proposed vehicle procurement will be by AID-Direct contracting, in this instance AID-Contracting is governed by the Federal Acquisition Regulations (FAR), HB 14, which became effective April 1, 1984. Procurement by AID-Direct contracting is also contained in Supp HB 1, Chap 12B.

There is no waiver for Non-Competitive Procurement under direct contracting. Non-Competitive Procurement can be authorized by the Contracting Officer provided justification for doing so is well documented, meets one of the criteria described in Supp HB 1, Chap 12B2G, and the estimated value of the contract is within the Contracting Officer's authority. Moreover, under the new regulations an Advance Notice of Intent to procure non-competitively would be required prior to negotiation with the intended source. In this particular case, the estimated value of the contract for 16 CJ-8 vehicles exceeds the AAO's authority ($100,000). Therefore, the contract would need to be executed by AID/W.

Based on the value and nature of this procurement, the RSMO indicated that the most appropriate method of procurement is for the Mission to issue a Worksheet PIO/C designating GSA as the authorized agent. The approved worksheet PIO/C is then forwarded to M/SER/COM/CPS for necessary procurement action. Detailed procurement instructions for completing the PIO/C are contained in HB 15, Appendix D(7). However, the worksheet must include fiscal data, detailed equipment specifications, including accessories, delivery period, shipping and marking instructions, plus any additional pertinent information. The worksheet PIO/C should also contain justification for the type of vehicles desired, including a statement that vehicles must be compatible with existing equipment for spare part, interchangeability, etc.

The second request reviewed by RSMO was for procurement of NCR microcumputers, under an AID-direct contract, and thus subject to the FAR. Since the procurement was less than $100,000 the advance notice publication was not required; the value was within the AAO's contracting authority and SER/IRM approval had been obtained; the AAO was able to approve this non-competitive procurement and negotiate a contract with NCR. However, to insure that a satisfactory contract is obtained, RSMO recommended procurement be undertaken under a GSA contract, through the Federal Supply Schedule (FSS), if one were available. In this case the Mission could issue a purchase order directly to NCR.

USE OF PROCUREMENT SERVICES AGENTS
(Ref. State 162794, 6/3/84, HB 15, Chap 4, TM 15:67)

State 162794 of 3 June '84 clarifies the requirements for which Procurement Services Agents may be used in providing services under AID funded activities.

1. CONTRACTING

In order to use PSA's there must be a contract executed between an authorized Host Country official and the PSA defining the services to be performed. The procedures in HB 11, Chap 1, and HB 15, Chap 4 will provide guidance in this area.

2. USE OF PIO/C

A. PIO/C's are not acceptable as an obligating document without a prior contract being executed. The PIO/C may be used to earmark funds under a project agreement when AID or another USG agency is to implement a portion of the project or arrange for implementation through a third party. In addition, it serves as an agreement between AID and the host country on what specific commodities AID or another U.S. agency is to purchase. When the host country is to implement a portion of the project, funds would normally be earmarked under a Project Implementation Letter (PIL).

B. The PIO/C may be used as a convenience to provide additional procurement information to a PSA, such as commodity specifications. It cannot be used as a legally binding change order or amendment to the contract unless the changes are in accordance with the contract and it is signed by an authorized host country official and if necessary, the PSA. Also, it should never be provided to a PSA prior to the signing of a contract.

C. Whenever a PIO/C or other funding request for a PSA is submitted to AID/W for action in issuing a L/COM, a copy of the funding document and the contract or contract amendment or change order should be attached.

3. PAYMENT MECHANISMS

A. Services: Once a contract is established, the USAID/Controller, or a Regional Controller, will be responsible for paying the Agent for its services. If the contract is with the host country, the Controller will normally issue a Direct Letter of Commitment to the agent. If the contract is with the USAID, or where it is agreeable to the agent

under a Host Country Contract, the Controller may pay against submissions of documents without issuing a Direct L/COM.

B. Commodities: The request for opening a Bank L/COM to cover costs of commodities and delivery services should be sent to M/FM/BFD along with a copy of the PSA contract and sufficient funding data.

4. Since PSA duties often vary with each contract, it is very important that copies of all Host Country Contracts, PIL's and PIO/C's relevant to procurements by PSA's be forwarded to SER/COM/CPS and M/FM/BFD so that they know what language to include in the Bank L/COM.

When AID/W is requested to make payment, the Contract must be approved by M/SER/CM and a copy of the relevant contract must be submitted along with a request for issuing a Bank Letter of Commitment (L/COM) when AID does direct contracting.

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PROPOSED CONTRACT ACTIONS IN THE COMMERCE BUSINESS DAILY (CBD)
(Ref: SER/CM - CIB 84-9, 4/16/84)

As a more expeditious alternative to the direct relay telegram procedure for transmitting advance notices to the CBD, overseas contracting officers are encouraged to use the established State Department telegram system for transmitting advance notices to the CBD. Use of this system permits simultaneous direct transmission to the CBD and to AID/W.

The telegram form and format in use at post is used. The COMMERCE BUSINESS DAILY and SECSTATE WASHDC are shown as action addressees. The telegram is captioned ADM AID and is slugged for SER/CM/SD/SS and the cognizant geographic bureau backstop office. The direct addressing to CBD is in accord with ACP 117, CAN-US SUPP-I, Allied Routing Indicator book in use by embassy communication units worldwide. An addressing example is as follows:

COMMERCE BUSINESS DAILY SECTION
CHICAGO, IL
SECSTATE WASHDC
UNCLASS POST NAME

ADM AID AID/W FOR SER/CM/SD/SS AND NE/PD

TEXT

CM/SD/SS staff will review daily issues of the CBD and confirm the publication date of advance notices by cable to the Mission contract person identified in the text of the notice with an information copy of the cognizant geographic bureau backstop office.

RESIDENTIAL FURNITURE CONTRACTS

1. The Ethan Allen Contract, No. GS-00F-68032 has been signed and orders may now be placed for furniture. The catalogs were forwarded to all Missions the end of April. Requests for furniture should be sent to AID/W, SER/MO/RM/AP in the form of a funded requisition. Carpets are not included and must be requested as a separate item.

   At the time the copy of the Purchase Order is sent to the post, a questionnaire will be included which posts are requested to complete and return to EOMS/OM for review. Although Ethan Allen provided furniture many years ago, AID/W wishes to monitor the initial services provided under the new contract.

   All furniture will be packed for shipment via the USDA/New York.

2. Whitecraft Furniture Contract No. ST-0000-220049 has been renewed to March 31, 1985. There is no change in style, fabric selections or price. There is a change however, in a Quantity Discount Available, as follows:

Single Order - One Item		Single Order - Multiple Items	
$15,000-20,000	1%	$25,000-40,000	1%
20,001-25,000	2%	40,001-50,000	2%
25,001-40,000	3%	50,001-80,000	3%
40,001-50,000	4%	80,001-100,000	4%

   PROMPT PAYMENT TERMS: 2%, 20 days

3. Requisitioning Furniture

   Missions are not authorized to place orders directly with the vendors, but should send a funded requisition providing styles and color schemes desired. Missions acting on behalf of projects may also request furniture under these contracts. DO NOT assign a Purchase Order number. Only AID/W Purchase Order Numbers are used.

   JAO posts should advise the procurement officials of the USAID procedures to be followed. DO NOT send AID funded requisitions to State OPR/ST. OPR/ST will not process AID funded requisitions. These requisitions must be sent to SER/MO/RM/AP.

4. Furniture Stockpile

   The Drexel stockpile has now been depleted. A new stockpile will be established with Ethan Allen furniture. We will have five sets of Transitional Style House C with Master Bedroom (with queen bed set), Bedroom No. 1 (twin bed set) and Bedroom III (circa 1776 style); and five sets Transitional style, House C substituting the Student Bedroom for the Bedroom III.

Den furniture, carpets and other extra pieces are available but will not be part of the stockpile.

Please see instructions provided in the January 1984 SERLETTER regarding the operation of the Stockpile and replacement orders.

Stockpile sets are available for OE funded requisitions only.

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PURCHASE ORDERS ISSUED TO VENDORS IN THE UNITED STATES

A number of instances have occurred during the past several months with regard to orders issued to vendors which (a) request direct Air Freight to post, but omit shipping instructions; (b) omit the mailing address for invoices; or (c) fail to provide the USDA with copies of P.O. which provide fiscal data to cover air or sea shipments.

The following is provided for your information to assist with your procurement program.

A. Freight Forwarders

1. The U.S. Despatch Agency is a State Department freight forwarder for official U.S. Government shipments both in and out of the U.S. They process necessary import and export documents required for customs clearances. They arrange for shipments by air or sea, arrange for export pack for air freight shipments if vendor cannot provide this service and box or containerize for surface shipments. They advise posts on pending shipments and can provide follow-up for lost shipments. The USDA has negotiated special rates for shipping which are below normal freight rates. There is no charge for their services.

2. Private freight forwarders or vendors must process necessary documents through U.S. Customs prior to shipment; they arrange for shipments with air lines and usually pay the full IATA freight rates, or they ship on foreign carriers, which is against regulations. They do not advise regarding shipping information nor do they provide for follow-up. There is an additional charge for this service.

B. Pertinent Regulations

1. FAR requires the following information on the first page of Order.

"Invoice" Cite P.O. number and mail to:
(Full address of post)

2. OF-347 contains a listing of FAR regulations which are to be included on all orders issued to vendors in the United States. See attached list which should be incorporated onto last page of order. When new forms arrive this is already shown on the back of page 1.

3. Shipping regulations require the following statement on Order, if vendor is requested to ship directly. "International transportation must be performed by U.S. Flag carrier in accordance with Public Law 93.623 to the extent that such carrier service is available. A separate justification is required for use of a foreign flag carrier."

   Posts authorizing use of foreign flag carrier must specify such justification on order.

C. Specific Problems:

1. Many U.S. vendors do not export pack.

2. Many U.S. vendors do not provide clearing services required for foreign shipments, causing confusion, delays and added expense for processing shipments.

3. Post are omitting some of the required information on order and vendors do not understand what is required. All information on suggested instruction sheet (see below) should be included.

4. Procurement law requires specific identification where Invoice is to be sent. Many posts are omitting it entirely, or expect vendors to know exactly where because of previous orders. Remember, law requires complete information on all orders whether in purchase order form or by direct relay.

5. Posts are omitting identification of equipment for which spare parts or supplies are required.

6. Post personnel assume vendors all know where foreign posts are located. This is an incorrect assumption on the part of the Mission. (An example is an employee of a vendor who asked for a Zip code for the overseas post, and then shipped the items by Emory Express rather than Air Freight at three times the cost and the items never arrived).

7. Posts are authorized to order direct from vendors and request vendors handle shipment. AID/W suggests posts use services of USDA. This:

   (a) Provides shipping facilities
   (b) Provides export packing facilities
   (c) Provides shipping information
   (d) Provides follow-up information
   (e) Provides for authority to pay immediately upon receipt by USDA
   (f) Provides for cheaper shipping rates as all direct shipments will pay full IATA rates.
   (g) Provides free customs processing

8. Posts are requesting vendors to ship through State Department Pouch. State A-305 dated 3/3/81 advises all posts that supply orders must include funds to cover shipping either by Air or Surface and that use of the Pouch for supplies is not authorized.

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INSTRUCTIONS TO VENDORS FOR AIR FREIGHT SHIPMENTS
(When shipment handled by USDA)

Purchase order or direct relay telegram must include all of the following information when you are requesting AIR FREIGHT shipment. Copy of Purchase Order or telegram must be sent to the U.S. Despatch Agent servicing your geographical area.

PACKING INSTRUCTIONS: "MATERIALS SHOULD BE PACKED FOR EXPORT SHIPMENT IN ACCORDANCE WITH BEST COMMERCIAL STANDARDS FOR AIR FREIGHT SHIPMENT."

MARK AND CONSIGN TO: "USAID/(name of city)
AMERICAN EMBASSY
(name of country)
P.O. NO._____"

SHIPPING INSTRUCTIONS: "WHEN MATERIALS ARE READY FOR SHIPMENT PLEASE CONTACT THE U.S. DESPATCH AGENT FOR INSTRUCTIONS (cite address and phone number of USDA). NOTE: DO NOT SHIP MATERIALS TO THIS ADDRESS."

INVOICE: CITE P.O. NUMBER AND MAIL TO:
CONTROLLER
USAID/(name of city)
Agency for International Development
Washington, D.C. 20523

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INSTRUCTIONS TO VENDORS FOR AIR FREIGHT SHIPMENTS
(When shipment NOT handled by USDA)

Purchase order or direct relay telegram must include all of the following information when you are requesting Vendor to ship directly by Air Freight.

PACKING INSTRUCTIONS: "MATERIALS SHOULD BE PACKED FOR EXPORT SHIPMENT IN ACCORDANCE WITH BEST COMMERCIAL STANDARDS FOR AIR FREIGHT SHIPMENT."

"ONE COPY OF THE PACKING LIST MUST ACCOMPANY THE SHIPMENT ATTACHED TO THE "LEAD" OR NO. 1 CARTON/PACKAGE."

MARK AND CONSIGN TO: "USAID/(name of city)
AMERICAN EMBASSY
(name of country)
P.O. No._____"

SHIPPING INSTRUCTIONS: "MATERIALS SHOULD BE SHIPPED PRE-PAID AIR FREIGHT. YOU WILL BE REIMBURSED FOR AIR FREIGHT COST AS WELL AS ANY EXPORT DOCUMENT PROCESSING REQUIRED UPON SUBMISSION OF YOUR INVOICE WITH A COPY OF THE PREPAID COMMERCIAL BILL OF LADING. PLEASE DO NOT SHIP COLLECT."

SHIPMENT SHOULD BE ROUTED VIA_____ FOR FASTER SERVICE.

"INTERNATIONAL TRANSPORTATION MUST BE PERFORMED BY U.S. FLAG CARRIER IN ACCORDANCE WITH PUBLIC LAW 93.623 TO THE EXTENT THAT SUCH CARRIER SERVICE IS AVAILABLE(A SEPARATE JUSTIFICATION IS REQUIRED FOR USE OF A FOREIGN FLAG CARRIER)."

INVOICE: CITE P.O. NUMBER AND MAIL TO:
CONTROLLER
USAID/(name of city)
Agency for International Development
Washington, D.C. 20523

PROCUREMENT - LAC REGION

The Bell & Howell, Latin American Division, has advised that in order to reduce administrative costs, they will be strictly enforcing the following division order policies;

1. Minimum order is $250.00. Any orders processed for below this amount will be billed at $250.00.

2. Standard terms are that all shipments go FREIGHT COLLECT.

These policies are effective immediately. Any orders not within these terms will be returned.

If Freight Collect will be a problem, posts should issue the order for the U.S. Despatch Agent to arrange for Air Freight shipment.

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PURCHASING THROUGH SEARS, ROEBUCK & CO.

Purchasing Officers are reminded that they should use the Sears "General" catalog and NOT the Export catalog. Orders should be sent to the following address:

Sears Roebuck & Co.
10301 Westlake Drive
Bethesda, MD 20817
Tel. (301) 365-4100
ATTN: Contract & Gov't Sales Rep.

This information was conveyed by letter from Sears to all U.S. Embassy Admin/Procurement Officers on April 4, 1984. Extra copies of this letter are available through M/SER/EOMS/OM.

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PURCHASING ORDERS ON MODIFIED VEHICLES

Purchase Orders requiring modified vehicles must also submit copies to A/SY/FO in addition to M/SER/EOMS/OM and U.S. Despatch Agent. Missions not doing so create delays in shipment.

PROCUREMENT RESOURCES

WATER PURIFICATION SYSTEM

The Water Technologies Corporation of Ann Arbor, Michigan, has developed water purification products that are both economical and safe. The products have been subjected to very rigid testing by the University of Kansas, University of Michigan, the Department of the Air Force and the Department of the Army. The Air Force and the Army have approved procurement of the product by the military. The products kill micro-organisms and cysts in non-purified water. They have proven effective against parasites, viruses and bacteria.

The Corporation has made application to be listed on the GSA schedule. It is anticipated that approval action by GSA will take a minimum of ninety days. Missions that are interested in the products should not delay procurement action pending scheduling by GSA. At the time the products are listed on the schedule, the prices will be the same as currently quoted to USG procurement agencies. Inquiries should be directed to:

Water Technologies Corp.
4601 Platt Road
Ann Arbor , MI 48104
Tel. (313) 971-3800

The endorsement of these products has been cleared with M/MED.

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HOUSEHOLD APPLIANCES

The Malkin Electronics International, Inc, located in New York City can supply appliances that operate on 220V, 50/60 cycles. Inquiries should be directed to:

Malkin Electronics International, Inc.
500 Fifth Ave.
New York, New York 10036
Tel. (212) 730-1500

REAL PROPERTY

1. JAO Directors, Management Officers and General Service Officers are reminded that advance clearance by AID/W, SER/EOMS, is required for leases exceeding $25,000 annually and any lease payment expressed in U.S. dollars regardless of amount must be cleared with AID/W, SER/EOMS and A/FBO. All leases for functional (non residential, warehouse and office) space must be cleared with AID/W, SER/EOMS, in advance. Please refer to 6 FAM 700 and HB 23, Chap. 4; 721.3 and 726(m) for further clarification.

2. USAID posts are requested to comply with STATE 97460 dated 4 April '84, which announced the new Real Estate Management System (REMS). These forms were due in FBO by 15 May '84. Use of Form FS-512 has been discontinued. Please observe established arrangements whereby:

   a. All REMS reports should be submitted directly to A/FBO/ADMS, and not to EOMS/OPM.

   b. The original (ink copies) of leases, amendments and termination and acquittance documents pertaining to AID leased properties should be submitted directly to M/SER/EOMS/OPM and not A/FBO.

3. When negotiating leases which deviate from the standard lease instrument, approval should be obtained from M/SER/EOMS prior to executing a lease.

4. Missions should avoid entering into lease agreements where the USG is reponsible for household property and appliances which belong to the landlord. This can become a financial problem at the termination of the lease should the property be damaged or lost.

5. Short term leases which exceed the standards by more than ten percent due to architectural anomalies should be approved by the Inter-Agency Housing Board and AID/W should be advised. Where properties exceed standards by more than ten percent, Mission should develop a plan to drop the over-standard ones upon the departure of the occupant or expiration of the lease, whichever is more economical or less disruptive. In cases where leases for over-standard properties are significantly favorable to the USG, circumstances leading to the retention decision should be documented.

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LACK OF IDENTIFICATION

AID/W is receiving NXP, Personal Property, Receiving Reports (with no Property Control Nos.), budget plans and memos with no post identification. All property record reports should carry the Mission's identity at the top of the report. All correspondence should indicate the sender's name and Mission in order to properly respond to any request.

AUTOMATION

The Agency's overseas automation program has been very active as evidenced by the numerous requests for equipment assessments, procurement and delivery, software, and responses to technical questions associated with the implementation of this new technology. Growth in AID's automation has been dramatic. Currently, there are "automation holdings" in more than fifty overseas posts.

Questions have been growing on the Systems Management, the new "integrated" software packages and on the operation of electrical power equipment. Information regarding these matters are subjects discussed in the IRM Information Exchange (dated Aug & Nov '83, and Apr '84), and the AID Software Exchange Catalog (dated 6 Apr '84), which will continue to be issued periodically. System Manager's Instruction Manual for USAID Automation will be soon released.

Missions should be especially cognizant of the need for maintaining accurate equipment inventories and for assuring that equipment "maintenance" coverage is arranged based on serial numbered equipment and pertinent acceptance dates of such automation. An equipment inventory list for each Mission with verification instructions for determining maintenance bills will be mailed to the field. When this verification effort is complete, both the Mission and AID/W will be better able to monitor the contractual aspects of the automation activities.

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SECURITY

The conduct of AID programs, particularly overseas, is being accomplished with fewer direct hire employees and more contractor personnel. The role of the Office of Security (IG/SEC) is to support the Agency by assuring that all personnel hired as employees or contractors meet high standards of integrity and loyalty. As the Agency utilizes more and more contractors some problem areas begin to develop. Contractors may be hired for short-term projects or two-year assignment. They may or may not have a need for access to classified or LOU information. They may work on the Mission premises or be assigned to a host country office. In other words, the conditions of the contract are quite varied from direct-hire where certain basic similarities in employment exist. The Office of Security has the responsibility to conduct investigations to ensure that the employee, both Government and contractor, meets the security and suitability standards established.

Where proper procedures on security clearance/certification are used for contract personnel, this ensures the integrity of the Agency by bringing on board properly cleared/certified employees. Failure to follow procedures can cause problems. Security requests should be made at the time the individual is being processed. IG/SEC processes contract requests with the same priority as direct hire requests. Chapter 2, HB 6 provides guidance in processing contractor clearance. Two initial inspections revealed significant discrepancies in the way clearances were requested.

IG/SEC, with the cooperation of the other IG components, will be making regular inspections of contractor programs at the various USAID Missions.

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FIRE! FIRE! FIRE!

A spate of fire-induced accidents this year has indicated that there is a lack of emphasis on fire prevention measures at our overseas posts. We urge that all Executive and Management Officers bring the following hazards, and how to avoid them, to the attention of the USAID employees.

1. Residents should check their smoke detectors regularly, preferably once a month.

2. Keep all cooking gas/cylinders in shaded, well-ventilated areas out of doors.

3. Cooking gas lines from the cylinder to the stove made of flexible rubber hose should be kept away from hot contact areas.

4. Highly flamable and volatile liquids, such as gasoline and paint thinners, should be stored in protected, well-ventilated areas outside of the living quarters.

5. Most residential fires and several fires in the USAID offices have been caused by faulty or overloaded wiring. Has there been safety inspection of housing wiring at least once this past year? Is wiring of sufficient size to carry the loads of U.S.-furnished appliances? Is the fuse/circuit breaker system compatible with wiring size and load? Do your residences, which usually do not have the amperage safety factors expected in U.S. housing, have too many electrical appliances on the circuits?

6. Are fire and life safety briefing and/or handouts provided during the orientation of new arrivals at post? If not, it is important to start doing so.

REGIONAL COMMUNICATIONS AND RECORDS MANAGEMENT WORKSHOPS

Much thanks to the 12 missions who hosted the C&R workshops between October 1983 and January 1984. A total of 232 clerical and administrative employees from 44 USAID's attended this much needed training. Missions hosting workshops were:

Africa:	Abidjan, Dakar, Lusaka and Nairobi.
Asia:	Manila and New Delhi.
Latin America:	Kingston, Lima, Port au Prince, San Jose, and Tegucigalpa.
Near East:	Cairo.

The workshops covered communications techniques such as mail, pouch and telecommunications procedures. It also provided detailed information on establishing, maintaining and disposing of Agency records. Other subjects covered in the workshop included: The Freedom of Information and Privacy Acts and their effect on records making and keeping; the AID handbook directive system; records security; correspondence and copy management; and the project document microfilm system recently implemented in the Africa and Asia Bureaus.

For those who were unable to attend the FY 84 workshops, five regional and 2 AID/W workshops are being planned for FY 85.

* * * * * *

NO RUBBER STAMPED MAIL

Some posts are continuing to forward to AID/W envelopes rubber stamped with the statement "Postage and Fees Paid USAID." The U.S. Postal Service will no longer accept such mail. (See 83 State 325228). To expedite U.S. domestic mail from the USAID's the AID Mailroom has been re-enveloping such mail. Obviously, this slows mail dispatch and wastes staff time!

Missions must now use official Agency indicia envelopes for official mail sent back to AID/W for entry into the U.S. Postal System. The only alternative to this procedure is for posts to purchase and affix adequate U.S. postage to official mail which is to be entered into the U.S. Postal System.

Official indicia envelopes may be ordered through the AID Distribution Branch, MO/PM/D, on Form AID 5-7. Plain (non indicia) envelopes should continue to be ordered through the Federal Supply Service.

DONATION OR TRANSFER OF OFFICIAL AGENCY RECORDS

As most of the problems experienced with unauthorized donation or transfer of Agency records have occurred overseas, this is a reminder to Agency officials that the disposition of official Federal records is governed by Federal law (44 U.S.C. chapters 21, 29, and 33) and regulation (41 CFR 101-11.4). They provide that no action may be taken to destroy, transfer, or donate official records without prior approval from the National Archives and Records Service (NARS).

Regulations governing the donation of Federal records also provide that only records previously authorized for disposal by the Archivist of the United States are eligible for donation to a non-Federal institution. The donation must be in the public interest, executed at no expense to the government, and involve records unaffected by nondisclosure laws or regulations. The donee must agree not to sell the records as records or documents. Records which have been appraised by the National Archives as having sufficient value to warrant permanent preservation for future research purposes may under no circumstances be donated to a non-Federal institution.

The Agency Records Officer, M/SER/MO/CRM/RM, approves and coordinates with NARS all proposed transfers or donations of official Agency records. Offices proposing to loan, transfer or donate Agency records must submit their requests to the Agency Records Officer for approval and coordination with NARS.

* * * * * *

REQUESTS FOR AID PUBLICATIONS AND ADMINISTRATIVE SUPPLIES

Some posts have been requesting M/SER/EOMS to furnish publications and certain administrative supplies. All AID publications and AID forms should be ordered directly from:

M/SER/MO/PM/PR
Room B930 NS
AID, Washington, D.C. 20523

GSA supplies and office items carried in their stock catalog must be ordered directly from the GSA Support region responsible for serving your post. The GSA FEDSTRIP Operating Guide, Publication No. 7, PMR 101-26.2, lists all regional support offices and the posts they serve. It also gives detailed instructions for filling out requisitions. The FEDSTRIP Operating Guide has been distributed worldwide, and each post should have a copy in the management library. If not, you may order a copy from:

Gen'l Services Administration (8BRD-9)
Building 41, Denver Federal Center
Denver, CO 80225

TRAVEL INFORMATION

Several issues concerning the Uniform Foreign Affairs (Travel) Regulations and of significance to all Foreign Service personnel have been addressed by M/SER/MO in recent months. It is anticipated that the resultant proposals for revision to the governing regulations and/or policy determinations/guidance will be appropriately cleared and become available in final form in the very near future. (No ACTION is authorized and none should be taken on such matters until official notification is received.) The issues addressed include the following:

1) Increase of combined shipping and storage allowance (6 FAM.62.2)

The combined allowance was increased to 18,000 pounds net weight and the limited shipping allowance raised to 7,200 lbs. net weight effective retroactive to May 1, 1983. The allowance weights are no longer dependent upon employee grade or family size (see State telegram 168476, 6/8/84).

2) Use of Travel Agencies (6 FAM 128.2)

The restriction on use of travel agencies by Federal Agencies has been removed effective May 25, 1984. However, Agency policy requires continued use of the offices or general agents at American carrieirs overseas, whenever possible.

3) Fly America Act (6 FAM 134)

The regulations governing use of American carriers between two points overseas have been liberalized to some extent consistent with legislative authority.

4) Allowable Storage Expenses (6 FAM 172 e.)

The regulation has been revised to enlarge upon the types of items qualifying for specialized storage at USG expense.

5) Allowance for Additional Consumables (6 FAM 162.5)

The regulations are being revised to provide for multiple and second tour shipments, where appropriate.

6) Storage of Effects (6 FAM 171/172.d&j)

Agency policy on adding effects to continuing storage at time of transfer between overseas posts is being clarified. Update guidance will be provided to all AID posts by circular telegram in the future.

7) Transportation of Effects (6 FAM 160)

It is the intent of Agency policy that an employee and his/her effects should arrive at a new post at approximately the same time with minimum risk of loss or damage. Implemented procedures imcluding coordinated shipment and temporary intransit storage will be announced shortly.

PER DIEM DURING MEDICAL EVACUATION TRAVEL
Ref: 3 FAM 686 (Revised)

M/MED has provided official notice of the revisions to the governing regulations which will be incorporated into the regulations in the near future. These changes have been in effect since February 21, 1984.

The following are current guidelines and policy regarding the authorization of per diem during medical evacuation travel--

a) Medical Evacuation To Points Outside The U.S. For Reasons Of Diagnosis, Medical, Surgical, NP Cases Other Than Obstetrical Care.

The evacuee will be eligible for per diem at the full locality rate for the first 120 days with a reduction of 50% thereafter, not to exceed a total of 180 days (6 months) -- 6 FAM 154.3b shall apply in this instance.

b) Medical Evacuation To Points Within The U.S. For Reasons Of Diagnosis, Medical, Surgical, NP Cases Other Than Obstetrical Care.

The evacuee will be eligible for per diem at the full locality rate for a period not to exceed 180 days (6 months) -- 3 FAM 686.4-3b.

c) Medical Evacuation For Obstetrical Care Either To The U.S. Or Points Outside The U.S.

The evacuee will be eligible for ninety (90) days of per diem only -- application of rate will apply as outlined on A or B above.

Claims for per diem in excess of ninety (90) days should be supported by documentation from the patient's physician and should be referred to M/MED, Director of Domestic Programs, for review to determine that time in excess of 90 days is considered to be required in connection with obstetrical procedures.

d) Medical Evacuation For Emergency Dental Care

Per diem is limited to three (3) days.

e) Per Diem For Non-Medical Attendants

Non-medical attendants will be eligible for three (3) days per diem after arrival at the treatment location. On a case-by-case review basis, additional per diem for non-medical attendants may be authorized.

f) Full Per Diem

Full per diem is intended to be $50.00 per day for standard per diem in the U.S. -- or, up to $75.00 per day for special locality subsistence for each day authorized. Either "per diem" or "locality subsistence" may only

be authorized by the person or "authorizing officer" who approves the travel, based upon competent medical authority.

g) Cost-Constructive Travel

If the "designated" treatment site is an overseas location and the evacuee travels to his/her "elected" treatment site in the U.S., all travel cost must be "cost-constructive" as outlined 6 FAM 117g. This means that per diem at the "designated" treatment site sets the upper limits of what may be authorized/paid, and the traveler is subject to the provisions of overseas travel -- i.e., full locality rate for the first 120 days with a reduction of 50% thereafter, not to exceed a total of 180 days.

h) Full Locality Rate

Full locality rate is intended to mean the maximum established per diem rate for the locality. This policy is applicable for all medical travel, including travel for obstetrical care, either to the U.S. or points outside of the United States.

i) Documentation For Travel Vouchers

Patients (evacuees) should be advised of audit requirements regarding submissions of travel vouchers.

However, this specific responsibility rests solely with the "authorizing officer" at post of assignment -- from where all medical evacuation travel originated.

M/MED will draft a revision to 3 FAM 686 highlighting the above.

M/SER DIRECTORATE FOR PROGRAM AND MANAGEMENT SERVICES

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Program and Budget Officer.....J. Kevin Burke
Special Assistant.....Mary E. Wampler

M/SER/EOMS

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Chief, Policy and Procedures.....Joe L. Tucker

M/SER/EOMS/EMS

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Deputy Executive Officer.....Barbara A. Hoggard

EMS Backstop Officers

AA/M, M/AAA/SER.....Barbara A. Hoggard
M/SER/CM.....Nancy Carroll
M/SER/COM.....Linda Cope
M/SER/EOMS & Central Functions.....Dorothy M. Kelley
M/SER/EOMS & SER Budget Control.....Veronica Busby
M/SER/MO.....Mary Leggins
M/SER/MO.....Yvonne Nelson
M/SER/IRM.....Jean L. Moore

M/SER/EOMS/OM

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(Walter Kreutzer)
LAC Regional Management Officer.....Warren Duerbeck
EA/AFR/NE Regional Mgt Officer.....(John Steele)
WA/AFR/ASIA Regional Mgt Officer.....(R. Max Walton)
Overseas Property Management.....H. Donn Hooker

M/SER/MO

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Deputy Director.....Robert Cahn
Chief, Policy & Procedures.....Clement I. Irons
EMS Backstop Officers.....Mary Leggins
Yvonne Nelson
Chief, Comm. & records Mgt. Div.....Ralph Williams
Act'g Chief, Resources Mgmt Div .....Darma Wright
Chief, Publications Management Div.....Roger M. Mieras
Chief, Travel & Transportation Div.....William A. Mashburn
Chief, Purchasing & Procurement Sec.....Margaret O'Rourke

M/SER/CM

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Deputy Director.....Francis J. Moncada
EMS Backstop Officer.....Nancy W. Carroll
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Chief, Regional Operations Div.....Kathryn Cunningham
Chief, Central Operations Div.....Morton Darvin
Chief, Support Div.....James Murphy

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Deputy Director.....Edwin Callahan
EMS Backstop Officer.....Linda Cope
Chief, Policy & Procedures Staff.....C. Eugene Clarke
Chief, AFR, LAC & Interregional Staff.....Peter J. Hagen
Act'g Chief, NE &ASIA Div.....Wolfgang Von Spiegelfeld
Act'g Chief, Commodity & Proc Supp Div.....John Saccheri
Chief, Governmnet Property Resources Div.....Hans Bang
Chief, Washington Liaison Branch.....William E. Gamble
Chief, Transportation Support Div.....Howard D. Cradick
Act'g Chief, Surveil & Eval Div.....Kywn Abrahams

M/SER/IRM
Director.....Paul Spishak
Deputy Director.....Phyllis A. Drohat
Special Assistant.....Joseph R. Ellis
EMS Backstop Officer.....Jean R. Moore
Chief, Planning & Evaluation Div.....Linwood A. Rhodes
Chief, Mission & Program Service Div.....William C. Ruotola
Chief, Techical Support Div.....Willard W. Lee
Act'g Associate Dir Client Support.....William J. Follen
Act'g Chief, Regional Services Div.....James Bossard
Act'g Chief, Financial Support Div.....Lawrence Livesay
Act'g Chief, Central Services Div.....Catherine Allen Smith
Act'g Chief, Mandated Programs.....Fred Allen
Act'g Chief, Systems Management Div.....Eugene Dwyer
Chief, Automated Support Div.....Herbert B. Thompson

CURRENT ROSTER OF AID MANAGEMENT PERSONNEL AND POSITIONS OVERSEAS

AFRICA REGION

BOTSWANA

Exec Officer.....Timothy Edwards
Asst Gen Serv Off.....Guy Gibson (Res Hire)

BURUNDI

Management Officer.....Philip Buechler

CAMEROON

Management Officer.....(Clark Gregory)
*Admin Officer.....William MacLaughlan

Supply Mgt Officer.....Thomas Baranyi

CHAD

Exec Officer.....Richard Thacher

GAMBIA

Management Officer.....No Direct Hire Position

GHANA

Management Officer.....Jeremiah Parsons

GUINEA BISSAU

*Admin Officer.....Paul Pina

IVORY COAST

Management Officer.....Vacant
*Gen Serv Officer.....Vacant

Contract Officer.....Richard Webber
(Marilyn Buchan)
Asst Contract Officer.....James Dzierwa
Asst Contract Officer.....Neil Edin

Supply Mgt Officer.....Anatole Bilecky
Asst Supply Mgt Officer.....Thomas Stephens

Computer Specialist.....Lawrence Clark

*JAO Position

KENYA

Exec Officer.....John Greenough
Dep Exec Officer.....John Martin
Personnel Officer.....Dora Meeks
Gen Serv Officer.....Scot Covert
COM/REC Supv.....John Jacobson

Contract Officer.....James Anderson
Asst Contract Officer.....Laura McGhee

Supply Mgt Officer.....Arthur Laemmerzahl
Asst Supp Mgt Officer.....William Dunn

Computer Specialist.....Ronald Miller

LESOTHO

Exec Officer.....Raymond Dunbar

LIBERIA

Exec Officer.....Robert Rawley
Dep Exec Officer.....Mark Anderson
Gen Serv Officer.....Harry Harris
(Alvin Roman)

MALAWI

Management Officer.....John Lee
*Asst Gen Serv Officer.....Alex McKinnon

MALI

Management Officer.....Edward Rhatigan

MAURITANIA

Management Officer.....Barnett Chessin

NIGER

Management Officer.....Lena Gurley
COM/REC Supv.....Elmer Conrad
*Gen Serv Officer.....Joe Varley

Supply Mgt Officer.....Frank Donovan

RWANDA

Management Officer.....No Direct Hire Position

SENEGAL

Management Officer.....Floyd Spears
(Exec. Officer) (Stephen Wallace)
*Asst Gen Serv Officer.....Marilyn Collins

Supply Mgt Officer.....Judy Shane

SOMALIA

Management Officer.....Edward Aker
*JAO/Dir.....Gerald Nell

Supply Mgt Officer.....Girard Labombard

SUDAN

Management Officer.....Jack Gunther
Asst Mgt Officer.....John Ziegler
Asst Gen Serv Off.....Vacant
*Gen Serv Officer.....John Liebner
*Personnel Officer.....Patricia Smith

Contract Officer.....Donald Lake

Supply Mgt Officer.....Pierre ELissabide
Asst Supply Mgt Officer.....Jack Warner

TANZANIA

Exec Officer.....Alexander Ralli
(James McCabe)
Gen Serv Officer.....Paul Jhin
Supply Mgt Officer.....Vacant

UGANDA

Management Officer.....(Floyd Spears)
*Admin Officer.....Jairo Granados

ZAIRE

Management Officer.....Michael Trott
*Gen'l Serv Off.....(John Liebner)
*Asst Gen Serv Officer.....Emma Celhay
*Asst Gen Serv Officer.....Gerald Johnston
*Personnel Officer.....Clark Gregory

ZAMBIA
Management Officer.....Michael Ireland

ZIMBABWE
*Gen Serv Officer.....Virgilio Perez

Supply Mgt Officer.....John Lewis

ASIA REGION

BANGLADESH
Management Officer.....Mildred Taylor
*Gen Serv Officer.....Morris Anderson
*Asst Gen Serv Officer.....Reginald Chastain
*Personnel Officer.....Marian Salay

INDIA
Exec Officer.....Dave Lockhart

Contract Officer.....John Stuart

INDONESIA
Management Officer.....Kay Harley
*Gen Serv Officer.....(Jack Faircloth)
*Personnel Officer.....Delores Ross

Contract Officer.....Lynus Kelly

NEPAL
Exec Officer.....James Hester

PAKISTAN
Exec Officer.....Leland Hunsaker
Dep Exec Officer.....Douglas Owen

Contract Officer.....James Politte
Asst Contract Officer.....Brendan Gannon

Computer Specialist.....Robert Cunningham

PHILIPPINES
Exec Officer.....William White
Dep Exec Officer.....Vacant

Gen Serv Officer.....James Hao

Contract Officer.....Robert Doucette

Supply Mgt Officer.....Robert Stader

SRI LANKA

Management Officer.....Clyde Laursen
*Asst Gen Serv Officer.....Cecile Williams

THAILAND

Exec Officer.....James Donnelly
Gen Serv Officer.....Lovie Davis

Contract Officer.....Peter Howley

Supply Mgt Officer.....Bendeguz Viragh

NEAR EAST REGION

EGYPT

Management Officer.....Kent Hickman
Asst Mgt Officer.....Anne Dahlstedt

*Admin Officer.....Harold Daveler
*Gen Serv Officer.....Robert Bertolet
*Personnel Officer.....Anne Snelling
*Asst Personnel Officer.....Betty Mills
*Admin Officer (Alexandria).....Ronald Olsen

Contract Officer.....Arthur Byjorlykke
Asst Contract Officer.....Michael Kenyon

Supply Mgt Officer.....William Gill
Dep Supply Mgt Officer.....Robert Van Horn
Supply Mgt Adv.....William Binns
Supply Mgt Adv.....David Cowles
Supply Mgt Adv.....Joseph Dajani
Supply Mgt Adv.....James Harmon
Supply Mgt Adv.....Charles Raley
Supply Mgt Adv.....Robert Richardson
Supply Mgt Adv.....Hiram Smith

Computer Specialist.....Leonard Jamison

MOROCCO
Contract Officer.....Stanley Nevin

YEMEN
Exec Officer.....Beverly Morton
Dep Exec Officer.....(Carolyn Moore)
Gen Serv Officer.....Louis Correa

LATIN AMERICA AND CARIBBEAN REGION

BARBADOS
Management Officer.....John Johns

BOLIVIA
Exec Officer.....Timothy Bertotti

COSTA RICA
Management Officer.....Richard Rodman

DOMINICAN REPUBLIC
Management Officer.....Rudolph Fascell

ECUADOR
Exec Officer.....Robert Neil Merriwether

EL SALVADOR
Management Officer.....Vacant
Asst Mgt Officer.....James Leo

GUATEMALA
Exec Officer.....John Garney

HAITI
Asst Dir for Mgt.....William Gullett
Exec Officer.....Frank Bettucci

Contract Officer.....(Richard Webber)

HONDURAS
Management Officer.....Richard Biava

Contract Officer.....James Corley

JAMAICA

Management Officer.....Sammie Jones

Contract Officer.....Vacant

PANAMA

Exec Officer.....John Popovich, Jr.

Contract Officer.....Vacant

PERU

Exec Officer.....Jack Thrower

Contract Officer.....Michael Snyder

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SUPPORT SERLETTER SERVICE

Management Information Bulletin

Agency for International Development

Washington, D.C. 20523

AID/W
December 1984
Issue No. 3

The Harvest

FOREIGN AFFAIRS ADMINISTRATIVE SUPPORT

I. FAAS DEVELOPMENTS

In 1984 for the first time AID's total FAAS reimbursement to State exceeded 20 million dollars. This compares to less than 16 million dollars in FY 81. The almost 41 percent increase in AID's FAAS bill occurred despite a declining AID workforce and strengthening U.S. dollar.

The point is that AID's FAAS bill is a very significant portion of our total Operating Expense budget even though your individual USAID FAAS bill may seem quite small. We recognize that because State controls FAAS funds and operations, because the FAAS system is complicated, and because AID reimburses State in Washington and does not allot FAAS reimbursement funds to the field, that for all these reasons it is very difficult for the USAIDs to control the growth of FAAS costs. However, it is important to recognize that AID's best opportunity to affect FAAS costs is at the Mission level. Once the FAAS submission is finalized and forwarded to Washington and the participation percentages and estimated costs are cranked into State's financial management system, it is not easy to go back and change the original numbers although that has occasionally been done. It is much better if the USAIDs can negotiate changes prior to submission of the CORE/DAS* schedules.

With the submission of the FY 1985 CORE/DAS schedules, State began the automation of the FAAS. Although the degree of automated processing varies from Post to Post, clearance by serviced-agency representatives of FAAS submissions and mid-year financial plans is still required. Also beginning in FY 1985, the FAAS timetable has been altered; mid-year financial plans will be prepared in February/March based upon four months of actual obligations rather than in May. Preparation of CORE/DAS schedules in April remains the same.

For the past few years, State and the serviced agencies have had considerable differences of opinion concerning the CORE/DAS position base. A world-wide redesignation of CORE and DAS positions is pending. It is anticipated that State will present us with their comprehensive CORE/DAS position realignment proposal in early 1985. USAIDs should continue to note in writing those positions incorrectly designated. For the immediate future, we will try to make corrections or get off-sets on a case-by-case basis.

II. FAAS ANALYSIS

First, be sure to keep copies of all FAAS submissions and mid-year financial plans that are cleared through the Mission. The FAAS financial system is predicated on acceptance of the previous year's budget level (the going-rate) and then adding or subtracting any changes. You cannot evaluate a FAAS submission unless you compare it to the previous submission. Second, if at all possible, assign a specific FSN to assist in the FAAS reviews so that there will be continuity and institutional memory in the USAID review process.

* Distributed Administrative Support

A. CORE/DAS SCHEDULES

Step 1: Compare FAAS-2 Schedules

Compare all entries for AID to last year's figures and then to all other agencies at post on a line-by-line basis. Explanation/justification for changes should be obvious based upon your knowledge of Mission operations. The idea is to ascertain if the FAAS-2 workload statistics are an accurate reflection of the administrative support demands placed on the Embassy by AID. Remember that the Embassy keeps workload records and those records are open to inspection by serviced agency personnel.

Items to Note on Step 1

1. Numbers of personnel (U.S. and FSN) in Factors A, B and C. FAAS manual stipulates use of authorized positions as the workload factor. If the USAID has a significant vacancy rate, use of authorized positions is inequitable. USAID should negotiate smaller numbers for these factors when this situation exists.

2. Dollar value of supplies issued Factor L. Missions should compare this figure with sub-object 2622, Office Supplies, on the FAAS-6. Although not directly related, consumption of office supplies as shown on the FAAS-2 should be roughly correlated to procurement of office supplies as shown on the FAAS-6.

3. Office and Residential square feet occupied. Factor P and Q. Use of estimated square footages can lead to gross over or under charges. Only actual measurements are acceptable for this workload factor.

4. Weight of pouches. Factor S. This is supposed to be the weight of outgoing repeat outgoing pouches. AID pays in Washington for pouches sent from Washington to the field. This factor distributes the cost of shipping pouches from the Mission to Washington or other Missions. Therefore, the only way to know each agency's relative share of this expense is to weigh the outgoing repeat outgoing pouches on an agency basis.

Step 2: Compare Percentages

Compare this year's essential percentages to those of the preceding year. These percentages are the "CORE/DAS Ratio", the "FAAS-5 U.S.", the "FAAS-5 FN", and the "FAAS-6".

The CORE/DAS ratio is the basic split between the share of FAAS costs State will pay and the share the serviced agencies will pay. These figures are found on Form FAAS-4A.

The FAAS-5 U.S. percentage reflects our share of the personnel cost of U.S. DAS employees. This number is found on Form FAAS-5.

The FAAS-5 FN percentage reflects our share of the personnel cost of FSN DAS employees. This number is found on Form FAAS-5.

The FAAS-6 percentage indicates our share of all FAAS costs other than personnel costs. These percentages are found on Form FAAS-6B.

By comparing this year's percentages to last year's, you will isolate the cost areas (U.S. or FSN personnel or all other) and make apparent changes that have occurred.

Step 3: Compare FAAS-4A Schedules

The bottom line on this form is the CORE/DAS ratio. This ratio is applied to FAAS costs on the FAAS-6 - State picking-up the CORE share and the DAS share being distributed to the serviced agencies.

The two lines just above the CORE/DAS ratio are the U.S. and FSN percentages lines. These ratios are applied to FAAS U.S. and FSN personnel costs with, again, State picking-up the CORE share and the DAS share being distributed to the serviced agencies.

As before, compare these ratios to last year's. To determine the underlying causes for changes in these ratios, look at the personnel schedules, 4C (for CORE personnel) and 4D (for DAS personnel), and at all costs designated "FAAS-4A" on the FAAS-6 schedule.

You need to make these comparisons because even if AID's share of the DAS pie remains constant, an increase in the overall size of the DAS pie will mean higher costs for AID.

Step 4: Compare FAAS-5A Schedules

The FAAS-5A schedule is the detail breakdown of U.S. DAS personnel costs by FAAS-2 workload subfunctions. On this same table, the personnel costs broken-down by subfunction are also spread to each participating agency according to their FAAS-2 subfunction workload percentages.

Compare this year's 5A to last year's 5A looking for changes not explained by ordinary salary increases. Note the subfunctions under which anomalous changes take place. There are two variables in this table - the FAAS-2 workload percentages and the FAAS-4D salary amounts.

Check the pertinent subfunction on the FAAS-2 form. Problems with the workload statistics should have already surfaced in your review of this schedule under Step 1 above.

Check the FAAS-4D schedule. This schedule lists all DAS employees, gives their annual salaries, and shows a percentage distribution of each employee's time by workload subfunction. The workload subfunctions are listed horizontally across the top of the form. Find the pertinent subfunction and read down that column. Compare the employees and the percentages in this column to last year's FAAS-4D. Negotiations with the Embassy concerning realignment of the duties of DAS employees may be necessary.

Step 5: Compare FAAS-5F Schedules

The FAAS-5F schedule is exactly the same as the FAAS-5A schedule except that the 5-F pertains to DAS FSN personnel rather than to DAS American personnel. Proceed just as you did under Step 4.

Step 6: Compare FAAS-6 Schedules

The FAAS-6 schedule determines AID's share of all FAAS costs other than personnel.

Compare this year's schedule to last year's to determine where changes have occurred. Note the distribution factor for the line item (sub-object classification) about which you have questions. This factor will either be a standard workload subfunction factor from the FAAS-2 or a none-standard factor. Any problems with FAAS-2 workload subfunctions should have already been surfaced in your review of the FAAS-2 schedule under Step 1 above. Regarding non-standard distribution factors on the FAAS-6, their use has to be agreed to in advance by all parties concerned.

Items to Note on Step 6

1. Use of Factor C (Number of USDH and Contractors) to distribute costs under sub-objects 2611 B, auto fuel-indirect; and 2612 B auto parts-indirect. The use of Factor C to distribute indirect motor pool costs can be unfair to AID whenever we have our own motor pool and/or we have contractors included in the Factor C count who receive no motor pool support - direct or indirect. When the use of Factor C is inequitable to AID, request the Embassy to make a clear-cut dollar estimate of indirect motor pool support costs and transfer these costs to schedule 6 Act. On schedule 6 Act, no distribution factors are used, the actual costs incurred by each agency are attributed directly to that agency.

2. Other Contract Pers NOC, 2569 and Other Contract SVC NOC, 2589. Frequently, these are very large amounts not distributed outside FAAS because they are all FAAS contracts. However, AID pays its share of these contracts on the "bottom line"; we have a right to know what we are paying for. The FAAS manual states that FAAS contracts valued over $10,000 should be treated separately on the FAAS-6 and distributed on an agreed basis.

SUMMARY ON CORE/DAS SCHEDULES

Having worked back from the FAAS-5 and FAAS-6 percentages through the FAAS-2, 4D, 5A and 5F, you should know precisely what factors have contributed to changes in AID's FAAS participation percentages. More importantly, based upon this information and your knowledge of post operations and conditions, it should be clear what issues need to be raised with the Embassy and what changes need to be made before you approve the CORE/DAS schedules.

B. FIELD BUDGET PLAN

The Field Budget Plan (FBP) is used by State in place of the previous FAAS Going Rate Statement; however, the purpose is the same - to project the annual funding level using the previous year's estimated costs as a base. The FBP is in two parts, one for S&E funds allotted by State's Regional Bureaus and one for S&E funds allotted by FBO.

Items to Note on FBP

1. All changes (Non-recurring obligations, Annualization, Anticipated Built-In or Mandatory increases and Discretionary increases) to the base have to be explained in a narrative justification. Look at these justifications carefully. Especially note percentage amounts used for wage and price increases. Are these numbers in accord with the percentages the USAID is using in its own budget formulation?

2. Look at last year's FBP. Are the costs of all one-time efforts non-recurred in this FBP?

3. Has the USAID been consulted on all new initiatives included in the FBP?

III. FURTHER ASSISTANCE

Inquiries or comments concerning the FAAS may be directed to:

Patrick J. O'Neill
M/FM/BUD, AID/W
SA-12, Room 524
202-632-4146

* * * * * *

PERSONAL SERVICES CONTRACTOR

REQUEST FOR OFFICIAL PASSPORT

The Department of State has again declined an AID request for issuance of an "Official" passport for Personal Services Contractors (PSCs) with the Agency. This issue has been an area of contention between State and AID for a number of years and is periodically raised by our USAIDs. Although differences remain in the State vs AID determinations of the employment status of PSCs, the Department of State determination prevails in view of their basic statutory authorities governing passport issuance and control.

SHIPMENT OF EFFECTS

In accordance with M/SER/CM, Contract Information Bulletin 83-8, USAIDs are reminded regarding Inbound Shipment of effects for PSCs. They are as follows:

1. The USAID should select a carrier with "residence to residence" capability. The charges should include pick-up packing at origin, ocean freight, all port handling charges, custom clearance at destination, pick-up from port, delivery to residence, and unpacking. Finally, the USAID packer should advise PSC before he departs the name, address and phone number of the shipper's port agent and local representative in the destination city.

2. USAIDs without "residence to residence" capability should provide the same services as would be provided to a U.S. recuited U.S. citizen or a U.S. resident direct hire, except that the shipment must be consigned to a customs broker at port of entry for clearance and onward shipment to a firm selected by the PSC at final destination.

3. Following these instructions for shipment of personal effects will be of great assistance in eliminating unnecessary delays and problems for the Personal Services Contractor.

* * * * * *

TOLL FREE INQUIRIES

The Travel & Transportation Office of SER/MO can be called toll free on 800-368-0104 by AID employees and their dependents from any place in the United States, except Hawaii and Alaska, for assistance with questions relating to travel and shipment of HHE and UAB.

USAID/DAMASCUS CONTRACT TERMINATIONS

The closing of USAID/Damascus highlights contractual experiences encountered by SER/CM at the behest of the U.S. Congress which terminated AID funding to Syria on November 14, 1983. The succinct Congressional action led to lengthy precedent setting deliberations by the Agency's Contract, Legal and project staff.

Public Law 98-151, as well as terminating AID funding to Syria, authorized the Administrator to adopt and assume the liabilities of any contract with a U.S. contractor which had been funded by AID. As a result, host country contracts which had been executed under the laws of Syria were adopted by the U.S. Government and terminated under the Federal Procurement Regulations. Of the nine contracts adopted and reviewed by AID, adoption requests were denied to those contracts where no liability existed at the time, or resulting from, termination of AID funding. After policy issues were settled and many questions answered, those contracts which have been adopted were, at the same time, terminated. Negotiation of termination settlements is now in progress. Also, new issues arise such as the contractor whose adoption request was denied. The contractor recently notified AID that the Syrian Government has threatened to draw upon an outstanding Performance Guaranty which AID thought had expired.

Termination of the contracts raises many issues as a result of the adopted contracts not conforming to the Federal Procurement Regulations and having been negotiated by the Government of Syria. Transferring title to equipment and assigning rights under a license proved complicated with AID being the fourth party involved after the Government of Syria, the Contractor and subcontractor. The equitable treatment of outstanding invoices which could be processed as progress payments or handled as part of the termination settlement was a crucial issue. The settlement of the Syrian pound portion of the termination claim is an issue which will be raised soon. The expertise drawn from the Agency staff have developed a sound, expedient decision-making process for settling the Syrian terminations, and it appears that it is going to be a long term process.

* * * * * *

SCADA SYSTEM AVAILABLE

As a result of above contract terminations, AID has acquired a SCADA system which is the ADP hardware and software that automatically controls the treatment and flow of water. Any Mission with an interest in water processing dispatching system should direct their inquiries to:
Ray Potocki, AID/W, SER/CM/FSR, SA-14, Room 675.

COMMODITY MANAGEMENT

AUDIT ANALYSIS GUIDEBOOK

M/SER/COM has prepared an Audit Analysis Guidebook which provides a guide to understanding AID host country commodity programs, AID's eligibility and price rules, and procedures for post auditing AID-financed payments to suppliers. Copies of this 92-page "how to" manual are available from Kwyn Abrahams, M/SER/COM/SE, SA-14, Room 563.

AID-FINANCED COMMODITIES

One of the continuing problems that the Transportation Support Division (COM/TS) experiences is the identification of all shipments of AID-financed commodities. This office is responsible for compiling and reporting such shipments to fulfill the statutory requirements of the Cargo Preference Act. A useful document for acquiring this required information is the Quarterly Shipping Report which AID Handbook 3, requires the B/Gs to submit. Unfortunately, this report has fallen into disuse over the past few years. An AID-wide cable will address the need for USAIDs to discuss this requirement with the B/Gs to ensure their compliance. Any suggestions or alternatives concerning how this vital information can be submitted would be appreciated. Direct information to: SER/COM/TS, SA-14, Room 531A.

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REAL PROPERTY

TOURIST OR SKETCH MAPS

SER/EOMS would like each post's EXO/Mgmt Office to send in a tourist or sketch map of any city or town in the country in which AID owns or leases real property. This office is responsible for approving leases costing over $25,000/year and all real property purchases or construction. Being able to visually identify where the property will be located in a city relative to city edifices sometimes help to identify the location's advantages, and therefore, expedite decisions. Please forward the map or sketch to: SER/EOMS/OM, Room 232, SA-11, Attn: George Addision.

SHORT-TERM LEASES

The implementation of Real Estate Management Systems (REMS) has not negated the requirement for posts to forward a copy of each lease, any subsequent amendments, and any other pertinent documentation for the EOMS lease file. It will significantly assist EOMS to be responsive when posts request advice or approval regarding a particular lease.

PROPERTY ACCOUNTING

Few tasks are more demanding than the submission of the Annual Inventory and the U-754 Reconciliation. Alternatively, it is a pleasure to find that the physical count, the composite cards and the Controller's general ledger are all in agreement. The Property Officer is in the unenviable position of knowing that there are few excuses that can be made when records are at variance with the Controller. First, because the entire accounting system is the Property Officer's responsibility; and second, because the Controller's Office posts their accounts from figures obtained from the Property Officer. Receiving Reports received in AID/W indicates that the report may be the source of many built-in problems. For these reasons, the intention of this article is to focus on the Receiving Reports and to offer suggestions for improvement.

1. The Receiving Report is the most important single document in the accounting system. The number of employees who are charged with creating the document should be as few as possible and each should clearly know their role in the system.

2. The format of the Receiving Report should be consciously designed for clarity to remove differing interpretations. To do this, the following is suggested:

A. Create a separate report series for non-expendable (NXP) and expendable (EXP), and scrupulously prohibit the co-mingling of NXP and EXP on the same report. This will reduce the chance of posting errors by Controller personnel.

B. Describe and list Receiving Report entries item by item, and <u>not</u> in sets or groups.

C. Use an agreed nomenclature to describe the items received. For NXP use the same nomenclature used on inventories sent to AID/W.

D. For each line item in the Receiving Report, cite the property control number assigned by AID/W. This will reduce posting errors to composite cards (which should also cite standard control numbers).

E. Group items by object class, i.e. 310, 311 and 319; and provide subtotals for each object class. This will reduce posting mixup to the general ledger by Controller staff.

F. Carefully enforce the use of the Inspector's Certificate (status blocks): complete, partial, final, over, short, defective.

G. Use only one Receiving Report serial number per purchase order. If a purchase order contains both NXP and EXP property, two serial numbers will have to be used, i.e., one for each series. Where split or multiple shipments are received pertaining to the same P.O. or GSA requisition, use the serial number and letters to control the reports system. An example of a P.O. received in four shipments: NXP-84-007A; NXP-84-007B; NXP-84-007C; and NXP-84-007D (Final).

3. Obtain a formal certification from the Receiving Clerk concerning what items and amounts were received; and a formal certification from the Property Records Clerk that all property record cards have been posted.

4. Correct erroneous Receiving Reports immediately. Do not sign incorrect reports. For peace of mind, one should make certain that a year hence the same trust will be held in the document as the day it was signed.

5. An example of a recommended Receiving Report format follows:

USAID/KOZI (Identify post upon transmittal to AID/W)

RECEIVING AND INSPECTION REPORT

METHOD OF ACQUISITION: [X] PURCHASED [ ] RENTED [ ] CONSTRUCTED [ ] LOANED [ ] DONATED [ ] INVENTORY OVERAGE [ ] (OTHER)

DOCUMENT NUMBERS:
REPORT NO. NXP-84-07A
P.O. NO. 695-83-015
REQUISITION NO.
TRANSFER AUTHORITY NO.
CONTRACT NO.
JOB NO.

RECEIVED FROM
NAME AND ADDRESS
SEARS ROEBUCK & CO.
4660 Roosevelt Blvd
Philadelphia, PA 19132

APPROPRIATION 72-1131000
ALLOTMENT COEA-83-27493-U-000
OBJECTIVE CLASS

POINT OF SHIPMENT
GBL NO.

ITEM NO.	DESCRIPTION (Include Terms of Acceptance on Loans, Donations, Etc.)	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	Object Class 310				
1.	0670 Dictating Machine, SR238986, IBM/34-6	1	ea	234.00	234.00
2.	0847 Pencil Sharpner, electric	2	ea	22.50	45.00
	Total Object Class 310				279.00
	Object Class 311				
3.	3510 Lamp Table	8	ea	32.50	260.00
4.	3870 Toaster, Household, electric	6	ea	22.50	135.00
	Total Object Class 311				395.00
	Object Class 319				
5.	8160 Transformer, Step down, AC, 750 watts	16	ea	31.00	496.00
	Total Object Class 319				496.00
	Total Report				$1,170.00

I certify that the above items were received and counted as shown, and that citations to serial numbers (if any) are accurate.

Joseph Kamau, Receiving Clerk

I certify that all of the above were posted to individual and composite property record cards as of _____

Mary Wanjeri, Property Record Clerk

CERTIFICATE OF RECEIPT

I HEREBY CERTIFY THAT ALL ITEMS LISTED ABOVE WERE RECEIVED, INSPECTED AND ACCEPTED.

Julius Boondoggle, GSO
(Signature of Consignee)

January 30, 1984
(Date Goods Were Received)

INSPECTOR'S CERTIFICATE

[ ] COMPLETE [X] PARTIAL [ ] FINAL
[ ] OVER [ ] SHORT [ ] DEFECTIVE MATERIAL

(USE REVERSE FOR COMMENTS)

50127 101

PROCUREMENT OFFICE COPY

OPTIONAL FORM 127 (FORMERLY FORM JF-22)
JANUARY 1975
STATE · AID · USIA

PROCUREMENT INFORMATION

1985 MODEL VEHICLES

The U.S. automobile manufacturers have provided information on the design characteristics on 1985 models of sedans and stationwagons which will be of interest to Missions planning vehicle purchases. In general, sedans and stationwagons are provided with the space-saver emergency spare tire and wheel. Optional full-size spare tire with tie-down mechanism is generally available. The side-door windows on the passenger compartment (back seat), do not completely roll-down. This window design feature cannot be changed.

The Van, Pick-up, full-size truck and 4x4 vehicles of all manufacturers have full-size spare tires and complete roll-down windows as standard feature.

Vehicle Make/Model	Spare Tire and Wheel (Space Saver/Full Size)	Roll-Down Side Windows (Passenger Compartment)
1. GMC		
Sedans	Space Saver: All Models	Halfway on all sedans and SW
Stationwagons	Space Saver: All Models	
2. FORD		
Sedans	Space Saver: All Models	Less than halfway on all sedans and stationwagons
Stationwagons	Full Size: Crown Victoria LTD	
	Space Saver: Tempo	
3. CHRYSLER		
Sedans	Space Saver: All Models	Full roll-down on luxury models: Grand Prix, New Yorker, Diplomat
Stationwagons	Space Saver: All Models	Full roll-down on compact models: Omni and Horizon
		Three-fourth roll-down on: Plymouth Reliant, Aries, Baron and Dodge 600
4. AMC		
Sedans	Space Saver: All Models	Halfway on all sedans and SW (4-door model)
Stationwagons	Space Saver: All Models	
Cherokee and Wagoneer	Full Size	Full roll-down on 2-door models Half roll-down on 4-door models

Approximate cost of optional full-size spare tires and wheels with tie-down mechanism are as follows:

GMC	-	$150
Ford	-	51-55
Chrysler	-	60
AMC	-	60

NASHUA INTERNATIONAL

A contract has been negotiated between Nashua International, Hamilton, Bermuda and RPOB, American Embassy, Bonn, for delivery of equipment and supplies at prices below normal retail level, beginning August 1984 through September 30, 1985. Purchase orders for Nashua items must be forwarded directly to RPOB, AmEmbassy Bonn, for action. USAIDs are requested NOT to send purchase orders to Nashua International as such orders will only be forwarded to RPOB, Bonn, causing unnecessary delays.

* * * * * *

J. C. PENNEY

J. C. Penney has changed its procedure for filling overseas purchase orders. Orders are processed in Manchester, Connecticut, but approval is required from their office in Orlando, Florida. To expedite the processing, a copy of the purchase order should be sent to the approving office. The addresses are:

J. C. Penney	J. C. Penney
1339 Tolland Turnpike	P. O. Box 330
Manchester, CT 06040	Orlando, FL 32862
Attn: Cleo Honeysucker	Attn: Ingrid Lewis
Gov't Orders (Orders)	Credit Approval (Copy)

* * * * * *

MISSION PROCUREMENT

1. EXO/MGMT Officers must remind JAO procurement personnel that State OPR/ST cannot procure for USAID Missions using USAID fund citations. Numerous cases have occurred where requisitions have been delayed or lost entirely because requests were not sent to the appropriate office. Requests can be sent directly to vendors or request assistance from AID/W, SER/MO/RM/AP.

For Ethan Allen furniture, all requests must be sent to SER/MO/RM/AP. Ethan Allen will not accept direct orders from USAID Missions.

2. USAIDs are continuing to make purchases without forwarding copies of purchase orders to the U.S. Despatch Agency (USDA). Failure to do so has created delays in onward movement of orders due to lack of funding data covering transport costs from USDA to ordering post. A standard practice should be made to SEND ALL COPIES OF PURCHASE ORDERS TO USDA.

PROCUREMENT RESOURCES

POCKET PURIFIER

Pocket Purifiers can be useful to those whose field trips may require them to operate in an environment where unsafe water conditions may exist. This provides the user a simple, safe and easy way to use water purifier, capable of treating microbiologically contaminated water and instantly rendering that water to be good tasting, germ-free and safe to drink. It is easy to use by removing the mouthpiece cap, place bottom end in water and draw through the tube as one would an ordinary "drinking straw". No pills - No drops - No guesswork.

The design of the Pocket Purifier also acts as its own "safety valve". The capacity to purify and disinfect the water is far greater than the filtering capacity of each purifier. Thus no contaminated water will be allowed to pass through, as the filters will have clogged and prevent the passage of unsafe water. The actual useful life of the Pocket Purifier is determined principally by the length of time and periods of use required for the inlet filter to become clogged. This factor is also dependent upon the level of contaminants and the concentration of suspended particle matter in the water.

It is totally dependable to use and thoroughly tested. It has been registered according to standards established by the U.S. Environmental Protection Agency. This may be stored and reused while still retaining its effectiveness. It is not to be used on brackish or sea water.

Contractor:	CALCO, Ltd 7011 Barry Ave Rosemont, Ill 60018 312-296-6615	FSC Class: 4610 Contract No: FS-00F-71383 Contract Period: 7/6/84 to 7/5/85 Minimum Order: $45.12 Price: 8 to 47 @ $5.64 each Prompt Payment Terms: 3% - 30 days FOB Destination

ANTI-FREEZE/ANTI-RUST COOLANT ADDITIVES

Virtually all liquid-cooled engines - both stationary and automotive - are now designed to operate with a chemical additive which provides for anti-rust, anti-freeze and coolant, the latter for hot weather operations. Using just plain water in modern engines will allow the engine to freeze and possibly crack in sub-zero temperatures as well as to overheat in hot weather. Although AID is not operating large fleets of vehicles in countries where freezing temperatures present a problem, overheating is just as damaging as is freezing.

Overheating shortens engine life through increased wear on contact-bearing surfaces (primarily as a result of the breakdown of the viscosity of lubricating oils) and reduced engine efficiency.

The chemical anti-freeze/anti-rust/coolant additives made in the U.S., clean the cooling system and usually permits the engine to be operated up to two years without flushing out the engine and radiator; "straight" water in the cooling system should be changed much more often. Anti-freeze (inhibited, ethylene glycol base anti-freeze/coolant) meeting Federal Specifications O-A-548 is available through GSA. GSA Stock Catalog shows the FSNs as 6850-00-664-1403 (1 gal) and 6850-00-664-1409 (50 gals).

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PAYMENT OF POSTAGE FOR APO/FPO MAILINGS

Federal agencies are required to reimburse the U.S. Postal Service for use of the mail system. Mail entered into the U.S. Postal System through the APO/FPO must, therefore, be accounted for so that proper payment can be made to the U.S. Postal Service.

Some confusion results from the fact that the Department of State and AID account for official APO/FPO mailings deposited into the U.S. Postal System in different ways. State estimates, through sampling, the volume of such official mail and reimburses the U.S. Postal Service from Washington. AID does not sample the volume of official mail entered into the U.S. Postal Service through the APO/FPO system, and therefore, postage for such mail must be affixed to ensure payment.

The alternative to affixing postage to AID official mail sent from overseas posts for deposit into the U.S. Postal System is to send it through the pouch to AID/W. Many posts not having access to the APO/FPO system currently do this. Such mail must use official Agency "Postage and Fees Paid" envelopes or labels. When such mail is received in the AID mailroom, it is deposited into the U.S. Postal System and an accounting for reimbursement is made in AID/W.

While posts may send official mail through the pouch for deposit into the U.S. Postal System, it is recommended that posts having access to APO/FPO facilities buy and affix postage to such official mail. Transmission via pouch and the subsequent remailing in AID/W delays mail delivery.

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REMINDER - NO RUBBER STAMPED MAIL

Missions are reminded to correct the usage of "Postage and Fees Paid USAID" rubber stamped envelopes which continue to be received in the AID/W Mail Room. Non-compliance on the usage of official Agency "Postage and Fee Paid" envelopes have resulted in the Mail Room having to re-envelope and re-address mail, thus causing extra amount of work and delays before entry of the USAID mail into the U.S. Postal System.

TRAVEL INFORMATION

Several new (and old) issues involving official travel and transportation of effects have been addressed by M/SER/MO and those issues considered of special interest to USAID management officials are noted below.

1. A continuing receipt of inquiries concerning "Exceptional Subsistence Rates" prompted the issuance of an AID General Notice on the subject in early October. Special note should be made of the fact that AID currently has no legal authority to establish and/or grant, in general, exceptional subsistence rates.

2. Contrary to rumor, there is no comprehensive policy or authority for air shipment of Household Effects (HHE) between African posts. State Airgram A-436 dated 3/20/82 stated that the European Logistical Support Office (ELSO) in Antwerp, Belgium was designated the control office for HHE shipments to, from and between selected points in Europe, the Middle East, Africa, and Asia and, in meeting this responsibility, ELSO routinely moves certain HHE shipments by air in accordance with instructions received from individual posts. Additionally, USAID management may authorize air shipment of HHE on a case-by-case basis consistent with the authority and criteria set forth in 6 FAM 161.d.

3. The allowances for shipment of household and personal effects are established in the regulations as weight allowances consistent with the statutory authority. Neither the regulations nor the law set a cost limit on the allowance since the Government acknowledges its responsibility for the shipment of an employee's effects (NTE a specific weight amount) between specific points of origin and destination regardless of cost or method of cost computation utilized by the commercial concern(s) involved in provision of the services. Unless specifically authorized in the regulations or by the Director of M/SER/MO, AID/W shipping allowances may not be interchanged (increased and/or decreased) based upon monetary considerations.

4. Regulations pertinent to the Rest and Recuperation travel benefit (3 FAM 698) are being revised to allow R&R travel to the United States as an option available for all R&R designated posts.

* * * * * *

M/SER DIRECTORATE FOR PROGRAM AND MANAGEMENT SERVICES

M/AAA/SER

Associate Assistant to the Admin for Mgmt . . . . . John F. Owens
Program and Budget Officer . . . . . J. Kevin Burke
Special Assistant . . . . . Mary E. Wampler

M/SER/EOMS

Director. . . . . B. Ann Dotherow
Chief, Policy and Procedure . . . . . Joe L. Tucker

M/SER/EOMS/EMS

Executive Officer . . . . . Dan F. Sutton, Jr.
Dep Exec Officer. . . . . Barbara A. Hoggard

EMS Backstop Officers

AA/M, M/AAA/SER . . . . . Barbara A. Hoggard
M/SER/CM. . . . . Nancy Carroll
M/SER/COM . . . . . Linda Cope
M/SER/EOMS & Central Functions. . . . . Dorothy M. Kelley
M/SER/EOMS & SER Budget Control . . . . . Veronica Busby
M/SER/MO. . . . . Mary Leggins
M/SER/MO. . . . . Yvonne Nelson
M/SER/IRM . . . . . Jean L. Moore

M/SER/EOMS/OM

EA/AFR/NE Regional Mgmt Officer . . . . . John Steele
WA/AFR/ASIA Regional Mgmt Officer . . . . . R. Max Walton
LAC Regional Mgmt Officer . . . . . Warren Duerbeck
Overseas Property Mgmt. . . . . H. Donn Hooker

M/SER/MO

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Deputy Director . . . . . Robert Cahn
Chief, Policy & Procedures. . . . . Clements I. Irons
Chief, Comm & Records Mgmt Div. . . . . Ralph Williams
Chief, Resources Mgmt Div . . . . . Darma Wright
Chief, Publications Mgmt Div. . . . . Roger M. Mieras
Chief, Travel & Transportation Div. . . . . William A. Mashburn
Chief, Purchasing & Procurement Sec . . . . . Margaret O'Rourke

M/SER/CM

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Deputy Director . . . . . Francis J. Moncada
Chief, Services Operations Div. . . . . James Murphy
Chief, Regional Operations Div. . . . . Morton Darvin
Chief, Central Operations Div . . . . . Kathryn Cunningham
Chief, Support Div. . . . . Barry Knauf

M/SER/COM

Director	William C. Schmeisser, Jr.
Deputy Director	Edwin Callahan
Chief, Policy & Procedures Staff	C. Eugene Clarke
Chief, AFR, LAC & Interregional Staff	Peter J. Hagen
Actg Chief, NE & ASIA Div	Wolfgang Von Spiegelfeld
Actg Chief, Commodity & Proc Supp Div	John Saccheri
Chief, Govt Property Resources Div	Hans Bang
Chief, Washington Liaison Br	William E. Gamble
Chief, Transportation Support Div	Howard D. Cradick
Actg Chief, Surveil & Eval Div	Kywn Abrahams

M/SER/IRM

Director	Paul Spishak
Deputy Director	John Kelley
Chief, Program Serv Div	William Follen
Chief, Management Serv Div	Vacant
Chief, Systems Mgmt Div	Vacant
Chief, Automation Support Div	Herbert Thompson
Chief, Mission & Project Serv Div	William C. Ruotola
Chief, Planning & Eval Div	Linwood A. Rhodes
Chief, Technical Support Div	Willard W. Lee

CURRENT ROSTER OF AID MANAGEMENT PERSONNEL AND POSITIONS OVERSEAS

AFRICA REGION

BOTSWANA

Exec Officer . . . . . Timothy Edwards
Asst Gen Serv Off. . . . . Guy Gibson (Res Hire)

BURUNDI

Management Officer . . . . . (Jairo Granados)

CAMEROON

Management Officer . . . . . (Clark Gregory)
*Admin Officer . . . . . William MacLaughlan

Supply Mgmt Officer. . . . . Thomas Baranyi

CHAD

Exec Officer . . . . . Richard Thacher

GAMBIA

Management Officer . . . . . No DH Position

GHANA

Management Officer . . . . . Jeremiah Parsons

GUINEA BISSAU

*Admin Officer . . . . . Paul Pina

IVORY COAST

Management Officer . . . . . Thomas Jefferson
*Gen Serv Officer. . . . . (Anthony Antrillo)

Contract Officer . . . . . Richard Webber
(Marilyn Buchan)
Asst Contract Officer. . . . . James Dzierwa
Asst Contract Officer. . . . . Neil Edin

Supply Mgmt Officer. . . . . Anatole Bilecky
Asst Supply Mgmt Officer . . . . . Thomas Stephens

Computer Specialist. . . . . Lawrence Clark

* JAO Position

KENYA

Exec Officer . . . . . John Greenough
Dep Exec Officer . . . . . John Martin
Gen Serv Officer . . . . . Scot Covert
COM/REC Supv . . . . . John Jacobson

Contract Officer . . . . . James Anderson
Asst Contract Officer. . . . . Laura McGhee

Supply Mgmt Officer. . . . . Arthur Laemmerzahl
Asst Supp Mgmt Officer . . . . . Lyn Dunn

Computer Specialist. . . . . Ronald Miller

LESOTHO

Exec Officer . . . . . Raymond Dunbar

LIBERIA

Exec Officer . . . . . Robert Rawley
Dep Exec Officer . . . . . Mark Anderson
Gen Serv Officer . . . . . Alvin Roman

MALAWI

Management Officer . . . . . John Lee
*Asst Gen Serv Officer . . . . . Alex McKinnon

MALI

Management Officer . . . . . Edward Rhatigan

MAURITANIA

Management Officer . . . . . Barnett Chessin

NIGER

Management Officer . . . . . Lena Gurley
COM/REC Supv . . . . . Elmer Conrad
*Gen Serv Officer. . . . . Joe Varley

Supply Mgmt Officer. . . . . Frank Donovan

RWANDA

Management Officer . . . . . No DH Position

SENEGAL

Exec Officer . . . . . Stephen Wallace
*Asst Gen Serv Officer . . . . . Marilyn Collins

SOMALIA

Management Officer . . . . . Edward Aker
*JAO/Dir . . . . . Gerald Nell

Supply Mgmt Officer. . . . . Girard LaBombard

SUDAN

Management Officer . . . . . Jack Gunther
Asst Mgmt Officer. . . . . John Ziegler
Asst Gen Serv Off FS . . . . . Vacant
*Personnel Officer . . . . . Patricia Smith

Contract Officer . . . . . Donald Lake

Supply Mgmt Officer. . . . . Pierre Elissabide
Asst Supply Mgmt Officer . . . . . Jack Warner

TANZANIA

Exec Officer. . . . . James McCabe
Gen Serv Officer . . . . . Paul Jhin

UGANDA

Management Officer . . . . . (Floyd Spears)

ZAIRE

Management Officer . . . . . Michael Trott
*Gen Serv Officer. . . . . (John Liebner)
*Asst Gen Serv Officer . . . . . Emma Celhay
*Asst Gen Serv Officer . . . . . Gerald Johnston

ZAMBIA

Management Officer . . . . . Michael Ireland

ZIMBABWE

*Gen Serv Officer. . . . . Virgilio Perez

Supply Mgmt Officer. . . . . John Lewis

* * * * * *

ASIA REGION

BANGLADESH

Management Officer . . . . . Mildred Taylor
*Gen Serv Officer. . . . . Morris Anderson
*Asst Gen Serv Officer . . . . . Reginald Chastain
*Personnel Officer . . . . . Marian Salay

INDIA

Exec Officer . . . . . Dave Lockhart

Contract Officer . . . . . John Stuart

INDONESIA

Management Officer . . . . . Kay Harley
*Gen Serv Officer. . . . . Jack Faircloth
*Personnel Officer . . . . . Delores Ross

Contract Officer . . . . . Lynus Kelly

NEPAL

Exec Officer. . . . . James Hester

PAKISTAN

Exec Officer . . . . . Leland Hunsaker
Dept Exec Officer. . . . . Douglas Owen

Contract Officer . . . . . James Politte
Asst Contract Officer. . . . . Brendan Gannon

Computer Specialist. . . . . Robert Cunningham

PHILIPPINES

Exec Officer . . . . . William White
Gen Serv Officer . . . . . James Hao

Contract Officer . . . . . Robert Doucette

Supply Mgmt Officer. . . . . Bruce Stader

SRI LANKA

Exec Officer . . . . . Clyde Laursen
*Asst Gen Serv Officer . . . . . Cecile Williams

THAILAND

Exec Officer . . . . . James Donnelly
Gen Serv Officer . . . . . Lovie Davis

Contract Officer . . . . . Peter Howley

Supply Mgmt Advisor. . . . . Bendeguz Viragh

NEAR EAST REGION

EGYPT

Management Officer . . . . . Kent Hickman
Asst Mgmt Officer. . . . . Anne Dahlstedt

*Admin Officer . . . . . Harold Daveler
*Gen Serv Officer. . . . . Robert Bertolet
*Personnel Officer . . . . . Anne Snelling
*Asst Personnel Officer. . . . . Betty Mills
*Admin Officer (Alexandria). . . . . Ronald Olsen

Contract Officer . . . . . Arthur Byjorlykke
Asst Contract Officer. . . . . Michael Kenyon

Supply Mgmt Officer. . . . . William Gill
Dep Supply Mgmt Officer. . . . . Robert Van Horn
Supply Mgmt Officer. . . . . Joseph Dajani
Supply Mgmt Officer. . . . . James Harmon
Supply Mgmt Advisor. . . . . Charles Raley
Supply Mgmt Advisor. . . . . Robert Richardson
Supply Mgmt Advisor. . . . . Hiram Smith
Asst Supply Mgmt Advisor . . . . . David Cowles

Computer Specialist. . . . . Leonard Jamison

MOROCCO

Contract Officer . . . . . Stanley Nevin

YEMEN

Exec Officer . . . . . Beverly Morton
Dep Exec Officer . . . . . Carolyn Moore
Gen Serv Officer . . . . . Louis Correa

LATIN AMERICA AND CARIBBEAN REGION

BARBADOS

Management Officer . . . . . John Johns

Contract Officer . . . . . Stanley Heishman

BOLIVIA
Exec Officer . . . . . Timothy Bertotti

COSTA RICA
Management Officer . . . . . Richard Rodman

DOMINICAN REPUBLIC
Management Officer . . . . . Rudolph Fascell

ECUADOR
Exec Officer . . . . . Robert N. Merriwether

EL SALVADOR
Management Officer . . . . . James Leo

GUATEMALA
Exec Officer . . . . . John Garney

HAITI
Asst Dir for Mgmt. . . . . William Gullett
Exec Officer . . . . . Frank Bettucci

Contract Officer . . . . . (Richard Webber)

HONDURAS
Management Officer . . . . . Vacant

Contract Officer . . . . . James Corley

JAMAICA
Management Officer . . . . . Sammie Jones

Contract Officer . . . . . Vacant

PANAMA
Exec Officer . . . . . John Popovich, Jr.

Contract Officer . . . . . Vacant

PERU
Exec Officer . . . . . Jack Thrower

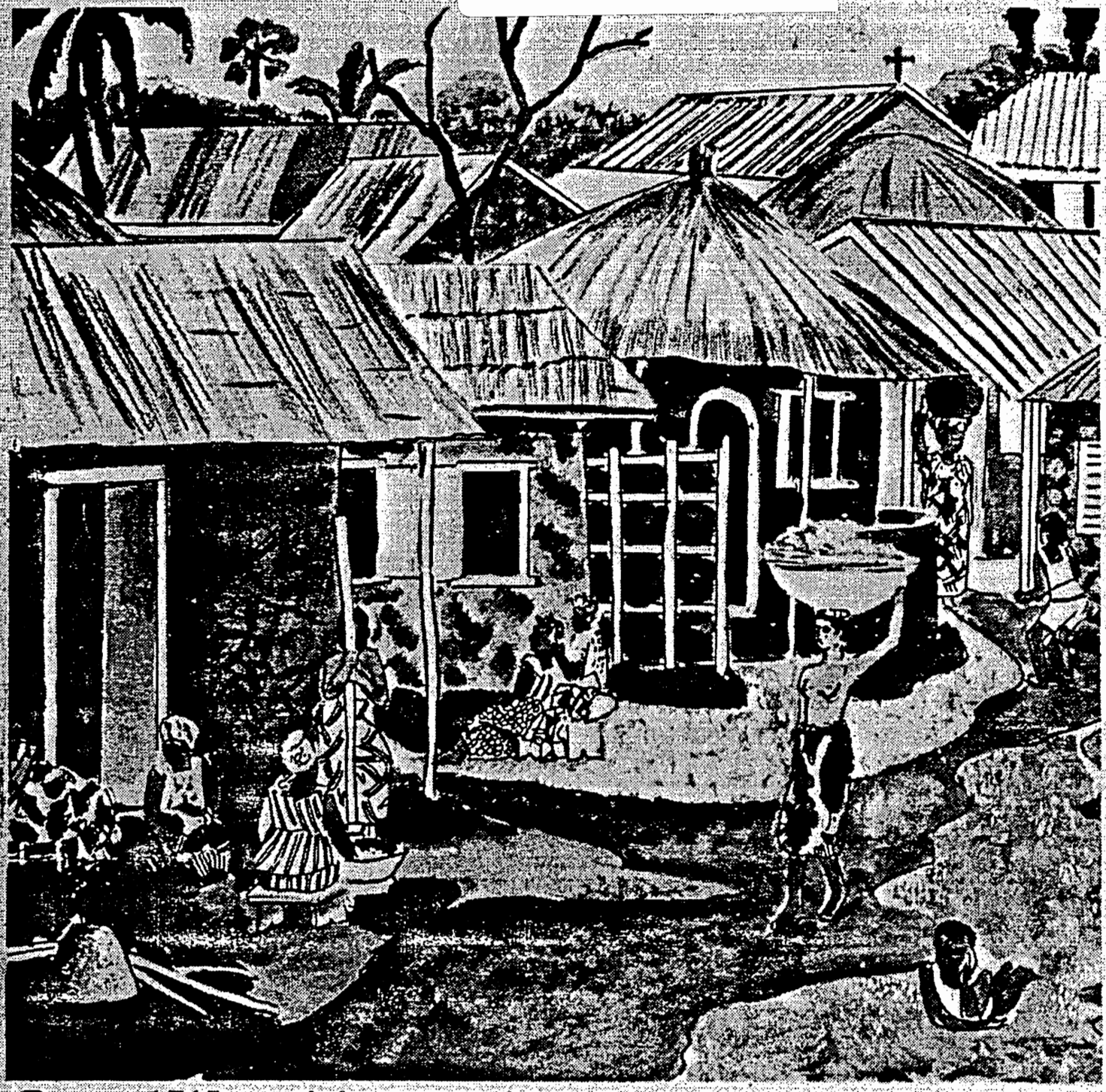
Contract Officer . . . . . Michael Snyder

SUPPORT SERLETTER SERVICE

Management Information Bulletin

Agency for International Development Washington, D.C. 20523

AID/W June 1985
Issue No. 4



Coastal West-African village scene.

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WHAT YOU ALWAYS WANTED TO KNOW ABOUT 636(c) REQUIREMENTS
SOURCE AND AUTHORITY

As its name implies, the authority to "construct or otherwise acquire outside the United States---essential living quarters, office space, and necessary supporting facilities for use of personnel derives from Public Law 87-195, enacted September 4, 1961. You will find this authority, appropriately enough, in Part III, Chapter 2, Section 636, Appendix 5A, Section 707, and an 1980 amendment in AID Handbook Circular 23-5 (Transmittal Memorandum 23:40, dated December 15, 1980), explaining that long-term leases of over 10-years are also included in this authority. (This amendment will be incorporated into the Handbook which is currently under review/revision.)

636(c) funding for construction, purchase or long-term leasing is an authority to use appropriated funds and is not a line item in the Agency's budget submission to Congress. Further, like the entire OE budget, the 636(c) authority is from year-to-year without a carry-forward provision; what can't be obligated in the operational year will, (a) be used for other OE line-items, or (b) returned to the Treasury general account.

Since 636(c) monies are not a line item in the budget, how do we know how much will be available to a given Mission?

When AID's budget is approved in Congress, that portion which deals with AID's Workforce and Operating Expenses is reviewed by the appropriate staffs within the Bureau for Management, and the Assistant to the Administrator for Management issues the allocation of funds---normally on a quarterly basis. It is at this point that 636(c) becomes a line item in SER'S budget, along with the line items such as Salaries and Benefits; Travel; ADP/WP Support Services; General Support Services, et al. Typically, this approval of SER's budget has come midway in the operational year and its lateness is primarily a result of the delay getting the bills approved in Congress.

> (In FY-82, for example, SER did not receive its Workforce and Operating Expense Budget until February 4; SER was notified the following week that, out of a total of $3M---the maximum amount allowable for 636(c) activities by the Agency---$1.5M had been authorized. By the 10th of February, overseas posts were receiving notification that funds were becoming available and were being alerted to start the documentation process. Thus, about 7 months remained to complete the entire 636(c) procedure and obligate funds. Not very much time, and particularly nerve-racking for Mission proposing construction of new facilities where they are expected to do in seven months what State/FBO, for example, would undertake in roughly two years.)

What then, is the complete process for getting approval to utilize the 636(c) authority?

636(c) Approval Process

1. AID/W notification to the Field

Each year M/SER/EOMS sends a circular cable to all posts asking for their three-year projections for use of these funds. During the past several years, this message has gone out to the field around the end of the FY, asking for a reply to M/SER/EOMS by October 15 even though the Handbook (Chapter 5A, Section 707.4a.) states it shall be submitted by June 1. Since FY 1983 EOMS has initiated two changes:

a. We will be asking for your response to be returned to M/SER/EOMS by September 30. June 1 may actually be a bit early for you in the field, and certainly September 30 gives us the minimum time required to prepare the plans here in AID/W, especially if the budget process were to move ahead on schedule.

b. Requests from AID/W have previously called for a five-year plan, based primarily on the programming cycle employed by A/FBO EOMS feels this is unrealistic and, effective this year, will ask the Mission to provide a three-year plan. FBO concurs in this change.

2. Response from the field

As the Missions respond to the AID/W circular cable, the responses are logged in on a spread-sheet by geographical region showing the type of request, e.g., Long-Term Lease (LTL), Purchase or Construction, and with the dollar totals by FY, Region, and, of course, world-wide totals.

3. AID/W approvals

a. While M/SER/EOMS is waiting for approval of the budget, a memorandum is sent to each of the Executive Management staffs of the geographic bureaus, enclosing a listing of the countries which have responded to the world-wide circular cable. It is requested that each bureau return this list marked in order of priority as recommended by the bureau.

b. When these prioritized lists are returned from the bureaus, the Deputy Director of M/SER/EOMS reviews these recommendations with the EOMS staff and a further priority list is marked up. Barring any unforeseen circumstances, this is the list of countries which will receive 636(c) funds if such are approved in the budget. The decision processes which take place within the Bureau and within EOMS are based on factors such as: present and future AID programs in a given country; present and anticipated living/working conditions which may be influenced by presence of other diplomatic or economic Missions; current standards of housing/offices; demonstrated ability of Mission to respond to approval---often on short notice--- and obligate funds.

There is another factor which has obvious impact on the entire process, and that is, quite simply, the amount initially requested by a given country vis-a-vis the amount approved for the fiscal year. While AID/W would like to be as responsive as possible to all the Missions, several individual requests will often exceed the total 636(c) budget for the year, obviously, without carry-over authority to the next year, AID/W can hardly consider such requests. Here, for example, is an abbreviated recap of FY-82 requests: 17 countries in the African Bureau requested a total of $7,983,500; two of those countries asked for (considerably) more funds which (coincidentally) equalled that year's approved budget on one project alone. Seven countries in LAC requested slightly more than double that year's approved budget, and one Mission could have used more than that year's budget on one project alone.

c. After M/SER/EOMS had finalized this list---which, you must appreciate is at this point still based on an anticipated budget which could be from zero to $3M----we begin the waiting until the Appropriations and Authorization Bills are approved, and until M/SER/EOMS receives approval of its Workforce and OE Budget

d. When the SER budget is approved, cables then go to the "approved" Missions alerting them that funds are available and requesting that they submit the necessary documentation for M/SER/EOMS and A/FBO approval, as appropriate.

What happens after M/SER/EOMS has established the number of countries advising that the money is available? (This is where the wicket starts getting stickey.)

4. Actions by the Mission---and how you can help yourselves

PPP - Positive Prior Planning is the name of the game where funding is limited and time is of the essence. The Missions who are successful in receiving funds are the ones who, (a) have made a complete initial response to the world-wide plan, and (b) have moved rapidly in getting the required documentation and approval process underway once they have been alerted that funds are becoming available.

Missions who send in a short, one-paragraph response to the request for a plan and don't make it clear whether they are proposing LTL or Purchase (remember, short-term leases don't qualify!), much less any of the information detailed in HB 23, Ch. 5A, Sec. 707.4, really aren't serious about getting funds.

We've all been in the field in your position, and do appreciate the difficulties in obtaining some of the information requested without making a pretty firm commitment, but the more complete your original submission, the easier it is for AID/W to equitably consider all the requests. And, if your ducks are in a row in the original submission, it's that much easier when you receive the cable telling you that funds are becoming available.

Once a Mission is alerted that funds are available and are requested to submit the required documentation (we repeat, this is all spelled out in Section 707.4), too many EXO's and MO's don't follow the handbook. When EOMS has to go back to the Mission and request specific information which has been omitted---information which should have been included---time is lost and EOMS cannot commence the approval required in AID/W.

OK, you've submitted a pretty comprehensive request/justification when you responded to AID/W's world-wide cable; you have a commitment to complete an independent appraisal and can get the blueprints, etc., on fairly short notice; and, you have just received another cable that tells you funds are available. As you pouch the last of the requirements required by Section 707.4, you ask, "What happens next?"

5. Actions by M/SER/EOMS

If you have submitted a request to EOMS for a Long-Term Lease (not requiring FBO approval), skip to paragraph b. If you have submitted a request for purchase, read on. (If you have submitted a request to build from scratch, there is an additional step which shall be covered anon.)

a. The blueprints and specifications (along with photographs of the proposed purchase where possible) are sent by EOMS to the geographic backstop officer in A/FBO who will have them reviewed by a qualified architect/engineer. If there are questions regarding structural or material integrity, a cable may be sent to the originating Mission requesting further details. In some instances, the blueprints and specifications may be sent back for redrafting in accordance with recommendations by FBO.

   When FBO approves the plans, they will send a memorandum to EOMS and return the plans for the Overseas Property Management files.

b. When plans/specifications have been approved by FBO, and EOMS/OPM has approved the justification and cost benefits to the USG, an Action Memorandum is prepared for the signature of the Associate Assistant to the Administrator for Management (M/AAA/SER). This memo details what the funds are to be used for and why. The source material, for the Action Memorandum, is the submission(s) provided from the Missions; this may be augmented by any additional information from the files or from first-hand knowledge by virtue of a recent TDY, or possibly even a recent assignment at the post.

c. When the Action Memorandum is signed by M/AAA/SER, M/SER/EOMS prepares a memorandum to FM/Budget, informing them of the project approval and requesting FM to increase the Bureau's allocation by the approved dollar amount.

d. Concurrently, a cable goes to the Mission advising that 636(c) funds in the amount of dollars XXXX has been approved and that an increase in OE allocation will be provided by Septel.

e. Immediately thereafter, the Mission Controller will be informed of the increase in your OE allocation. You are ready to sign.

f. Upon signing the contract or lease, cable AID/W with the actual amount obligated and the obligation date.

g. (Last Step) Furnish M/SER/EOMS/OPM with a copy of the signed lease/contract and form FS-512. Pouch to Room 232, SA-11, attention: M/SER/EOMS/OPM.

Those posts initiating a project for construction will have the following additional time consuming requirements:

a. AID/W must approve the use of 636(c) funds to enter into an Architectural and Engineering contract (A&E Study) and you must be cognizant of the requirements for A&E studies: you must assure yourself that firms qualify under the provisions of AID Handbook 1, Supplement B, Chapter 5, Section 5.C.1.B. (2); and, AIDAR Part 725, inclusive and AIDFR Part 736. Unless local cost financing has been authorized under 5C if Supplement B (referenced above), the eligible geographic source code is 000 only.

b. Once the A&E study is completed, their proposals, drawings, and specifications are sent to AID/W for FBO approval and we start with the Action Memorandum to the AA for approval of the contract for construction. The rest of the procedure is the same.

6. What happens if a Mission can't obligate its 636(c) funds before the end of the FY?

As indicated in the introduction, the 636(c) funds can be used for other OE line items, and in the closing months of the fiscal year, M/SER/EOMS is in close, daily contact with FM regarding status of obligations. (this is another reason why it is important that you cable the obligation information as noted in para 5.f. above). However, because of the scarcity of these funds, and the recognized need (in more Missions than we can accommodate in any given year), M/SER/EOMS attempts to identify additional Missions on its priority list which it feels could obligate funds on fairly short notice. In other words, the "priority" list actually goes beyond the operational years budget level, and if any of the top five or six Missions are unable to use any or all of their monies, M/SER/EOMS is prepared to alert successive Missions on its list that funds are available. For example, in FY 82, six missions worldwide were "programmed" to receive $1.5 which was approved by AA/M. An additional four Missions had been asked if they could utilize 636(c) funds on short notice in the event any of the original six could not obligate.

While this may have put some strain on the USAID management staffs, it points up the necessity for having as much information available as early as possible, and in this way, EOMS hopes to be able to effectively utilize all of the authorization in any given FY.

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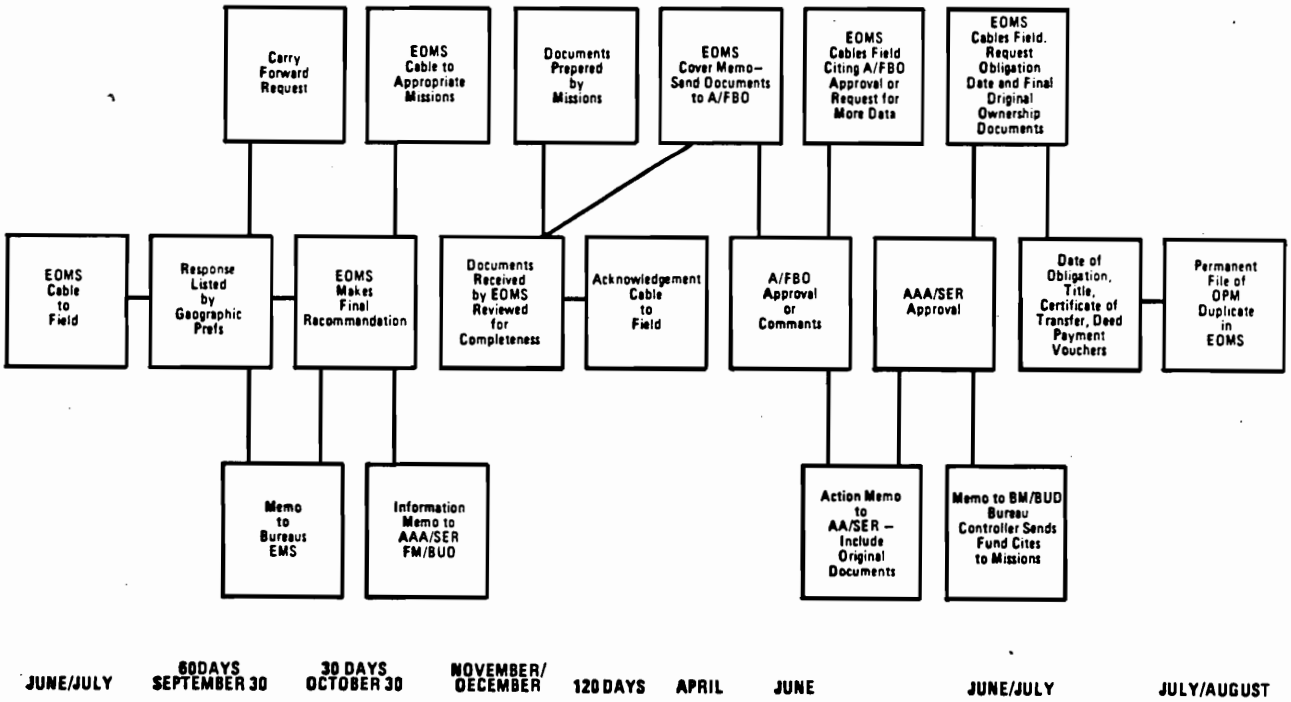
636(C) Activity Chart



SECURITY FILM LOAN PROGRAM

IG/SEC has initiated a security film loan program to assist posts with their security orientation efforts. It is important to note that this program is not intended strictly for US Direct Hires only. IG/SEC has long realized that the contractor elements and local hires at post are frequently overlooked in terms of adequate security training, Hopefully this new effort will be the first step in correcting the problem.

The initial program was introduced to the field via State cable 017467. Since then, eight films have been added to the original five. The films (16mm) now available are:

Bomb Threat, Plan Don't Panic "English and Spanish versions"
Kidnap - Executive Style
Executive Decision
Personal and Family Security
Surviving Hostage Situations
Vehicle Ambush - Counter Attack
Crime at Home - What to Do
Street Crime - What to Do
This Film is About Rape
Stress: You Can Live With It
Epidemic: Kids, Drugs and Alcohol
National Crime and Violence Test: Rape
National Crime and Violence Test: Burglary

Thus far, post response for these films has been very good. All films are distributed on a first come, first serve basis. Since demand has been so high, duplicate films have been ordered for several of the films. Posts receiving films are requested to view them quickly so that they may be returned to IG/SEC for onward passage to the next post in line.

* * * * * *

AID/W TRANSMISSIONS OF DIRECT RELAY TELEGRAMS

All direct relay telegrams are transmitted to commercial carriers electronically. The commercial carriers forwarded the messages to US addressees by various means depending on the message precedence.

Direct relay telegrams with an immediate precedence are hand delivered to the addressee the day received, if inputted by noon. If received after 12 noon the message is hand delivered the next day.

Direct relay messages with a priority precedence are telephoned to the addressee within 6 hours of receipt and are followed up with hard copy mail delivery within 24 hours.

Direct relay telegrams with a routine precedence are sent via first class mail, and are normally received by the addressee within 24 hours.

* * * * * *

RECORDS MANAGEMENT

Based on staff assessments from recent overseas TDY's there is much need for improved records management procedures at posts. The frequent change of professional personnel makes the porblem of an institutional memory very critical overseas.

We believe some help is on the way with a new Records Management Handbook and Comprehensive USAID Records Disposal Schedules. A little records management knowledge on the part of the AID Executive/Management Officer, however, will go a long way.

Some basics are:

1. Assign responsibility for USAID records program. This responsibility involves more than filing individual papers, it involves positive management action to assure that systems of records are established and maintained at post.

2. Establish mission files stations: Files stations may be centralized or decentralized. If decentralized the C&R Supervisor or other designated official must retain oversight responsibility to assure that records procedures are followed.

3. Establish centralized project files: Because of the mobile nature of AID projects managers, it is a good idea for all missions to centralize the maintenance of their project files, and to maintain the files in the basic project file arrangement printed below. This format is already being used to microfilm project records in AID/W and will be included in revised materials for Handbook 21.

4. Establish a files disposition program: This means cutting-off subject files annually, and establishing and maintaining a local records storage area.

These and other basic records procedures are covered in Handbook 21 and are taught in the Communications and Records Management Workshops. If your C&R Supervisor missed this year's workshop (May 13-17 and June 10-14), don't let them miss it next year. We are planning a work shop for each Geographic Region.

Executive/Management Officers who know the basics can better direct local C&R Supervisors in accomplishing necessary records management work.

BASIC PROJECT DOCUMENTS
File Arrangement

PROJECT DEVELOPMENT
- Feasibility Study
- Market Survey
- Pre-PID Document, Miscellaneous

CORE DOCUMENT
- Pid (Project Identification Docoment)
- PID Rev (PID Revisions)
- PID Approval Document
- PRP, Pre-1978 Projects
- PRP Revision
- PP/PAAD (Project Paper/Program Assistance Approval Document)
- PP Amendment
- Project Authorization
- Project Authorization Amendment
- Grant Agreement
- Grant Agreement Amendment
- Loan Agreement
- Loan Agreement Ammendment
- Waiver, General

CORRESPONDENCE
- Cable, Incoming
- Cable, Outgoing
- Correspondence, General
- Financing, Request

CONDITIONS PRECEDENT TO DISBURSEMENT/IMPLEMENTATION LETTERS
- Condition, Pre-Disbursement
- Implementation Letter

DISBURSING AUTHORIZATION
- PIO/T (Project Implementation Order/Technical)
- PIO/C (Commodities)
- PIO/P (Participants)
- L/COM (Letter of Commitment)
- Procurement Authorization/Purchase Requisition
- DRA/Direct Reimbursement Approval
- Excess Property Letter Order/Purchase Order

CONTRACTS/CONTRACT AMENDMENTS
- Contract
- Contract Amendment
- IFB/RFP (Invitation for Bid/Request for Proposal)
- Response to Invitation/Proposal)
- Awarded Invitation for Bid

REPORTS
- Report, Research
- Report, Progress
- Report, Evaluation
- Report, Audit
- Report, Final
- Report, Implementation
- Report, Trip
- Report, End of Tour
- Report, Miscellaneous

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RETRIEVING THE HISTORY OF THE FOREIGN ASSISTANCE PROGRAM

SER/MO/CRM is currently wrapping up a project evaluating the records of the early foreign assistance program. About 10,000 cubic feet of records documenting the activities of six AID predecessor Agencies (1948-1961) were inventoried and reviewed to determine their administrative and historic value. The records covered activities of the following agencies:

Economic Cooperation Administration (ECA), 1948-1951;

Mutual Security Agency (MSA), 1951-1953;

Technical Cooperation Administration (TDA), 1950-1955;

Foreign Operations Administration (FOA), 1953-1955;

Institute for Inter-American Affairs (IIAA), 1948-1950

International Cooperation Administration (ICA), 1955-1961;

Our review indicated that about one-half of the 10,000 cubic feet of predecessor Agency records stored at the Suitland Federal Records Center were administrative documents. These records were determined to have no further legal or administrative value and have been approved by the National Archives for disposal. The other 5,000 cubic feet of records were determined to have substantial historical value for documenting the early years of the US Foreign Assistance Program. These records are being turned over to the National Archives, and will form the core of its collection on the US Foreign Assistance Program.

Among the important documents included in these records are the files of the Office of Special Representative (SRE) in Paris, France. The office was headed by Mr. Averell Harriman who directed much of the European recovery program under the Marshall Plan. Also included are the files of the ECA, MSA, and FOA Directors. In addition to the records from the Washington central office, documents from 53 countries were included in the listings of materials offered to the National Archives.

Under a special agreement between the National Archives and the AID, the National Archives will declassify most of the classified documents among these records and develop preliminary description and finding aids to facilitate public reference and retrieval of the documents. Most documents are expected to be available to the public in 1989

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RESIDENTIAL FURNITURE

AID/W has been advised that some posts have been receiving catalogs for residential furniture distributed by Horizon Trading (C.I.) Ltd., a British firm with U.S. and U.K. Representatives offering furniture collections of U.S. origin. USAID missions which have questions regarding this firm should contact SER/EOMS/OM. Posts are reminded that a contract for residential furniture was awarded to Ethan Allen Inc., by GSA for AID requirements. This is a mandatory source contract which requires that all residential furniture of U.S. origin be procured by AID/W against this contract.

* * * * * *

1986 CALENDAR ITEMS

GSA is currently accepting orders for 1986 calendars. Missions are urged to immediately place Fedstrip orders direct to GSA for your requirements. Stock numbers for 1986 calendars are as follows:

1986 STOCK NUMBERS	PRICE	U/I	FORMER NSN (1985)	DESCRIPTION
CALENDAR PADS				
7510-01-117-7716	.73	EA	7510-01-117-7715	Flipover pad, size 3-5/8 x 5-7/8"
7510-01-117-7712	.98	EA	7510-01-117-7711	Executive Flipover pad, 3-5/8 x 5-7/8"
POCKET PLANNING SET AND REFILL				
7510-01-122-1977	2.30	SE	7510-01-119-6370	Pocket size loose-leaf Memorandum book and 12 monthly diaries
LOOSE LEAF APPOINTMENT BOOK REFILL				
7530-01-125-0986	1.50	EA	7530-01-125-0985	Refill, Appointment book, for use with binder 7510-00-285-1765
WALL CALENDAR				
7510-01-120-8404	.10	EA	7510-01-120-8403	Display 3 months at time size 11-5/8 x 8-7/8"

ACTIVITY SCHEDULE

7540-01-142-9840	.24 SE	7540-01-142-9839	Description OF 67, monthly sheets, ruled into squares for each day, size 8-1/2 x 11". Designed to fit standard 3 ring notebook or binder. Set of 12.

WEEKLY APPOINTMENT BOOK

7530-01-115-1529	.55 EA	7530-01-115-1528	Compact appointment guide, two pages display an entire week, with each 5 page broken into 15 min. intervals, size 11 x 8-1/2".

CALENDAR BLOTTER

7510-01-170-5091	1.25 EA	7510-01-073-8935	Calendar pad, blotter size 17 x 22". Monthly sheets ruled and squared for each day.

* * * * * *

COMMODITY PROCUREMENT ASSISTANCE

On April 18, a cable (State 117642) was sent to all missions concerning increased procurement assistance available through the Office of Commodity Management (M/SER/COM). The cable notes that M/SER/COM currently has a contractor available under Indefinite Quantity Contract (IQC) to provide specification review services. This contract will be ending shortly, and the new IQC will allow for short term field assignments of the contractor's technical personnel to help with specification development in addition to working with M/SER/COM in AID/W. While this contract is designed primarily for procurements under Commodity Import Programs, there are circumstances where the contractor may be available to assist with project procurements. This might be particularly appropriate for those projects with relatively little need for specification assistance, where the cost of making a separate contract for engineering services would exceed the benefit.

Also, as the cable notes a subscription service has been installed by Information Marketing International in M/SER/COM and other information from over 25,000 manufacturers that is easily retrievable from microfilm cartridges. Information on Federal Supply Schedules and industry standards is also available from this system.

Ask M/SER/COM for assistance if you need procurement information of specification assistance with CIP or project procurements.

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OCEAN TRANSPORTATION BILLS OF LADING

In early January of this year, the Office of Commodity Management (M/SER/COM) sent an AID/wide cable (State 1057) concerning cargo preference reporting requirements. At that time, M/SER/COM decided to test a new system for obtaining information it needs to monitor compliance ith U.S. flag cargo preference requirements and to make reports to the Maritime Administration. Under the new system, missions are asked to assure that suppliers send a copy of each ocean bill of lading applicable to AID-financed transactions to the Transportation Division of M/SER/COM by including appropriate language in the procurement documents. A clause requiring submission of ocean bills of lading to M/SER/COM has been made part of the standard terms of AID's bank Letter of Commitment.

Cooperation by missions, host countries, procurement services agents, and suppliers has been very good. The Transportation Division is receiving large numbers of bills of lading, particularly for Egypt and Central America. We encourage continued assistance from the missions in implementing this requirement so that the test will be successful.

* * * * * *

PERSONAL PROPERTY CLAIMS

Executive and Management Officers should be sure employees are aware of their rights and responsibilities under the Military Personnel and Civilian Employees Claims Act of 1964. Employees may file claims against the Government and be reimbursed for personal property which is lost, damaged or destroyed incident to Government service.

Procedures for loss or damage occurrences overseas are provided in Handbook 23, Chapter 10. Employees should be aware of the following:

Due Care: Regulations require high standards for employees responsibility to exercise due care in the protection of their property, particularly for money and effects in possession or under control of the employee at the time of loss or damage. Employees are expected to take appropriate security measures to protect their property. Payment is not allowed in cases of questionable disappearance.

High-Value Items: Paragraph 318.1c of 6 FAM 300 (repeated as Appendix 10A to Handbook 23) stipulates that claims for high value items may not be reimbursable if an employee has not declared these items in writing to the Department of State Claims Office prior to shipment or storage. (There are two categories of high value items: a) Small items of

substantial value - those which are easily pilfered and which have a value greater than $50; and b) items of extraordinary value - those which cost over $500 and which have a value far above the usual value of similar items). Form DS-1620 is used for this purpose. The completed form should be mailed to: Department of State, Office of Operations, OPR/FMAS/CL, Room 2735B, Washington, D.C. 20520.

* * * * * *

COMBINED HHE SHIPPING AND STORAGE ALLOWANCE

The Comptroller General has ruled in decision B-216347 dated 3/26/85 that Foreign Affiars Agencies may pay for continuing storage of an employee's HHE at the new (increased) weight allowance effective May 1, 1984 (see State 112885 and 84 State 248214).

* * * * * *

FLY AMERICA ACT AND TERRORISM

State telegram 123307 dated 4/23/85 provides guidance on use of foreign-flag air carriers, on an exceptional basis, at time of a specific terrorism threat.

* * * * * *

BUSINESS CLASS AIR TRAVEL ACCOMMODATIONS

Although the State Department recently revised its criteria for authorizing business class air travel, AID policy established and transmitted to the field in State telegram 102735 dated 4/16/82 remains unchanged. AID's policy is repeated below for your ready referral.

Quote:

> Subject: Business Class Air Travel Accomodations
> Ref: AID Handbook 22
>
> 1. Since government travel regulations generally require travel by quote less-than-first-class unquote, some confusion has arisen because of the increased availability of intermediate classes such as business class, executive class, or Ambassador class on various airlines.
>
> 2. Basic agency policy, as stated in chapter 7 (paragraph 7a), and appendix 9A (section 114 and 115) is that all travel is to "fully justified, carefully planned and performed in the most economical and expeditious manner practicable."

3. All use of first-class accomodations must be authorized and/or approved in accordance with section 46, appendix 9A.

4. Effective immediately, the senior AID Official at post may authorize use of business class airline accomodations when:

A. Space is not available in economy class in time to carry out the purpose of the official travel and it is so urgent that it cannot be postponed;

B. The physical condition of the traveler, as certified by a competent physician (usually post medical officer), requires accomodations other than economy;

C. Exceptional circumstances essential to the successful accomplishment of the mission require use of accommodations other than economy; or

D. Because of distance to be travelled, or number of stops enroute, the air fare is equal to or less than economy fare.

End Quote:

* * * * * *

TDY TRAVEL GUIDEBOOK

A pocket-size guidebook on TDY travel has been prepared by M/SER/MO and is scheduled for publication and distribution in May 1985. The guidebook is expected to provide the TDY traveller with answers to many of their common concerns and questions concernin TDY travel. Copies will be made available to AID personnel worldwide and requests for additional copies should be directed to aid distribution (M/SER/MO/PM).

TRAVEL ASSISTANCE

Ask Mr. Foster Travel Agency

The new Contract for Travel Assistance was awarded by GSA to Ask Mr. Foster Travel Agency in October 1984. The transition from the former contractor and subsequent operations have proceeded smoothly. Although Ask Mr. Foster has offices all over the U.S and in some foreign locales, A.I.D. employees must continue to make their arrangements through the office located in M/SER/MO/TTM, Room 1247, N.S. #632-8282.

MANAGEMENT ISSUES

As you are aware, the Department of State has sent a number of telegrams over the past year (beginning on April 18, 1984) which address "Management Issues". AID personnel are reminded that although these telegrams address many issues of common interest to all Foreign Affairs Agencies, any changes to policy or regulations or implementation of any such changes affect State only. AID/W will provide separate official notification of any changes to policies or regulations applicable to AID and AID personnel.

* * * * * *

COMPUTER WORKSHOPS FOR PROJECT DEVELOPMENT OFFICERS

Two week-long workshops were conducted by IRM staff for Project Development Officers in East and West Africa in the first half of March. The workshops focussed on improving projected design and analysis through the use of microcomputer software. A live case study was developed, integrating the financial and economic analysis of a project, to emphasize improving project design by improving the quality of analysis. Each PDO personally manipulated the computer model to see the impact of alternative decisions.

Twenty-five PDO's from ten USAIDs participated in the workshop at Abidjan, and 32 PDO's from East Africa were at the workshop in Nairobi. Participants rated the workshops as superior, stating that the training provided useful tools for their work. A number of participants requested that the workshops be conducted for their Missions individually, to provide much-needed training to other Mission staff.

Because of the PDO's enthusiastic reception, we hope to repeat the workshop for PDO's in the Asia and Near East in the fall of 1985, and for PDO's stationed in Washington. The case study will be packaged and made available as prototype project analysis model for users in AID.

* * * * * *

WORKSHOP ON MANAGING USAID AUTOMATION RESOURCES

In order to assist USAIDs in managing their growing automation resources more effectively, M/SER/IRM will conduct a two-week workshop in Bangkok, Thailand beginning May 20, and ending May 31, 1985. The first week of the workshop will focus on significant technical matters from a management perspective while the second week will concentrate on technical operational concerns.

Participants in the workshop will include USAID Foreign Service, Foreign Service Nationals, and Contract personnel from the Asia and Near East regions who have responsibility for managing computers and office automation systems.

The workshop will address a number of mutual concerns -- procurement and installation problems; vendor and AID/W support issues; training and supporting growing numbers of microcomputer users; telecommunications; fine tuning computer systems; transferring data among computer systems; and planning USAID automation requirements.

The workshop will be conducted by M/SER/IRM in cooperation with the Asia Regional Computer Analyst. Additional technical expertise will be provided by WANG Specialists and faculty members of the Asian Institute of Technology. Participants will use the computer facilities at Bangkok Regional Administrative Management Center (RAMC) for hands-on demonstrations and exercises.

* * * * * *

TELECOMMUNICATIONS

IRM has begun to implement the first phase of the telecommunications project aimed at establishing links between the automated equipment in selected posts and AID/W support organizations. This project was undertaken as the result of proposals that were formulated following a survey of Agency telecommunication requirements.

The posts which are targeted for telecommunications initially are: Cairo, Nairobi, Abidjan, Islamabad, Jakarta, Bangkok, Manila, San Salvador, Tegucigalpa, Santo Domingo, and San Jose. Three of these posts; Cairo, Nairobi, and San Salvador, already have initial telecommunication links in operation. The rest of these posts will enter the network when appropriate telecommunication hardware is installed.

On the AID/W side, the following support organizations have been exchanging documents and data with the first three posts: Near East, LAC, FM, IG, IRM, and M. Africa, Asia, CM and COM will be added shortly.

The initial phase of the project is to provide the basic telecommunication capabilities. Thus, in this phase of the project the telecommunications system will not provide instant response, but will enable the post to transmit large documents in a very short period of time. In this phase there are limitations in the number of characters in a line and the special characters that can be transmitted. In addition, the AID Central Computer facility, the hub of the network, will be available something less than a 24-hour work-day. Subsequent phases of the project call for making the system much easier to use in both the field and AID/W.

In 1986 and 1987, additional posts will be added to the network. In addition, AID/W is attempting to accommodate, as early as possible, those posts that have expressed a high degree of interest in joining the telecommunications program.

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M/SER DIRECTORATE FOR PROGRAM AID MANAGEMENT SERVICES

M/AAA/SER	
Associate Assistant to the Administrator for Management	John F. Owens
Program and Budget Officer	J. Kevin Burke
Special Assistant	Mary E. Wampler
M/SER/EOMS	
Director	B. Ann Dotherow
Acting Deputy Dir	Dan F. Sutton, Jr.
Chief, Policy and Procedures	Joe L. Tucker
M/SER/EOMS/EMS	
Acting Executive Officer	John S. Steele
Dep Exec Officer	Barbara A. Hoggard
EMS BACKSTOP OFFICERS	
AA/M/AAA/SER	Barbara A. Hoggard
M/SER/CM	Nancy Carroll
M/SER/COM	Linda Cope
M/SER/EOMS & Central Functions	Dorthy M. Kelley
M/SER/EOMS & SER Budget Control	Veronica Busby
M/SER/MO	Mary Leggins
M/SER/MO	Yvonne Nelson
M/SER/IRM	Jean L. Moore
M/SER/EOMS/OM	
AFR Regional Mgmt Officer	R. Max Walton
ANE/LAC Regional Mgmt Officer	Warren Duerbeck
Chief, Overseas Property Mgmt	H. Donn Hooker
M/SER/MO	
Director	Charles D. McMakin
Deputy Director	Robert Cahn
Chief, Policy & Procedures	Vacant
Chief, Comm & Records	Ralph Williams
Chief, Resources Mgmt Div	Darma Wright
Chief, Publications & Mgmt Div	Roger M. Mieras
Chief, Travel & Transportation Div	William A. Mashburn
Chief, Purchasing & Procurement	Margaret O'Rourke
M/SER/CM	
Director	Hugh L. Dwelley
Deputy Director	Francis J. Moncada
Chief, Services Operations Div	James Murphy
Chief, Regional Operations Div	Morton Darvin
Chief, Central Operations Div	Kathryn Cunningham
Chief, Support Div	Barry Knauf

M/SER/COM

Director	William C. Schmeisser, Jr.
Deputy Director	Edwin Callahan
Chief, Policy & Procedures Staff	C. Eugene Clarke
Chief, AFR, LAC & Interregional Staff	Peter J. Hagan
Actg Chief, NE & Asia Div	Morris McDaniel
Actg Chief, Commodity & Proc Supp Div	John Saccheri
Chief, Govt Property Resources Div	Hans Bang
Chief, Transportation Support Div	Howard D. Cradick
Actg Chief, Surveil & Eval Div	Kwyn Abrahams

M/SER/IRM

Director	Paul Spishak
Deputy Director	John Kelley
Chief, Program Serv Div	William Follen
Chief, Management Serv Div	Lawrence Livesay
Chief, Systems Mgmt Div	Eugene Dwyer
Chief, Automation Support Div	Herbert Thompson
Chief, Mission & Project Serv Div	William C. Ruotola
Chief, Planning & Eval Div	Linwood A. Rhodes
Chief, Technical Support Div	William W. Lee

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CURRENT ROSTER OF AID MANAGEMENT PERSONNEL AND POSITIONS OVERSEAS

AFRICA REGION

EMS offices

BOTSWANA	
Executive Officer	Timothy Edwards (Mark Anderson)
Asst Gen Serv Off	Guy Gibson (Res Hire)
BURUNDI	
Management Officer	Jairo Granados
CAMEROON	
Management Officer	(Clark Gregory)
*Admin Officer	William MacLaughlan
CHAD	
Executive Officer	Richard Thacher
GAMBIA	
Management Officer	No DH Position
GHANA	
Management Officer	Jeremiah Parsons
GUINEA BISSAU	
*Admin Officer	Paul Pina
IVORY COAST	
Management Officer	Thomas Jefferson
*Gen Serv Officer	Anthony Antrillo
Contract Officer	Marilyn Buchan
Asst Contract Officer	James Dzierwa (Len Kata)
Asst Contract Officer	Neil Edin (Mary Reynolds)
Reg Commodity Mgt Officer	Pierre Elissabide
Reg Commodity Mgt Officer	Thomas Stephens
Computer Specialist	Lawrence Clark

*JAO Position

KENYA	
Executive Officer	John Greenough (John Martin)
Dep Exec Officer	John Martin (Mildred Taylor)
Gen Serv Officer	Scot Covert
COM/REC Supv	John Jacobson
Contract Officer	James Anderson
Asst Contract Officer	Laura McGhee
Reg Commodity Mgt Officer	Bruce Stader
Reg Commodity Mgt Officer	Lyn Dunn
Computer Specialist	Ronald Miller
LESOTHO	
Executive Officer	Raymond Dunbar
LIBERIA	
Executive Officer	Vacant (William White)
Dep Exec officer	Mark Anderson (Lovie Davis)
Gen Serv Officer	Alvin Roman
MALAWI	
Management Officer	John Lee
*Asst Gen Serv Officer	Alex McKinnon
MALI	
Management Officer	Edward Rhatigan (Michael Ireland)
MAURITANIA	
Management Officer	Barnett Chessin
MOZAMBIQUE	
Commodity Mgmt Officer	Judi Shane
NIGER	
Mangement Officer	Lena Gurley (Edward Rhatigan)
Com/Rec Supv	Elmer Conrad
*Gen Serv Officer	Joe Varley
Commodity Mgt Officer	Frank Donovan
RWANDA	
Management Officer	No DH Position
SENEGAL	
Executive Officer	Stephen Wallace

SOMALIA	
Managemant Officer	Edward Aker
Asst Management Officer	Vacant
*JAO Director	Gerald Nell
*Asst Gen Serv Officer	(Virgilio Perez)
Commodity Mgmt Officer	Gerard LaBombard
SUDAN	
Management Officer	Jack Gunther
	(John Ziegler)
Asst Mgmt Officer	John Ziegler
Asst Gen Serv Officer	Vacant
	(Roma Nedeff)
*Personnel Officer	Patricia Smith
Contract Officer	Donald Lake
Commodity Mgmt Officer	Arthur Laemmerzahl
Asst Commodity Mgmt Officer	Jack Warner
TANZANIA	
Executive Officer	James McCabe
Gen Serv Officer	Paul Jhin
UGANDA	
Management Officer	Floyd Spears
ZAIRE	
Management Officer	Michael Trott
*Gen Serv Officer	John Liebner
*Asst Gen Serv Officer	Emma Celhay
*Asst Gen Serv Officer	Gerald Johnston
ZAMBIA	
Executive Officer	Michael Ireland
	(William MacLaughlin)
ZIMBABWE	
*Gen Serv Officer	Virgilio Perez
Commodity Mgmt Officer	John Lewis

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ASIA REGION

BANGLADESH	
Management Officer	Mildred Taylor (Jack Gunther)
*Gen Serv Officer	Morris Anderson
*Asst Gen Serv Officer	Reginald Chastain
*Personnel Officer	Marian Salay
INDIA	
Executive Officer	Dave Lockhart
Contract Officer	John Stuart
INDONESIA	
Management Officer	Vacant
*Gen Serv Officer	Jack Faircloth
*Personnel Officer	Delores Ross (Vivian Gallas)
Contract Officer	Lynus Kelly
NEPAL	
Executive Officer	James Hester
PAKISTAN	
Executive Officer	Leland Hunsaker
Dep Exec Officer	Douglas Owens (Michael Curtis)
Contract Officer	James Politte
Asst Contract Officer	Brendan Gannon
Computer Specialist	Robert Cunningham
Commodity Mgmt Officer	Anatole Bilecky
PHILIPINES	
Executive Officer	William White (David Mein)
Gen Serv Officer	James Hao
Contract Officer	Robert Doucette
Commodity Mgmt Officer	Thomas Baranyi
SRI LANKA	
Executive Officer	Clyde Laursen

THAILAND

Executive Officer	Vacant (John Greenough)
Gen Serv Officer	Lovie Davis
Contract Officer	Peter Howley
Reg Commodity Mgmt Officer	Bendeguz Viragh

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NEAR EAST REGION

EGYPT

Associate Dir for Management	James Donnelly
Asst Mgmt Officer	Anne Dahlstedt
Comm/Rec Officer	Barbara Blacker
Asst Comm/Rec Supervisor	(Effie Hunter)
*Deputy JAO Director	Harold Daveler
*Gen Serv Officer	Robert Bertolet
*Gen Serv Officer	Cecil Williams
*Gen Serv Officer	Roy Johnson
*Personnel Officer	Anne Snelling
*Asst Personnel Officer	Betty Mills
*Admin Officer (Alexandria)	Ronald Olsen
Contract Officer	Arthur Byjorlykke
Asst Contract Officer	(James Dzeirwa)
Commodity Mgmt Officer	William Gill
Dep Commodity Mgmt Officer	Robert Richardson
Commodity Mgmt Officer	Joseph Dajani
Commodity Mgmt Officer	James Harmon
Commodity Mgmt Officer	David Cowles
Commodity Mgmt Officer	Hiram Smith
Asst Commodity Mgmt Officer	Elaine Kelly
Computer Specialist	Leonard Jamison

MORROCO

Contract Officer	Stanley Nevin (James Anderson)

YEMEN

Executive Officer	Beverly Morton
Dep Exec Officer	Carolyn Moore
Gen Serv Officer	Louis Correa

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LATIN AMERICA AND CARIBBEAN REGION

BARBADOS	
Management Officer	John Johns
Contract Officer	Stanley Heishman
BOLIVIA	
Executive Officer	Timothy Bertotti
COSTA RICA	
Management Officer	Richard Rodman
DOMINICAN REPUBLIC	
Management Officer	Rudolph Facsell
ECUADOR	
Executive Officer	Robert N. Meriwether
EL SALVADOR	
Management Officer	James Leo
Asst Mgmt Officer	Barbara Williams
Contract Officer	John McAvoy
GUATEMALA	
Executive Officer	John Garney
Dep Exec Officer	(Anne Walsh)
Commodity Mgmt Officer	Robert Van Horn
HAITI	
Executive Officer	Vacant (Kent Hickman)
Contract Officer	Richard Webber
HONDURAS	
Management Officer	Richard Parsons
Contract Officer	James Corley
Commodity Mgmt Officer	(Rosa Gomez)
JAMAICA	
Management Officer	Sammie Jones
Contract Officer	Vacant (Gerald Render)

PANAMA

Executive Officer	John Popovich, Jr.
Contract Officer	Michael Kenyon

PERU

Executive Officer	Jack Thrower
Contract Officer	Michael Snyder

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AGENCY FOR INTERNATIONAL DEVELOPMENT
WASHINGTON, D.C. 20523

SERLETTER

Management Information Bulletin

January 1986 Issue 5

PURCHASE ORDERS PREPARED BY SER/MO/RM/AP

The Administrative Purchasing Branch has been advised by the Office of Financial Management that they will no longer process payments for Mission funded purchases prepared by SER/MO/RM/AP, except for the following vendors:

Ethan Allen Furniture
Pickard China
Other inter-Agency procurement (FBO)

At the time SER/MO/RM/AP prepares a Purchase Order using Mission fund citation, the Mission is notified by telegram of the total dollar cost and the purchase order number. The fiscal copies of the P.O. are forwarded to the Mission Controller for record purposes. It is Mission responsibility to cross-reference their requisition number against the AID/W P.O. number. The purchase order will provide the vendor with the Mission address for forwarding invoice.

It is important that the Mission process payments within the normal timeframe. If the invoice arrives without definite shipping information, Mission management should follow-up with either the vendor or the U.S. Despatch Agent to confirm shipment. For items shipped by the USDA or Wang, the Mission should process payment as soon as shipment is confirmed. Receipt of merchandise is not a prerequisite for payment of shipments handled by either USDA or Wang.

FYI. Under the terms of the Wang contract, Wang has been given authority to make direct shipments using a private freight forwarder. Insurance is also covered by this procedure. Wang has been advised to provide SER/MO/RM/AP with shipping data. The Administrative Purchasing Branch will then forward the yellow "Receiving Report" copy to the Controller's office to assist in processing of payment.

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RESIDENTIAL FURNITURE FROM STOCKPILE

Missions are reminded that if an urgency exists for receipt of a set of furniture, the Agency has set up a revolving stockpile of Ethan Allen Transitional House "C" 3-bedroom sets. Five sets consist of one each master bedroom, bedroom #2 and bedroom #3, and the other five sets consist of one each master bedroom, bedroom #2 and student bedroom. Orders may be placed for completed household sets only. Partial sets or individual pieces are not available from stockpile. These sets do not include carpets.

At time of request, SER/MO/RM/AP will issue one purchase order to cover the ocean freight charges for the set from stockpile and a second order to cover replacement to the stockpile. Post will not receive the furniture from this second purchase order as it will go into the stockpile for another Mission to draw from.

The stockpile is presently stored in the Ethan Allen warehouse in New Jersey and will be shipped by the USDA/New York regardless of destination.

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FURNITURE FOR PROJECTS

If mission management processes procurement of residential furniture in the United States using project funds, those orders must be processed through SER/MO/RM/AP using the GSA contract (Ethan Allen). If a separate procurement organization is processing procurement for project use, the procurement organization may go to any source but would pay normal open market prices. The special GSA contract price and services from Ethan Allen are not available to private procurement organizations. Ethan Allen has authority through open market process to provide 3-bedroom sets of furniture but is not required to offer same terms or conditions as provided under GSA contract. AID/W believes it will be in the best interest of the USG to process such furniture requirements through SER/MO/RM/AP.

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EXPENDABLE SUPPLIES

Missions should order Post-It Notes directly from GSA. Following information will be helpful for preparing GSA requisition:

Description	Stock No.	Cost/Pkg	MOQ
No. 653 - 1-1/2" x 2"	7530-01-116-7866	$ 1.45	10
No. 654 - 3" x 3"	7530-01-116-7867	4.44	48
No. 655 - 3" x 5"	7530-01-116-7865	4.32	48

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RECORDS STORAGE BOXES

In recent months a large number of records received from overseas posts for retirement to the Washington National Records Center (WNRC) have been packed and shipped in non-standard sized containers. As the WNRC will only accept storage records packed in standard records center boxes, such shipments must be repacked and new listings of their contents prepared in AID/W.

All USAIDs are requested to use standard records center boxes for shipping records to AID/W for storage. These boxes have the following dimensions: 13-3/4 x 12 x 9-1/2 and should be ordered directly from the General Services Administration. They may be ordered in units of 25 cartons for $10.50 per unit. The stock number is 8115-00-117-8249. USAIDs should order and maintain a supply of boxes on hand so that records retirement may proceed without being hampered by non-avilability or delayed shipment of boxes.

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MISSION AUTOMATION REVIEWS

The rapid growth of AID's overseas automation program over the past several years has resulted in a significant mission investment in hardware and software. Currently, 75 AID posts are part of the automation program. Of these, 26 sites have Wang VS minicomputers in place or on order, 22 sites have Wang OIS word processing systems, and 67 sites have microcomputers (PCs). The size of this investment and its importance to Agency operations make it essential that automation resources contribute as effectively as possible to mission operations. At the same time, training and technical expertise are critical to the management of the automation resources. With this in mind, IRM has begun a program to work with missions to review the management of AID's automation resources overseas and to determine if the automation program is adequately addressing the needs of the mission.

These reviews also explore such items as: (1) software applications used by mission staff; (2) the level of training necessary for full utilization of automation systems and now such training may be acquired; (3) telecommunications, including benefits derived from such technologies as well as an examination of the problems affecting those communications; (4) electrical power considerations such as the frequency of blackouts, brownouts, line transients, other indigenous electrical problems and whether a post's present power conditioning/protection equipment is adequate to address these power concerns; and (5) environmental considerations particular to post which are relevant to the proper functioning of the automation equipment.

In addition to the management of the automation resources, these reviews are designed to:

- assist missions in formulating their automation strategies, and

- assist IRM in determining future directions for the Agency's automation programs.

The first reviews were completed in October 1985, and the 1986 schedule is now being prepared. If posts (other than those who have already asked for reviews) would like to participate in the reviews, they should cable IRM.

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VIDEO DISPLAY TERMINALS

With the use of Video Display Terminals (VDTs) becoming so widespread, attention is being directed to the safety and health of workers who use them. The National Institute for Occupational Safety and Health (NIOSH) estimates that approximately 10 million American workers use VDTs daily. By 1990 that number will be 20 million, and by the turn of the century 40 million people - nearly half of all U.S. workers - will use VDTs.

Although generally believed to represent no unusual threat, some people have raised questions about whether VDTs: give off hazardous radiation; cause eye strain; cause back strain, stress or fatigue; cause miscarriages, birth defects, cataracts or other illnesses.

Dr. J. Donald Miller, Director, NIOSH, Center for Disease Control did not definitely rule out the possibility of a reproductive effect but said "We do not see any physiologic mechanism whereby VDTs could impair reproduction functions." And according to officials at the Arlington County, Virginia, Office of Technology and Information Service, "there is no reliable evidence that VDT use causes miscarriages, birth defects, or cataracts."

In extensive tests conducted by NIOSH and the Food and Drug Administration (FDA), both organizations concluded that radiation from VDT terminals, in normal operation, is well below existing governmental standards. Miller said "measured levels from VDTs have been found to be less than those emitted by hair dryers, irons, or other typical household appliances."

However, other problems can result from VDT use, or problems already existing can be magnified. For example, "It isn't known that VDTs cause eye problems," says Dr. Michael Smith, Chief, Motivation and Stress Research at the NIOSH. "What is known is that VDTs can aggravate existing problems."

To help alleviate this problem, VDT operators should have periodic eye examinations to make sure any vision problems are discovered and quickly corrected. Lenses recommended for VDT use, in usual order of preference include the monofocal, the full-width bifocal, the flat-top bifocal, and progressive addition lens.

Sometimes glare and poor lighting makes it difficult to read the VDT screen. When this occurs, workers should position the VDT screen about 18 inches from their eyes, adjust the screen's brightness and contrast controls to compensate for reflection on the screen, and close blinds or pull the shades to block light coming through a window from behind the terminal. Ideally, VDTs should be used in less than fully lighted rooms.

Close work on a VDT can cause stress over a period of time. Backache or strain, stress and fatigue can be alleviated, and employees can work more productively with a few well-designed changes to their VDT workstation and the practice of good work methods.

Following are some suggestions to achieve comfort at a work station with VDT:

Keyboard height - Should be about 2-1/2 inches from the top of the table to the top surface of the space bar and bottom row of keys. At that height the desk top at the right height, 24 to 28 inches, upper and lower arms will be at a comfortable angle of approximately 90 degrees. Upper arms will hang comfortable taking the strain off upper back and shoulders. If keyboard height isn't adjustable, and it's too high for comfort, try placing pads under the wrists for a more comfortable position. If the keyboard is too low try a pad of paper or flat piece of wood under it.

Screen face angle - The screen should be tilted back 10 to 20 degrees. If not adjustable, place a small wedge under the front of the monitor to tilt it back.

Chair height - A comfortable working chair height relieves excessive pressure on the legs from the edge of the seat. Pressure from the seat front could make the operators legs go to sleep.

Sit with the soles of shoes flat on the floor. Keep shins perpendicular and relax thigh muscles. Measure the distance from the hollow of operators knees to the floor. Subtract 1 to 3 inches. The resulting measurement is the correct height for the top of operator's chair seat.

Backrest position - Backrest should fit comfortably at the small of the back to provide good support.

Compensating adjustments - Additional adjustments may be needed to compensate for some of the adjustments. For example, if the desk top is too high, raise chair seat height beyond the recommended height and add a footrest to minimize pressure from the seat front.

Work Method Tips - Stretch occasionally and look away from the screen. Intersperse other tasks with long sessions at the terminal. For example, take time to collate papers or deliver completed work. Take a break away from the terminal of about 15 minutes to keep strain and tension from mounting.

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EXCEPTIONAL SUBSISTENCE RATES

The continuous receipt of inquiries concerning "Exceptional Subsistence Rates" prompted the issuance of an AID General Notice on the subject in October 1984. The receipt of several new inquiries on this same subject in recent months suggests a need to remind Agency Management personnel that AID (currently) has no legal authority to establish and/or grant, in general, exceptional subsistence rates. The Agency has included a request for such authority in its proposed changes of (FAA) legislation; however, an official response to this request may not be forthcoming for several months. Meanwhile, the General Service Administration has once again requested authority from Congress to establish "more realistic" subsistence rates for locations in the United States, beyond the current statutory limitation and AID/W has been advised that the GSA proposal is being given favorable consideration.

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SHIP TRAVEL

The Department of State has officially revised its policy (and the governing regulations) regarding the authorized use of ship travel limiting it to travel for approved medical reason, a policy AID has followed since 1971. STATE 328062 dated October 24, 1985 contains notice of this change and the revised wording of the pertinent regulation (6 FAM 131/133).

* * * * * * * *

SHIPPING AND STORAGE ALLOWANCES

There have been numerous cases recently where employees have shipped or stored items contrary to the intent of an allowance or not meeting the official definition of the type of item which may be shipped or stored under a specific allowance. For example, "Boats" may not be shipped or stored under any of the allowances, UAB may not contain Barbecue Grills, Kingsize Beds or 4' x 8' Sheets of Pkywood, the Layette Allowance shipment may not contain items such as consumables, books, sports equipment or other items not specifically related to the care, feeding, and clothing of the baby. When known in advance, AID/W will not authorize shipment or storage of items which do not meet the specific criteria of the allowance being use. In those cases where a shipment may be found to have contained improper items, the employee may be subject to reimbursing the USG for all costs involved. Further, reimbursement of damage or loss claims under the "Military Personnel and Civilian Employees' Claim Act" will be denied for items transported in violation of the law or regulations.

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HIGH RATE GEOGRAPHICAL AREAS

A revised listing of High Rate Geographical Areas (HRGAs) has been issued by the General Services Administration. The listing includes 183 new designated HRGAs in the United States and was effective November 3, 1985. The listing will be published and distributed as a revised Exhibit 6C to Chapter 6 of AID Handbook 22 shortly.

* * * * * * * *

NEW (OUTBOUND) PACKING/SHIPPING CONTRACTS

The Department of State let new contracts for the packing/shipping/storage (Outbound) of personal effects effective June 1, 1986. The companies awarded contracts are Victory Van Corporation, Paxton Van Lines, Interstate Van Lines, Guardian Storage, District Moving and Storage, Graebel/Potomac Movers, and Colonial Storage Company.

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PERSONAL PROPERTY CLAIMS HANDBOOK

In June 1985, the Department of State published a Personal Property Claims Handbook. This handbook amplifies the regulations and may be used only as a general guide on the claims program and in the investigation and the submission of claims. Note, however, that 6 FAM 300 provides the regulatory basis for all claims action and should be referred to for definitive information.

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PERSONAL PROPERTY CLAIM

During FY 85, AID settled 170 personal property claims for approximately $268,070. Of this amount, 78 percent was for loss or damage to personal effects in shipment or storage. The remainder was the result of theft, violence, and natural disasters.

We continue to see indications in claims submittals that employees are not familiar with some of the limitations of the claims program. The last issue of the SERLETTER mentioned special requirements on high value items. In addition, Executive and Administrative Officers should be sure employees are aware of the following:

UAB Shipments: Claims for some kinds of items shipped as UAB may not be payable. AID Handbook 22, Appendix 9A, Section 147.2c, describes unaccompanied baggage as those personal belongings needed by the traveler enroute or immediately upon arrival at destination. In Decision B-163496(47CG572), the Comptroller General stated that the term baggage usually is regarded as those articles which the traveler "bags up" and "lugs along" or has carried for him on a journey for his comfort or convenience during the journey or immediately upon arrival at destination. Property which is to be used ultimately as furniture or as part of the equipment of a residence is to be regarded as part of the household effects, it may ordinarily not be regarded as part of baggage. Claims for lost or damaged household effects transported as unaccompanied baggage are not payable. Paragraph 318.h, 6 FAM 300 (repeated as Appendix 10A to Handbook 23) stipulates that claims are not payable for damage to or loss of property transported in violation of the law or regulations of competent authority. As a result of these interpretations, we have in the past year denied claims for loss or damage in UAB shipments for a basketball backboard, auto windshield, video cassette recorder, and TV set.

Minimum Amounts Allowable: Appendix C of the Handbook, Table of Maximum Amounts Allowable, established maximum dollar amounts allowable for certain articles of property and compensation for these articles is limited to the established maximums, regardless of the total value of the loss. During FY 85, AID settled 35 claims for theft of personal property. AID employees lost approximately $66,200 of personal property due to theft. Only $31,430 (47 percent of the amount claimed) was compensable under the regulations. A major portion of the stolen property was camera and photographic equipment, stereo and related electronic equipment, video recorders, jewelry and watches. There are established maximums payable on all these articles. Employees should be encouraged to familiarize themselves with the Table of Maximum Amounts Allowable and obtain supplemental commercial insurance, if needed, to assure adequate protection.

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NOTES ON LEASING

Just a couple of notes to check yourself on your leasing practices.

1. The authority to sign leases is delegated to the AID Principal Officer, as set forth in 6 FAM 721.1a, and in most cases is then redelegated to the Mission Executive Officer or sometimes to the JAO Director (limited to rental for less than $25,000 per year), ref 6 FAM 721.1a. Delegation to execute contracts do not in themselves authorize the signing of leases.

2. All lease files should include a Memo of Negotiation signed by the Leasing Officer. All files must contain a Memo of Negotiation when there is an advance rental payment in excess of 3 months. This memo must explain the concession which the Mission received for the advance. Copies of these memos should accompany original signed copies of leases when they are forwarded to EOMS.

3. Maximum advance rental permitted without EOMS approval is 18 months, ref 6 FAM 721.1b.

4. The swimming pool matter is still with us. No AID funded lease for residential property which includes a swimming pool is to be signed unless there is an exception memo specific to that property, signed by the AID Principal Officer. See HB 23, Chapter 5, Circ 23-5.

5. An option period without a firm price is not an option. Don't clutter a lease document with wording such as "this lease is renewable for three further one year periods at a rate to be negotiated".

6. Automatic escalation clauses based on U.S. COL index, local price of cement, gasoline (from actual AID leases) or other commodity should in most cases be avoided. The relevance of these indicies to your local real property market is very questionable and in most cases a known amount is better than one that might get out of hand and not reflect the true market value of the lease. This is not a hard and fast rule. Reasonable escalation clauses must be weighed against the value of a longer term lease or a lower initial rent. Think it through and when you are convinced you have negotiated the best lease for the USG, sign it and don't forget your Memo of Negotiation which explains why.

7. When the lease is signed, it's firm. Even if the landlord's wife is the president's sister and is being flown to Houston for eye surgery, we don't change the amount of rent or the method of payment from that specified in the lease. The only exception (and usually not a good idea even then) is if the USG is receiving something of value which equals the change. Agreement by the landlord to do needed maintenance which should have been done under the lease anyway is not a basis for changing a lease.

* * * * * * * *

DIRECT RELAY TELEGRAMS

Some Missions have indicated they are unfamiliar with the format for preparing direct relay telegrams. Repeated here for those with any questions is AID General Notice dated 2/24/82 prepared by SER/MO/CRM:

In August 1981, AID/W and the Department of State implemented a direct relay procedure to speed the transmission of telegram traffic from USAID Missions to the US commercial sector. Messages with the Direct Relay caption are automatically forwarded by State Communications to domestic telegraph companies for transmission to the commercial addressee. Illustrated on the reverse side of this notice is a sample format of how direct relay telegrams should be prepared. Missions should take particular note of the following:

1. The words "Direct Relay" must follow the ADM AID or AIDAC caption and be on the same line.

2. Direct relay telegrams must contain the complete address of the recipient, including the ZIP code and telephone number, if available. The name and address of the recipient should be in block style.

3. Only text from the "To" line through the embassy signature is relayed. The subject line is not relayed. Everything the addressee needs to know should therefore appear in the text of the message. To assure that references are transmitted, they should appear below the name and address of the recipient.

4. Direct relay messages must end with the name of the USAID Mission, American Embassy and the appropriate city and country. This should appear in block style.

5. The direct relay caption should not be used on telegrams addressed to other government agencies. Consult Handbook 21, Part II, Paragraph 2C7, for instructions on addressing telegrams to other government agencies."

Format for preparation of Direct Relay Telegrams is on the following page.

SAMPLE DIRECT RELAY TELEGRAM

SUBJECT: Direct Relay Telegrams

ACTION: SECSTATE WASHDC

UNCLAS DAKAR

ADM AID DIRECT RELAY

TO: Robert Jones Company

6100 Kingston Avenue

Albuquerque, NM 87109

TEL: 505-302-6000

REF: Letter of 2/10/82 on AID Communications

This is the format for a direct relay telegram. Note that the name of the addressee and the mission return address are block style. Only the text from the "To" line to the embassy signature is transmitted. To assure that references are transmitted, they should follow the address line. All direct relay telegrams should end as in the example below:

USAID Mission

American Embassy

DAKAR, SENEGAL

* * * * * * * *

M/SER DIRECTORATE FOR PROGRAM AID MANAGEMENT SERVICES

M/AAA/SER	
Associate Assistant to the Administrator for Management	John F. Owens
Program and Budget Officer	J. Kevin Burke
Special Assistant, Agency Competition Advocate	William C. Schmeisser
Special Assistant	Vacant
M/SER/PPE	
Chief	James D. Murphy
Chief, Policy Branch	Kathleen O'Hara
Chief, Planning & Eval Branch	Elizabeth Cordaro
M/SER/EOMS	
Director	William A. Meeks
Deputy Director	Dan F. Sutton, Jr.
Chief, Policy and Procedures	Joe L. Tucker
M/SER/EOMS/EMS	
Executive Officer	John S. Steele
Deputy Executive Officer	Barbara A. Hoggard
EMS BACKSTOP OFFICERS	
AA/M, M/AAA/SER & M/SER/PPE	Linda Cope
M/SER/AAM	Nancy W. Carroll
M/SER/EOMS & Central Functions	Dorthy M. Kelley
M/SER/MO	Mary H. Leggins
M/SER/IRM	Jean L. Moore
M/SER/EOMS/OM	
AFR Regional Mgmt Officer	R. Max Walton
ANE/LAC Regional Mgmt Officer	Warren B. Duerbeck
Chief, Overseas Property Mgmt	H. Donn Hooker
M/SER/MO	
Director	Charles D. McMakin
Deputy Director	Robert A. Cahn
Chief, Policy Branch	Gilbert D. Dietz
Chief, Policy & Analysis Div	Ralph A. Williams
Chief, Comm & Records Div	Catherine Allen Smith
Chief, Resources Mgmt Div	Darma K. Wright
Chief, Publications & Mgmt Div	Roger M. Mieras
Chief, Travel & Transportation Div	William A. Mashburn
Chief, Purchasing & Procurement Div	Cynthia Bryant

M/SER/AAM

Director	Robert Halligan
Deputy Director for Program Opns	Francis J. Moncada
Deputy Director for Technical Opns	Richard M. Dangler
Chief, Overseas Div	Peter J. Hagan
Chief, Science and Technology Div	Kathryn Y. Cunningham
Chief, AID/W Projects Div	Kathryn Y. Cunningham (Acting)
Chief, Acquisition Support Div	Barry S. Knauf
Chief, Commodity Surveillance and Technical Support Div	Kwyn Abrahams
Chief, Transportation Division	Howard D. Cradick
Chief, Government Property Resources Div	Robert R. Rutter

M/SER/IRM

Director	Paul P. Spishak
Deputy Director	John C. Kelley
Chief, Program Serv Div	William J. Follen
Chief, Management Serv Div	Lawrence E. Livesay
Chief, Systems Mgmt Div	Eugene M. Dwyer
Chief, Automation Support Div	Herbert B. Thompson
Actg Chief, Mission & Project Serv Div	Wayne H. Van Vechten
Chief, Planning & Eval Div	Linwood A. Rhodes
Actg Chief, Technical Support Div	Steven F. Renz

EXECUTIVE MANAGEMENT STAFFS

AFR/MGT

Director	Caroline D. McGraw
Deputy Director	William E. Wanamaker

ANE/EMS

Director	Jerry M. Jordan
Deputy Director	William R. White

LAC/EMS

Director	Theresa A. Stephan
Deputy Director	Robert O. Weiland

CURRENT ROSTER OF AID MANAGEMENT PERSONNEL AND POSITIONS OVERSEAS

AFRICA REGION

BOTSWANA	
Executive Officer	Mark E. Anderson
Asst Gen Serv Off	Guy Gibson (Res Hire)
BURUNDI	
Management Officer	Jairo J. Granados
CAMEROON	
Management Officer	Kay A. Harley
CHAD	
Executive Officer	(Myron E. Tomasi)
GHANA	
Management Officer	Jeremiah E. Parson
IVORY COAST	
Management Officer	Thomas K. Jefferson
*Gen Serv Officer	Anthony Antrillo
Reg Contract Officer	Neil C. Edin
Reg Contract Officer	Marilyn B. Buchan
Reg Contract Officer	Lenonard J. Kata
Reg Contract Officer	Mary Reynolds
Reg Commodity Mgt Officer	Pierre Elissabide
Reg Commodity Mgt Officer	Thomas M. Stephens
Computer Specialist	Lawrence E. Clark
KENYA	
Executive Officer	John R. Martin
Dep Exec Officer	Mildred Taylor
Gen Serv Officer	Scot J. Covert
Asst GSO	John J. Jacobson
Reg Contract Officer	Laura McGhee
Reg Contract Officer	Clement J. Bucher
Reg Contract Officer	Vacant (Rosella Marshall)
Reg Commodity Mgt Officer	Bruce Stader
Reg Commodity Mgt Officer	Lyn Dunn
Computer Specialist	Ronald Miller

*JAO Position

LESOTHO	
Executive Officer	Raymond J. Dunbar
LIBERIA	
Executive Officer	Lovie E. Davis
Dep Exec officer	Robert F. Ritchie
Gen Serv Officer	Alvin Roman
MALAWI	
Management Officer	John W. Lee
*Asst Gen Serv Officer	Alex McKinnon
MALI	
Management Officer	Michael J. Ireland
MAURITANIA	
Management Officer	Barnett Chessin
MOZAMBIQUE	
Commodity Mgmt Officer	Judi A. Shane
NIGER	
Mangement Officer	Edward P. Rhatigan
*Gen Serv Officer	Joseph M. Varley
SENEGAL	
Executive Officer	Stephen F. Wallace
SOMALIA	
Managemant Officer	Edward O. Aker
Asst Management Officer	Lena M. Gurley
*JAO Director	Gerald L. Nell
*Asst Gen Serv Officer	Virgilio S. Perez
Commodity Mgmt Officer	Girard J. LaBombard
Contract Officer	Vacant (Russell Wolford)
SUDAN	
Management Officer	John C. Ziegler
Asst Mgmt Officer	Paul H. Pina
Asst Gen Serv Officer	Roma Nedeff
*Personnel Officer	Patricia J. Smith
Contract Officer	Donald N. Lake
Commodity Mgmt Officer	Arthur J. Laemmerzahl
Commodity Mgmt Officer	Jack E. Warner

SWAZILAND	
Reg Contract Officer	Vacant (Fred Will)
TANZANIA	
Executive Officer	James O. McCabe
Gen Serv Officer	Paul Y. Jhin
UGANDA	
Management Officer	Floyd R. Spears
ZAIRE	
Management Officer	Michael C. Trott
*Gen Serv Officer	John J. Liebner
*Asst Gen Serv Officer	Emma M. Celhay
*Asst Gen Serv Officer	Gerald R. Johnston
ZAMBIA	
Executive Officer	William R. MacLaughlin
ZIMBABWE	
*Gen Serv Officer	Virgilio S. Perez
Commodity Mgmt Officer	John J. Lewis

ASIA /NEAR EAST REGION

BANGLADESH	
Management Officer	Jack C. Gunther, Jr.
*Asst Gen Serv Officer	Reginald B. Chastain, Jr.
INDIA	
Executive Officer	David H. Lockhart
Contract Officer	(Vacant)
INDONESIA	
Management Officer	Beverly C. Morton, Jr.
*Gen Serv Officer	Jack Faircloth
Contract Officer	Lynus D. Kelly, Jr.
JORDAN	
Commodity Mgmt Officer	Francis A. Donovan
NEPAL	
Executive Officer	James C. Hester
PAKISTAN	
Executive Officer	Leland S. Hunsaker
Dep Exec Officer	Michael M. Curtis
Contract Officer	James P. Politte
Asst Contract Officer	Brendan J. Gannon
Commodity Mgmt Officer	Anatole T. Bilecky
PHILIPPINES	
Executive Officer	David F. Mein
Gen Serv Officer	James E. Hao
Contract Officer	Robert A. Doucette
Commodity Mgmt Officer	Thomas Z. Baranyi
SRI LANKA	
Executive Officer	Clyde C. Laursen

THAILAND

Executive Officer	John W. Greenough
Gen Serv Officer	Clark S. Gregory, Jr.
Reg Contract Officer	Peter J. Howley
Reg Commodity Mgmt Officer	Bendeguz A. Viragh
Computer Specialist	Robert T. Cunningham, Jr.

* * * * * * * *

EGYPT

Associate Dir for Management	James P. Donnelly
Asst Mgmt Officer	Anne L. Dahlstedt
Comm/Rec Officer	Barbara Blacker
Asst Comm/Rec Supervisor	Effie A. Hunter
*Deputy JAO Director	Harold S. Daveler
*Gen Serv Officer	Robert F. Bertolet
*Gen Serv Officer	Cecile A. Williams
*Gen Serv Officer	Roy H. Johnson
*Personnel Officer	Elizabeth A. Mills
Contract Officer	Arthur Bjorlykke, Jr.
Contract Officer	James A. Dzierwa
Commodity Mgmt Officer	Robert B. Richardson
Commodity Mgmt Officer	Joseph W. Dajani
Commodity Mgmt Officer	Charles Signer
Commodity Mgmt Officer	David L. Cowles
Commodity Mgmt Officer	Hiram E. Smith
Commodity Mgmt Officer	Elaine M. Kelly
Commodity Mgmt Officer	Vacant
Computer Specialist	Leonard A. Jameson, Jr.

MOROCCO

Reg Contract Officer	James M. Anderson

TUNISIA

Executive Officer	Anne C. Bradley

YEMEN

Executive Officer	Karl L. Mahler
Dep Exec Officer	Carolyn M. Moore
Gen Serv Officer	Louis F. Correa
Contract Officer	Vacant (Shirk, Peter W.)

* * * * * * * *

LATIN AMERICA AND CARIBBEAN REGION

BARBADOS	
Management Officer	John S. Johns
Reg Contract Officer	Stanley D. Heishman
BOLIVIA	
Executive Officer	Timothy L. Bertotti
COSTA RICA	
Management Officer	Richard A. Rodman
DOMINICAN REPUBLIC	
Management Officer	Rudolph Fascell
ECUADOR	
Executive Officer	Robert N. Meriwether
EL SALVADOR	
Management Officer	James A. Leo
Asst Mgmt Officer	Barbara B. Williams
Contract Officer	John P. McAvoy
GUATEMALA	
Executive Officer	John J. Garney
Dep Exec Officer	Anne V. Walsh
Reg Commodity Mgmt Officer	Robert A. Van Horn
HAITI	
Executive Officer	Kent B. Hickman
Reg Contract Officer	Richard F. Webber
HONDURAS	
Management Officer	Vacant
Contract Officer	James E. Corley
Commodity Mgmt Officer	Christine E. Lyons
JAMAICA	
Management Officer	Sammie N. Jones
Reg Contract Officer	Gerald C. Render

PANAMA	
Executive Officer	John E. Popovich, Jr.
Reg Contract Officer	Michael S. Kenyon
PERU	
Executive Officer	Jack E. Thrower
Reg Contract Officer	Michael H. Snyder

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AGENCY FOR INTERNATIONAL DEVELOPMENT
WASHINGTON, D.C. 20523

SERLETTER

Management Information Bulletin

June 1986 Issue 6

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NEW LOCATIONS FOR SOME AID/W OFFICES

GSA will terminate the Government's lease on the Plaza West Building (SA-14) later this year. After more than two years of arduous work, M/SER/MO is pleased to announce the relocation of M/PM's Training Division to the completely renovated former SA-2, 515 22nd St., N.W., just across the street from the main State Department Building. The Agency's training facility will occupy the entire 2nd Floor of the building, with office space for Training Division's employees on the 3rd Floor. If you plan to be in Washington this summer, and have training scheduled or need to contact Training Division staff, please check with your Personnel Backstop or Desk Officer for telephone numbers or exact location assistance if a revised Telephone Directory has not reached your Post prior to departure.

Most of the SER Directorate will be consolidated in the newly constructed Twin Towers II Building, 1100 Wilson Boulevard in Rosslyn. A schedule of approximate relocation dates for the various components of the SER Directorate is provided for your convenience:

OFFICE	FLOOR LOCATION	APPROXIMATE RELOCATION DATE
M/SER/OP	14th & 15th Floors	October 1986
M/AAA/SER	16th Floor	June 1986
M/SER/PPE	"	
M/SER/MS	"	
M/SER/MO	12th Floor	June 1986
M/SER/IRM	10th & 11th Floors	July 1986

The AID chapter of AFGE will be relocated from Plaza West to the 16th Floor of Twin Towers II at the end of June. The Lafayette Federal Credit Union plans to move its Rosslyn office to the 16th Floor in July.

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FSN TRAINING

The first part of a self-teaching course for FSNs working in GSO was tested in November 1985. The results were very encouraging. Modules on Personal Property Management, Requisitioning and Freight Transportation were very successful. They are being revised to include improvements identified by student and instructor critiques and should be ready for distribution by October 1986.

MS also tested a partial lesson on small purchases. It will be worked on next fall along with starting a new module on Motor Transport Operations.

We had hoped to start work on a Real Property Management module. Shortage of money will, however, probably preclude getting a contractor to start on that module this year.

Present plans are to let FSNs sign up for the course only when they have a GSO/Executive Officer/Administrative Officer sign an agreement to be a proctor to the student as needed. We'll keep you informed about progress in developing these courses and in what the policies will be for FSNs to take the courses.

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PURCHASE OF CERTAIN APPLIANCES FOR AID RESIDENCES

Just a reminder not to use AID administrative, trust or project funds to buy microwave ovens, dishwashers or video cassette recorders for AID employee residences.

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NXP DOLLAR THRESHOLD

The Department of State has recently changed the dollar criteria for classifying personal property as non-expendable to $300. This change does not affect AID. AID still considers all personal property with an acquisition cost of $50 or more dollars, or which has a serial number, as non-expendable. AID Executive Officers in Missions serviced by JAOs should assure that the property records office is not using the $300 threshold for AID property.

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NASHUA INTERNATIONAL

Nashua International, Ltd. has expressed concern that many AID posts are still ordering Nashua products from the factory and not through the State Department contract. MS informed all posts in the December 1984 SERLETTER that delivery orders for Nashua products should be sent to RPSO, American Embassy, Bonn, Germany. The Nashua contract is still valid. They will sell their products to U.S. Government agencies ordering through RPSO Bonn at prices below retail and lower than prices for orders placed directly with the factory. Furthermore, U.S. Government orders sent directly to the factory will be forwarded to RPSO Bonn for delivery. That will cause delays in your shipment.

If you have had delivery or other problems ordering Nashua products through RPSO Bonn, please let MS know. Otherwise it is to your advantage to order from Bonn through State Department Contract No. S 636-fa-11962.

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AID VEHICLES IN A JAO

JAO directors and AID officers should know AID's policy concerning vehicle support to JAOs. AID will provide AID titled vehicles purchased with administrative funds to any JAO needing additional support vehicles because of AID personnel present.

AID Mission vehicle needs fluctuate greatly, sometimes abruptly. AID must have the option of quickly transferring usable vehicles from Missions phasing down or out to those newly activated or with increasing vehicle needs. Vehicles bought with FAAS funds belong to the Department of State. AID cannot transfer State owned vehicles. AID will, therefore, provide vehicles in kind to JAOs supporting AID Missions.

AID will pay into the FAAS its share of JAO pooled support vehicle operating costs.

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TRANSPORTATION OF AID FINANCED COMMODITIES

Transportation issues relative to the transportation of AID financed commodities are governed by administrative determination based on pertinent sections of the Foreign Assistance Act, and by provisions of the Cargo Preference Act. The Transportation Division of SER/OP is responsible for administrative policies and procedures in this connection.

In the day-to-day administration of these policies and procedures, it has become evident that an understandable degree of confusion exists in the Mission concerning the application of some of these policies and procedures, as set forth in the Handbooks. In this and future issues of the SERLETTER, the Transportation Division will submit items designed to clarify some of these transportation issues. In this connection, the Missions are also invited to submit queries regarding transportation matters to the Transportation Division. If the subject is determined to be of general interest, the response will be published in the SERLETTER.

It is not intended that this brief article will cover all of the confusion, if not conflicting aspects, of AID policy in the area of delivery services. Perhaps the primary concern of the Transportation Division, if for no other reason than the fact that it is a statutory provision, is cargo preference. For purposes of this discussion, it can be simply stated that the Cargo Preference Act requires that at least 50 percent of all commodities financed by the United States to be transported on ocean vessels from (1) the United States and (2) the Free World, be carried by privately owned U.S. flag vessels, if available. There are many qualifiers attached to this 30 year old statute, some of which are covered in the Handbooks and others covered by revision to the law and GAO rulings. The Transportation Division will be happy to respond to any particular issue in detail should the occasion arise. The important thing to remember about cargo preference is that: (1) it is a statutory requirement that affects every pound of commodity financed by AID and shipped by water; (2) this requirement cannot be waived; and (3) the Transportation Division is the only AID entity with authority to determine whether U.S. flag ships are available for any particular shipment. Accordingly, any supplier who is unable to locate a U.S. flag ship to meet the cargo preference requirement must advise AID/W Transportation Division and request guidance.

The issuance of transportation waivers from time to time gets confused with cargo preference compliance. It should be noted at the outset that transportation waivers relate to eligibility of otherwise non-eligible flag ships for AID financing of freight charges, and do not affect the cargo preference requirement which, as previously said cannot be waived. As stated in the Handbooks, AID will normally authorize financing of transportation costs on flag vessels of the same geographic code identified as the authorized source of procurement. In other words, if procurement is limited to the United States, 000 flag ships must be used, and if 941 is authorized for procurement then 941 flag ships may be used. When the recipient country wishes to finance the freight under their loan or grant, and the supplier is unable to locate an eligible flag ship to carry the commodity, he must contact the Transportation Division for a waiver. Suppliers should submit their request at least 7 days in advance of the proposed sailing date, retroactive requests for transportation waivers will not be honored in other than exceptional circumstances. Further information concerning procedures regarding waivers are contained in a recent AID Small Business Memo (SBM 86-2).

POWER OF ATTORNEY FORMS

Two power of attorney sample forms with instructions and suggestions for their use were distributed to AID posts worldwide via AID General Notice dated January 30, 1986. This material is also available in Washingtonm, D.C. from the Department of State's Family Liaison Office, and in AID/W from the Travel and Transportation Management Division (M/SER/MO/TTM) and from the various Bureaus and Office management offices. The purpose of the notice was to encourage the use of the power of attorney concept to ensure that family business can be transacted in the event that the employee is unable to do so. This can help prepare family members to deal with the consequences of unforeseen events and provide valuable peace of mind.

A power of attorney empowers the one appointed, who may be a friend or family member, to act on behalf of the employee issuing the document and guarantees that the employee will accept and be bound by what the appointed individual, acting on his/her behalf, has done.

One sample form illustrates a general power of attorney, conveying broad authority which is unrestricted and open-ended. The second sample form illustrates a special power of attorney which is limited to a particular act or series of acts. The second sample also provides an example of a contingent power of attorney in that it would become effective only if the person who issued it were taken hostage, kidnapped, imprisoned or otherwise rendered unable to manage his or her affairs because of an act of force while serving overseas.

Employees are encouraged to read the power of attorney material distributed by the AID General Notice keeping in mind their personal circumstances, family financial requirements, and other business matters of potential concern to family members. Employees can then decide on the nature and extent of any power of attorney they may wish to execute.

The power of attorney forms are offered with no guarantee or assurance of their effectiveness in all situations or in all jurisdictions. Every power of attorney should be worded to meet one's specific situation and desires and, as in all matters of a legal nature, it would be advisable to consult your private attorney.

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DELEGATION OF AUTHORITY TO APPROVE ACTUAL SUBSISTENCE EXPENSE TRAVEL

State telegram 078096 dated March 13, 1986 delegates to the Senior AID Officer at post authority to approve and authorize travel on an actual subsistence expense basis. Such approvals had previously been restricted to the Director, M/SER/MO in AID/W. This telegram was followed by a worldwide letter from the M/SER/MO Director containing specific guidance regarding the implementation of this delegation. Among the points noted in that letter are the following:

1. Reimbursement of actual subsistence expenses may be made only for travel which involves unusual circumstances.

2. The authority to authorize and approve the reimbursement of actual subsistence expenses under unusual circumstances cannot be used as a continuing blanket authority for all travel to an area where the reimbursement rate is inadequate. Each case must be considered individually based on the facts existing at the time travel is to be performed.

3. The amount of the reimbursement for actual subsistence expenses is limited by law and subsistence expenses exceeding the statutory limit cannot be reimbursed. For overseas travel such limit currently consists of the locality per diem rate plus $33.00. In the U.S. the limit is currently $75.00 per day.

4. The authorization for reimbursement on an actual subsistence expense basis must normally be approved in advance of the actual performance of the travel. In this context, the governing regulations (Handbook 22, Chapter 6, Section 6A.3) cite rulings of the Comptroller General which prohibit retroactive authorization under normal circumstances. When retroactive authorization is sought, the request will continue to be submitted to the Director, M/SER/MO, for a determination.

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PER DIEM LEGISLATION

Public Law 99-234 was signed into law 1/2/86 and removed statutory ceilings on reimbursements for civilian employees on domestic travel and authorized GSA to establish maximum per diem rates administratively. GSA is developing a lodgings-plus reimursement system for travelers. The expected implementation date is Summer 1986 and official notification will be given of the effective date when it is finalized.

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ACCEPTANCE OF TRAVEL EXPENSES FROM PRIVATE SOURCES

Guidance previously given by General Counsel in an AID General Notice dated 8/5/85 has been expanded and is being incorporated into a new chapter, 12, in AID Handbook 22, Travel and Transportation. This guidance generally prohibits employees from personally accepting travel expenses from private sources for expenses incurred in carrying out official duties. In those instances where it may be permitted (i.e., to attend a meeting from a donor that is a tax-exempt organization under 26 U.S.C. 501(c)(3)), the travel expense may be accepted on behalf of the Agency. In addition, employees must receive written authorization from their management officers/EMS for acceptance of such travel expenses and must receive a prior determination from the Office of the General Counsel that acceptance does not create an actual or apparent conflict of interest.

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PROMOTIONAL MATERIALS RECEIVED IN CONJUNCTION WITH OFFICIAL TRAVEL

Guidance has been issued periodically since 1979 regarding promotional materials received in conjunction with official travel and regulations regarding the disposition and handling of such materials will soon be incorporated in Handbook 22. In general, federal employees may not retain any promotional coupons, bonus points, etc., received as a result of official travel. All rights to said promotional items accrue to the U.S. Government and should be turned in to an appropriate controlling office. For AID employees, the controlling office is the Travel and Transportation Mangement Division in AID/W (M/SER/MO/TTM).

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FEDERAL HOTEL/MOTEL DISCOUNT DIRECTORY

The 1986 version of the Federal Hotel/Motel Discount Directory, which serves as a guide to hotels and motels providing government discounts in the continental U.S., is now available by subscription. It may be ordered from:

Superintendent of Documents
U.S. Government Printing Office
Washington, D.C. 20402

The cost of this publication is $3.00 domestic and $3.75 if mailed to foreign areas. The GPO order number is 022-003-01113-7.

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FEDERAL TRAVEL DIRECTORY

The Federal Travel Directory, published monthly, lists contract air-fares available for domestic travel on official business. These fares are mandatory unless lower fares are available through airline discount fares. The Federal Travel Directory is available by subscription from:

Superintendent of Documents
U.S. Government Printing Office
Washington, D.C. 20402

The cost of this publication is $28.00 domestic and $35.00 if mailed to foreign areas. The GPO order number is 022-055-80002-9.

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OFFICE OF INFORMATION RESOURCE MANAGEMENT INITIATIVES

The Office of Information Resource Management (IRM) is undertaking several initiatives this year to assist overseas missions in their automation activities.

Regional conferences explaining the use of specific software packages to AID project officers are being planned for the near future. Due to the success of a recent conference in USAID/Bamako in which over 50 mission personnel were instructed on the use of word processing, Lotus 1-2-3, and Timeline (the Agency standard package for project monitoring) in both English and French, several mission specific automation conferences may be held this year, depending on mission interest in the concept.

IRM has pouched to all posts, the System Manager's Guide, which outlines policies and procedures related to the procurement, maintenance, and support of automation equipment at post. Updates will be sent to missions as circumstances warrant.

In conjunction with SER/OP, IRM is planning a Project Procurement Guide which will describe various mechanisms open to missions regarding the procurement of automation equipment using project funds.

A system managers' conference will be held later this year for those persons responsible for managing or administering automation activities in Latin American USAIDs. This conference will address those overlapping technical, administrative, and management issues related to automation that are expected to have a significant impact on USAIDs in the coming years.

The Management Assistance Program (MAP), a set of software appliction being developed by IRM for use on microcomputers, will assist executive officers in performing various administrative functions overseas. Field testing is scheduled for May for the first five applications: Mission Staffing Pattern; Document Expiration Tracking; Emergency Locator Information; Leave Planning, and Mission Telephone Book.

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OFFICE OF INFORMATION RESOURCE MANAGEMENT CONTACTS

Regional responsibility for providing automation assistance to overseas missions is divided in IRM along the lines of the three geographic bureaus. Questions or suggestions regarding the above-mentioned issues may be directed to: M/SER/IRM/MPS, Dan Riley for African posts, Mary Ackourey for Asia/Near East posts, and Mai Liis Doyle for Latin American missions.

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RECORDS RETIREMENT

In recent months a large number of records received from overseas posts for retirement to the Washington National Record Center (WNRC) have had to be repacked because (a) they were improperly prepared and/or (b) non standard size containers were used. Procedures for retiring Agency records are detailed in Handbook 21, Part III, Chapter 3.

USAIDs preparing records for retirement to the WNRC should pay special attention to the following:

1. All records packed in a single box must have the same disposal date. Disposal of records at the WNRC is accomplished by the entire box. The WNRC will not open individual boxes to separate records by disposal dates, but returns all such improperly prepared records to the Agency.

2. The outside label of boxes prepared for shipment to the WNRC must show the lot number and the box number of the records only. The outside labels should not contain subject classification titles, project numbers or other identification.

3. All records sent for storage to the WNRC must contain a shelf list. This listing, prepared on SF 135A, must provide a listing of each file folder in each box.

4. Records must be packed from front to rear in the standard sized records center packing box. The riveted portion of the standard records center box is considered the rear.

5. All USAIDs are requested to use standard records center boxes for shipping records to AID/W for storage. These boxes have the following dimensions: 14 3/4 x 12 x 9 1/2 and should be ordered direct from the General Services Administration. They may be ordered in units of 25 cartons. The following stock numbers cover boxes which serve this purpose: 8115-00-117-8249, 8115-00-290-3379 and 8115-00-390-3379.

USAIDs should order and maintain a supply of boxes on hand so that records' retirement may proceed without being hampered by non-availability or delayed shipment of boxes.

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REGIONAL COMMUNICATIONS & RECORDS MANAGEMENT WORKSHOPS

A total of 58 participants from 22 USAIDs attended the Regional Communications and Records Management Workshops held in New Delhi (Feb. 25-28) and Nouakchott (March 4-8). Special thanks go out to New Delhi and Nouakchott for hosting the workshops and for the excellent logistical support they provided.

The workshops provided secretarial, clerical and administrative employees with basic information on Agency policy and procedures regarding communications and records management operations. Among the topics covered were: files maintenance and disposal; the AID project document filing system; telegram, mail and diplomatic pouch usage; and the impact of the Freedom of Information and Privacy Acts on Agency records making and keeping.

We expect to present regional workshops again in the second quarter of FY 87. We will again solicit USAIDs to host this workshop

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VIDEOTAPES AVAILABLE THROUGH MEETS

During the recent regional management workshops several participants asked how to obtain copies of videotapes concerned with improving management effectiveness and use of human resources. Such tapes are available through MEETS and information about this program is published periodically in AID General Notices titled "AID Training News", the most recent being November 4, 1985.

For further information about the MEETS program or to request a list of all available videotapes, please contact Ann Snuggs, M/PM/TD, Room 209, SA-2 (202) 653-8627.

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TENURE BOARDS

The next Tenure Board should be meeting in July, and a subsequent Board will meet in January 1987. That way there will be time for EERs from the end of the rating cycle to be completed and in AID/W for Board review. Please note that the precepts say anyone to be reviewed must meet the criteria at least 60 days before the Board meets, must have met time with AID (3 years) as a career candidate and overseas service (2 years), and language prior to review. Exceptions may be made for language if the employees are currently enrolled in full time language training but tenure is not offered (if Board says yes) until the language requirement is met. Pending medicals are reviewed but must also be cleared before tenure is offered.

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RETIREMENTS

Since the last publication of the SERLETTER, the following employees have retired:

M/SER/MS (nee EOMS)

William A. Meeks

M/SER

William C. Schmeisser

M/SER/OP (nee AAM)

Gloria Booker
Edwin Callahan
Earldine Fisher
William Frame
Peter Hagan
Theodore LaFrance
Barbara Lane
Laurel Stanfield

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USDA/OICD INDIRECT COST RATE

We recommend for your budget and funding purposes that the indirect cost rate for PASAs and RSSAs being performed by USDA/OICD be 26 percent. The base of application for this rate is Total Program Costs. This rate is in effect from October 1, 1985 to September 30, 1986. The issue of a proper indirect cost rate hasn't been resolved yet between USDA/OICD and AID/W. However, upon resolution we will advise you accordingly.

Please notify M/SER/OP/PS/OCC of any deviation from this rate.

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M/FM NEWSLETTER

M/FM publishes an interesting and informative Financial Management Newsletter which should be available from your USAID Controller.

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LOW COST PRODUCTS FROM SINGAPORE

USAIDs in ANE have informed us that they have obtained a wide range of low cost good quality products from the AID PSC procurement person in Singapore. Procedures are to send a cable with specifications and fund citations to the American Embassy in Singapore to the attention of Alyce Seo, AID Procurement Coordinator. Be sure to specify the method of shipment. AID has a contract with a freight forwarder; delivery by air usually takes three to four weeks. Price quotes are also available.

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HIGHLY SKILLED TCN RECRUITS

For those Missions needing to recruit quality TCN employees, management workshop participants were recently advised that highly skilled persons can be readily located in Bangkok, Manila, and Abidjan, as well as many other countries. The USAIDs in Bangkok and Manila, and REDSO/WCA in Abidjan have expressed a willingness to offer assistance. They do request that communications on this subject be classified "Limited Official Use" and be marked for the attention of the Executive Officer.

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CONTRACT/AGREEMENT DATA SHEET

The Contract/Agreement Data Sheet (AID 1420-49 (2-86)) has been revised and copies will be forwarded to the field as soon as the instructions for processing the data sheet have been finalized. We expect the data sheet and instructions to be forwarded in early May.

The data sheet must be completed for all AID-direct contracts (including purchase orders), grants and cooperative agreements (and amendments thereof) with the exception of contracts for real property and grants to foreign governments.

Mission contracting personnel are required to complete a data sheet immediately after award, have it signed and submitted (on a monthly basis) along with a copy of the contractual document to M/SER/OP/PS.

The accurate and timely completion and submission of the data sheets and contractual documents are critical to the input of data needed by the Contract-On-Line Reporting System (COORS). Unless accurate data sheets and contractual documents are received the Mission contract/grant obligations cannot be accurately reported in any COORS generated reports or publications.

M/SER/OP/PS personnel are prepared to provide any assistance USAID may required in completing the data sheets.

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CONTRACTOR SUPPORT

During our recent meetings, a number of staff raised questions about the kinds of support provided to contractors. One Mission has shared with us a matrix used Mission-wide by staff in planning budgets and other support for contractors. We are providing this matrix on the following page.

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MISSION POLICY

ADMINISTRATIVE 1/ SUPPORT TO AID FUNDED AMERICAN PERSONNEL

	APO/ FPO	POUCH	HEALTH UNIT	HOUSING ALLOWANCE	SERVICES PROVIDE	CUSTOMS CLEAR	SHIPPING/ TRAVEL ARRANGE	EXPEDITER	DRIVER'S LICENSE	MOTOR POOL	EMPL ASSN AND COMMISSARY	VISA ASSISTANT
I. Direct Hire 2/ A. Full Tour	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y
B. TDY	Y	Y	Y	PD	NA	Y	Y	Y	NA	Y	Y	Y
II. Personal Services Contractor:												
a. US Hire												
(1) Long Term (1 year)	Y	Y	Y	C	C	Y	Y	Y	Y	Y	Y	Y
(2) Short Term	N	Y	Y	PD	C	Y	Y	Y	NA	N	Y	Y
b. US Citizen Local Hire												
(1) Long Term (1 year) 3/	N	N	N 4/	N	N	N	N	N	N	N	N	Y
(2) Short Term	N	N	N	N	N	N	N	N	N	N	N	Y
c. TCN												
(1) Long Term (1 year)	N	N	N	C	C	Y	Y	N	N	N	N	Y
(2) Short Term	N	N	N	N	N	C	Y	N	N	N	N	Y
III. Institutional/Firm/Univ.	N	N	N	Y	N	N	N	N	N	N	N	N
IV. Direct and Host Country Contracts												
a. US Hire	N	N	N	C	N	N	N	N	N	N	N	Y
b. Local Hire	N	N	N	C	N	N	N	N	N	N	N	N
V. US Citizen Employee Assn.	N	N	N	N	N	N	N	N	N	N	N	N

KEY:
Y = Unqualified Yes
N = Unqualified No
NA = Not applicable
C = If contract so provides

1/ Excludes purely financial support (differential, etc.).
2/ Includes AID and PASA employees.
3/ The host country will normally fund local costs or
4/ provide services in kind for Host Country contracts.

FEDERAL MOTOR VEHICLE EXPENDITURE CONTROL ACT OF 1986

On April 7, 1986 President Reagan signed into law the Federal Motor Vehicle Expenditure Control Act of 1986 (PL 99-272). This act requires each Executive Agency to maintain records of all costs applicable to official motor vehicles. The most important provisions of this bill of major interest to overseas posts are:

1. Each federal agency must:

   - Have a central contact for monitoring responsibility and oversight of each agency's motor vehicle operations and maintenance.

   - Maintain accurate records of vehicle fleet acquisition, maintenance and operation costs. Costs include facility operations, dispatchers, motor pool supervisors and tools, not all inclusive.

   - Beginning in FY 1988 and continuing for each successive year, report total agency vehicle operations and maintenance cost for current year and projected cost data for budget year with submission of annual budget to Congress. A sample of the standard report (SF 82) follows on the next page. Note the list of items on the cost classification chart on the reverse of the form. AID/W will have to compile all of these costs for Congress at budget time for inclusion in the Agency's Congressional Presentation.

   - Study feasibility and benefits of utilizing alternate sources of vehicles and vehicle support services. (Long term or short term leasing, reimburse persons for use of POV, etc.).

   - Each agency is required to report by October 7, 1986 to GSA how the agency will make the above study.

2. By FY 1988 the President must establish goals for each federal agency to reduce present motor vehicle acquisition, operation and maintenance costs so that by the end of FY 1988 the total savings to the U.S. Government is $150,000,000. If this amount is less than the reductions to be required by the Gramm-Rudman Act, the Gramm-Rudman amount will prevail.

Please take special note that all agencies will have to show their past year and projected year vehicle operation and maintenance costs to Congress before their annual budget is approved. Posts presently without good vehicle operating and maintenance records should develop them now! Executive officers at posts serviced by State should remind the State GSOs of this requirement and confirm that these records are being maintained for AID vehicles.

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OMB NO. 3090-0081

AGENCY REPORT OF MOTOR VEHICLE DATA *(Read Instructions carefully on reverse before completing this form.)*	FISCAL YEAR ENDING Sept. 30, 19___	VEHICLES BASED *(Check one)* ☐ DOMESTIC ☐ FOREIGN	DEPARTMENT OR AGENCY	BUREAU, SERVICE, ETC.	DATE PREPARED	INTERAGENCY REPORT CONTROL NO. 1102-GSA-AN

DESCRIPTION			LINE NO.	TOTAL *(All vehicles)* (a)	PASSENGER VEHICLES: AUTOMOBILES, SEDANS (b)	PASSENGER VEHICLES: STATION WAGONS (c)	PASSENGER VEHICLES: AMBULANCES (d)	PASSENGER VEHICLES: BUSES *(16 or more passengers)* (e)	TRUCKS AND TRUCK TRACTORS BY GROSS VEHICLE WEIGHT RATING (GVWR): 8,500 LBS. OR UNDER 4 X 2 (f)	8,500 LBS. OR UNDER 4 X 4 (g)	8,501 TO 23,999 LBS. (h)	24,000 LBS. OR OVER (i)	SPECIAL USE (j)
SECTION I VEHICLES AGENCY-OWNED AND LEASED	PART A AGENCY-OWNED VEHICLES INVENTORY DATA	VEHICLES ON HAND, OCT. 1, 19___	1										
		ACQUISITIONS	2										
		DISPOSALS	3										
		VEHICLES ON HAND, SEPT. 30, 19___	4										
	PART B COMMERCIAL LEASES	AVERAGE NUMBER ON HAND	5										
		TOTAL ANNUAL COST	6										
SECTION II AGENCY-OWNED VEHICLES *(Large fleets ONLY)*	PART A COST TO OPERATE AND MAINTAIN	DIRECT OPERATIONS COST	7										
		DIRECT MAINTENANCE COSTS — GOVERNMENT	8										
		DIRECT MAINTENANCE COSTS — COMMERCIAL	9										
		TOTAL DIRECT COSTS	10										
		TOTAL INDIRECT COSTS	11										
		TOTAL COST	12										
	PART B UTILIZATION INFORMATION	AVERAGE IN-USE VEHICLE INVENTORY	13										
		MILES OPERATED	14										
		GALLONS OF FUEL CONSUMED	15										

SECTION III SEDAN/STATION WAGON INVENTORY DATA *(As of Sept. 30, 19___)*

VEHICLE CLASS		SEDANS OWNED	SEDANS LEASED	STATION WAGONS OWNED	STATION WAGONS LEASED
SMALL	I/A				
SUBCOMPACT	I/B				
COMPACT	II				
MIDSIZE	III				
LARGE	IV				
LIMOUSINE	V				
TOTAL ▶					

REMARKS

NAME AND TITLE OF CONTACT FOR ADDITIONAL INFORMATION | TELEPHONE NO. | SIGNATURE AND TITLE OF RESPONSIBLE OFFICIAL | TELEPHONE NO.

ADDRESS | ADDRESS

GENERAL

1. Copies and mailing. Each form shall be prepared and mailed not later than December 15 following the end of the fiscal year to:

General Services Administration ([redacted]) (FTA)
Washington, DC 20406

Address written questions or comments to the above.

Copies of the form are available through the Federal Supply System.

2. Reportable vehicles. For purposes of these instructions, "reportable vehicles" shall include all sedans, station wagons, buses, ambulances, carryalls, trucks, and truck tractors which operate on petroleum-based fuels. Included are all vehicles of the types named which use propane, methane, or a combination of these fuels with gasoline when these vehicles are integrated into the normal Agency fleets. Excluded are semi-trailers, trailers, and other trailing equipment such as pole trailers, dollies, cable reels, trailer coaches, and bogies; trucks with permanently mounted equipment; fire trucks; air compressors, etc.; electric and hybrid-powered electric vehicles; motorcycles; and military design vehicles described in FPMR 101-38.

3. Agencies, fleets, and sections of Standard Form 82.

CATEGORY			SEPARATE SF 82 REQUIRED	SECTION I AGENCY OWNED AND LEASED VEHICLES	SECTION II AGENCY-OWNED VEHICLES ONLY
INDEPENDENT ESTABLISHMENT	LARGE FLEET	Domestic	X	X	X
		Foreign	X	X	X
	SMALL FLEET	Domestic	X	X	–
		Foreign	X	X	–
DEPARTMENT	LARGE FLEET	Domestic	X	X	X
		Foreign	X	X	X
	SMALL FLEET	Domestic	X	X	–
		Foreign	X	X	–

Domestic fleets, foreign fleets, large fleets, and small fleets are defined in FPMR 101-38.

Fleets held by independent establishments usually will constitute a large or a small fleet, but not both. Data for a small fleet shall be reported only in Section I; large fleets must be reported in both Sections I and II.

Fleets owned by departments may constitute both large and small fleets. For example, a department may have ten bureaus, of which two own 2,000 or more reportable vehicles, worldwide. Each of these large fleets shall be reported separately on a Standard Form 82, except that if a fleet comprises domestic and foreign vehicles, two Standard Forms 82 shall be prepared. In this example, the department would prepare a summary Standard Form 82 (two, if domestic and foreign vehicles are involved); this summary would include Section I data for all vehicles held by the department, but Section II would summarize only the data reported on the separate Standard Forms 82 for the two large fleets.

DATA ENTRIES

Data for each line of this form shall be reported by class of motor vehicle as indicated in the column headings. Instructions for specific line entries, below, correspond to line items on the form.

Column (j), "Special Use," is reserved for future use.

INSTRUCTIONS FOR SPECIFIC LINE ENTRIES

SECTION I — Agency-owned and leased vehicles (All agencies with reportable vehicles. Do not include GSA IMP vehicles.)

Line

PART A — Agency-owned vehicle inventory data.

1 Vehicles on hand, October 1, 19____. Record only the number of vehicles (of each class) available for use, including any reserve storage. Exclude any vehicles ordered but not received, and any vehicles removed from storage awaiting disposal. NOTE: Explain by footnote or memorandum any difference between line 1 this year and line 4 last year.

2 Acquisitions. Record only the number of vehicles actually received, from whatever source, during the fiscal year.

3 Disposals. Record only the number of vehicles removed from service for disposal, by whatever means, during the fiscal year.

4 Vehicles on hand, September 30, 19____. Record only the number of vehicles actually available for use, including reserve storage. Lines 1+2−3=4.

PART B — Commercial leases (record of vehicles leased from commercial sources for 60 continuous days or more).

5 Average number on hand. This entry is determined by adding the number of commercial leases on hand for each month in the fiscal year, then dividing by 12.

6 Total annual costs. Enter total amount billed for commercial leases during the fiscal year.

SECTION II — Agency-owned vehicles (Large fleets, 2,000 or more vehicles).

PART A — Costs to operate and maintain (Round to nearest dollar).

7 Direct operations costs. List all operations costs attributable to specific vehicle types (see chart).

8 Direct Government maintenance costs. List all maintenance costs for work accomplished by any Government agency's maintenance facility which can be attributed to specific Agency-owned vehicles (see chart).

9 Direct commercial maintenance costs. List all maintenance costs for work accomplished by commercial contract facilities which can be attributed to specific vehicles (see chart).

10 Total direct cost. Provides the total direct cost to operate and maintain Agency-owned vehicles. Add lines 7, 8, and 9.

11 Total indirect cost. List all costs not readily identifiable to specific vehicles (see chart).

12 Total cost. Provides the total cost to operate and maintain Agency-owned vehicles. Add lines 10 and 11.

PART B — Utilization information.

13 Average in-use inventory. This entry identifies those vehicles in normal use, not in storage. For Agencies having vehicles in storage, the entry is determined by first subtracting the number of stored vehicles from the inventory figures in lines 1 and 4, then adding the remainder of each line and dividing by two. For Agencies having no stored vehicles, the entry is determined by adding lines 1 and 4 and dividing by two.

14 Miles operated. Enter the number of miles operated by Agency-owned vehicles for the fiscal year (round to the nearest thousand).

15 Gallons of fuel consumed. Enter the number of gallons of petroleum-based fuel consumed by Agency-owned vehicles for the fiscal year (round to the nearest hundred). See GENERAL, Paragraph 2.

* U.S. GOVERNMENT PRINTING OFFICE : 1982 O - 361-526 (8102)

COST CLASSIFICATION CHART

DESCRIPTION	COST CATEGORIES: DIRECT COSTS: OPERATIONS	DIRECT COSTS: MAINTENANCE	INDIRECT COSTS
MILITARY AND CIVILIAN PERSONNEL LABOR COSTS			
Dispatchers (Operations)			X
Driver testers (when funded by Transportation)			X
Individual in charge of both Operations and Maintenance (if applicable)			X
Inspectors, estimators, cost clerks, dispatchers, maintenance planners, production control personnel			X
Maintenance Officer, service manager, and shop supervisors			X
Mechanics, machinists, welders, painters, lubricators, and other Allied Craftsmen who perform labor on reportable vehicles		X[1]	
Service station attendants, supply personnel, shop stockmen (when funded by Transportation)			X
Supervisory, clerical, custodial, administrative			X
Tire and battery repairs			X
MATERIALS COSTS			
Fuel	X		
Motor oil, lubricant, fluids		X[1]	X[1]
Replacement parts		X[2]	
Equipment needed to meet special operating requirements (such as cargo covers, sideboards, racks, fire extinguishers)		X	
Pre-expensed item (benchstock)			X
MISCELLANEOUS COSTS			
Maintenance when accomplished by facility other than that controlled by the Agency		X[3]	
Custodial, office supplies, printing (forms) etc.			X
Printing identification insignia		X	
Preventive maintenance		X[3]	
Rental of commercial buildings			X
Repair of accident damage (including all direct labor, parts, accessories and materials used)		X[3]	
Washing, polishing and servicing			X
Small tools and equipment			X
Utility costs			X
Capital improvements to facilities			X

FOOTNOTES:

1. Charge as direct if a work order is issued; charge as indirect for minor work not on a shop repair order.
2. Charge as direct if a work order is issued unless these are pre-expensed items.
3. For work accomplished by other Government Agency facilities, include costs with Agency-conducted work in line 8. Include costs for work accomplished by commercial contract in line 9.

SECTION III — INVENTORY DATA

Break down the total number of Agency-owned vehicles shown on line 4, columns (b) and (c) by vehicle class, and the number of commercially leased vehicles (leased for 60 days or more). Do not include GSA IMP vehicles.

AID INVESTIGATION RESULTS IN GUILTY PLEAS

A retired Agency for International Development official, following an investigation by AID's Inspector General, today pled guilty to committing mail fraud.

Byron O. Botts, 53, of Deale, Maryland, a retired AID Foreign Service Officer, entered the guilty plea before U.S. District Judge Walter E. Black in Baltimore. His plea subjects him to a possible $1,000 fine, five years in prison, or both. The fraud is related to a $10,400 education allowance advance Botts received while at the AID mission in Sanaa, Yemen. Botts also agreed to pay $11,415 in restitution for U.S. funds he inappropriately claimed or used.

Other information developed during the investigation included allegations that Botts submitted false documentation relating to lodging expenses, claimed expenses for use of a personally-owned residence while on temporary duty, made false statements to AID investigators, used false documentation for a federally-secured loan, and failed to account for government travel funds. Botts also allegedly manipulated government airline tickets for personal gain.

Peter E. George, attorney for the Justice Department's Public Integrity section, represented the U.S. During the investigation, Botts retired from government service.

* * * * * * * *

MS FIELD ASSISTANCE

The Office of Management Support (nee EOMS) frequently is able to help USAIDs with procurements from suppliers in the United States. The quality of information missions provide to MS determines how fast and efficiently MS is able to provide assistance. So, help MS to help you by providing MS the following information when you need assistance:

a. Complete purchase order information to include:

- Purchase order number/fiscal data.

- Payment/invoice address/phone number/invoice number, if invoice has been received by the mission. Listing of invoice address is a legal requirement.

- Consignee address and phone number, if different than that for payment address (This is particularly important as lack of an accurate consignee address is a frequent cause for lost shipments.)

- Items purchased (brief description).

b. Supplier address and phone number.

c. Shipping Data: Mode of transportation - U.S. Dispatch Agent assistance or separate carrier. (Pouch is not authorized for commercial purchases.)

Many U.S. suppliers are not staffed to pack and ship air or sea freight for overseas shipments. This is a frequent cause for delay and another good reason to use the USDA to ship OE funded supplies. Missions must submit copies of purchase orders or supply contracts to the appropriate USDA when supplies are shipped via USDA.

NOTE: Never consign a shipment to the USDA office address. Missions who do often find that shipments are lost or, at best, returned to the supplier. The USDA office is not a warehouse and they cannot accept goods. The USDAs let contracts with packing companies which have expertise in handling overseas shipment. These are called "Consolidated Receiving Points" (CRPs). Current addresses for each USDA and CRP are:

U.S. DISPATCH AGENTS

U.S. Dispatch Agent
90 Church Street, Room 1317
New York, New York 10007
Telephone: (212) 264-1356
(Mr. Reid Collins)

CONSOLIDATED RECEIVING POINTS

A&D Packing Company
100 Larch Avenue
Jersey City, New Jersey 07306

U.S. DISPATCH AGENTS	CONSOLIDATED RECEIVING POINTS
U.S. Dispatch Agent 230 U.S. Customs House Building South Gay and Lombard Streets Baltimore, Maryland 21202 Telephone: (310) 962-3629 (Mr. Philip J. Puopolo)	Davidson Transfer & Storage Co. 6600 Frankfort Avenue Baltimore, Maryland 21206
U.S. Dispatch Agent P.O. Box 522396, General Mail Facility Miami, Florida 33152 Telephone: (305) 526-2905 (Mr. Gerald L. Writt)	Tumi International 9308 NW 13th Street Miami, Florida 33172
U.S. Dispatch Agent 555 Battery Street San Francisco, California 94111 Telephone: (415) 566-6460 (Mr. Herbert Klee, Jr.)	Regional International Service Inc. 1350 Marin Street San Francisco, California 94124

European Logistical Support Office (ELSO)

International Address:	129 Laarsebaan B.7 2060 Merksem, Belgium Telephone: 9011-323-542-4775 (Mr. Nat Giacobbi)
APO Address:	Mr. Nat Giacobbi Director ELSO American Consulate General APO New York 09667
Pouch Address:	Mr. Nat Giacobbi Director ELSO American Consulate General Antwerp

Purchase order shipping instructions should state clearly that the supplier must contact the USDA by phone for correct shipping instructions prior to shipment of the order.

MS does not handle project procurements and the USDAs are not staffed to handle shipment of project and project related supplies and commodities. Questions regarding shipment of project commodities should be directed to M/SER/OP.

* * * * * * * *

DELEGATION OF AUTHORITY FOR NON-PROFESSIONAL PROCUREMENT PERSONNEL

On June 1, 1985 the Agency implemented Sub Part 1.6 of the Federal Procurement Regulations (FAR). Initial issuance of Contracting Warrants grandfathered those Executive Officers in the field at levels which they held under the 99 series. Those employees who did not hold delegations were given the minimum level of $100,000. This change resulted in most contracting authorities to be vested in the individual rather than the position.

Subsequent to the "grandfathering" process, the Procurement Executive, on December 24, 1985, approved criteria for the issuance of warrants as follows:

$100,000
Has attended the Government Acquisition Principles and Procedures course sponsored by AID, or a similar basic U.S. Government procurement course;

and

Has at least one year's experience in AID/W in the administrative/management or commodity area.

$250,000
Has the equivalent of five years of experience overseas as an Executive or Commodity Officer and includes the issuance of contents. Contracting actions executed at $100,000 level have been reviewed by M/SER/PPE or a Contract Specialist with satisfactory findings.

$500,000
Has the equivalent of 10 years of experience as an Executive or Commodity Officer. Contracting actions executed at $250,000 level have been reviewed by M/SER/PPE or a Contract Specialist with satisfactory findings;

or

Has successfully completed a minimum of six months on the job training in an operations division of SER/OP.

The training program for newly hired foreign service personnel who will not be assigned to a BS-93 position in a mission, but who will be expected to perform BS-03, BS-92, or BS-93 functions is proposed as follows:

Level I. Target Contracting Officer Authority: $100,000
Approximately 24 weeks in OP on OJT and classroom training using ratio of two thirds OJT and one third classroom training. OJT assignments to include contracts under small purchase procedures IQC work orders, PASA actions, non-competitive contract actions and IFBs and other host country commodity contracts. Classroom training to include:

1. Government Acquisition Principles and Procedures
2. Contracting by Negotiation
3. Export Letters of Credit (Optional)

Level II. Target Contracting Officer Authority: $250,000
Returning FS personnel who have successfully performed under Level I authority for at least one year at a mission.

Approximately 24 weeks in OP on OJT and classroom training. OJT assignments to include competitive contract action, grant and cooperative agreement actions, and host country contracts for commodities or services. Classroom training to include:

1. Cost and Price Analysis
2. Negotiation Techniques
3. Contract Administration
4. Contract Law
5. Grants Management
6. International Shipments (Optional)

Level III. Target Contracting Officer Authority: $500,000
Returning FS personnel who have successfully performed under Level II authority for at least one year at a mission.

Approximately 52 weeks in OP on OJT and classroom training. Incumbent will be assigned as a working negotiator to a branch in the Overseas Division. Classroom training to include:

1. Contracting for A&E Services
2. Construction Contracting

Naturally, supervisors' evaluations prepared by OP for OJTs, and reviews of work in the field conducted by senior contract personnel will be crucial in determining the authority actually delegated by the Procurement Executive.

In an effort to promote greater uniformity in issuing warrants to individuals in Backstop 03 (Executive Officers) and Backstop 92 (Commodity Officers), the Procurement Executive, on April 10, 1986, established a Review Panel to make recommendations on proposed levels of contracting authority for Backstop 03 and 92 officers. This Review Panel is composed of representatives from the following offices:

M/SER/PPE/PE
M/SER/OP/OS
M/SER/MS/OM
M/SER/MS/EMS

Your comments on the proposed levels are welcome and should be addressed to the above offices.

REQUESTS FOR INDIRECT COST RATE INFORMATION

In an effort to clarify the record, please note that SER/OP/PS/OCC does not negotiate or issue negotiated indirect cost rate agreements (NICRA) with contractors/grantees concerning AID mission administered projects. However, SER/OP/PS/OCC can advise the missions regarding the acceptability of the indirect cost rates proposed. If you require the assistance of SER/OP/PS/OCC, it is necessary that you have the contractor/grantee forward to SER/OP/PS/OCC a copy of the latest audited financial statement, the indirect rate proposal, including a detailed breakdown of the various pool expenses and the applicable base(s).

When the proposed award is for less than $100,000, it would be appropriate for the mission contracting personnel to review the proposal and establish the indirect cost rates based on the contractor's submitted data. In addition, it is recommended that a fixed price contract be utilized whenever possible.

During the past year numerous requests for indirect cost rate information have come from the missions. These requests did not always contain sufficient data for SER/OP/PS/OCC to respond. When requesting indirect cost rate verification it would be extremely helpful if the missions included the proper name of the organization, address, telephone number, and person to contact. In addition, the individual rates to be verified should also be included in the cable request, along with the RFP number, and dollar value of the proposed award. This information is required by DCAA if we have to contact them for verification purposes.

* * * * * * * *

M/SER DIRECTORATE FOR PROGRAM AND MANAGEMENT SERVICES

M/AAA/SER	
Associate Assistant to the Administrator for Management	John F. Owens
Program and Budget Officer	J. Kevin Burke
Agency Competition Advocate	James D. Murphy
Special Assistant	Vacant
M/SER/PPE	
Chief	James D. Murphy
Chief, Policy Branch	Kathleen O'Hara
Chief, Planning & Eval Branch	Elizabeth Cordaro
M/SER/MS	
Director	Dan F. Sutton, Jr.
Chief, Overseas Management Div	Joe L. Tucker
Policy and Procedures	Edward P. Rhatigan
ANE/LAC Regional Executive Officer	Warren B. Duerbeck
AFR Regional Executive Officer	R. Max Walton (Carolyn M. Moore)
Chief, Overseas Property Mgt	H. Donn Hooker
Executive Management Staff	
Executive Officer	John S. Steele
Deputy Executive Officer	Barbara A. Hoggard
EMS BACKSTOP OFFICERS	
AA/M, M/AAA/SER & M/SER/PPE	Linda Cope
M/SER/OP	Nancy W. Carroll
M/SER/MS & Central Functions	Dorothy M. Kelley
M/SER/MO	Mary H. Leggins
M/SER/IRM	Jean L. Moore
M/SER/MO	
Director	Charles D. McMakin
Deputy Director	Ralph A. Williams (Actg)
Chief, Policy & Analysis Div	Ralph A. Williams
Chief, Communications Program Mgt Div	Catherine Allen Smith
Chief, Travel & Transportation Mgt Div	William A. Mashburn
Chief, Resources Management Division	Darma K. Wright

M/SER/OP

Director	Robert Halligan
Deputy Director for Program Opns	Francis J. Moncada
Deputy Director for Technical Opns	Richard M. Dangler
Chief, Overseas Div	Morton Darvin
Chief, AID/W Projects Div	Kathryn Y. Cunningham
Chief, Procurement Support Div	Barry S. Knauf
Chief, Commodity Support Div	Kwyn Abrahams
Chief, Transportation Division	Howard D. Cradick
Chief, Government Property Resources Div	Robert R. Rutter

M/SER/IRM

Director	Paul P. Spishak
Deputy Director	John C. Kelley
Chief, Program Serv Div	William J. Follen
Chief, Management Serv Div	Lawrence E. Livesay
Chief, Systems Mgt Div	Eugene M. Dwyer
Chief, Automation Support Div	Herbert B. Thompson
Chief, Mission & Project Serv Div	William M. Schauffler
Chief, Planning & Eval Div	Linwood A. Rhodes
Actg Chief, Technical Support Div	Steven F. Renz

REGIONAL BUREAU
EXECUTIVE MANAGEMENT STAFFS

AFR/MGT

Director	Caroline D. McGraw
Deputy Director	William E. Wanamaker

ANE/EMS

Director	Jerry M. Jordan
Deputy Director	William R. White

LAC/EMS

Director	Theresa A. Stephan
Deputy Director	Robert O. Weiland

CURRENT ROSTER OF AID MANAGEMENT PERSONNEL AND POSITIONS OVERSEAS

AFRICA REGION

BOTSWANA	
Executive Officer	Mark E. Anderson
BURUNDI	
Executive Officer	Jairo J. Granados
CAMEROON	
Executive Officer	Kay A. Harley
Contract Officer	Vacant (Martin Napper)
CHAD	
Executive Officer	Myron E. Tomasi
GHANA	
Executive Officer	Jeremiah E. Parson
IVORY COAST	
Executive Officer	Thomas K. Jefferson
*Gen Serv Officer	Anthony Antrillo
Reg Contract Officer	Neil C. Edin
Reg Contract Officer	Marilyn B. Buchan
Reg Contract Officer	Lenonard J. Kata
Reg Contract Officer	Mary Reynolds
Reg Commodity Mgt Officer	Pierre Elissabide
Reg Commodity Mgt Officer	Thomas M. Stephens
Computer Specialist	Lawrence E. Clark
KENYA	
Executive Officer	John R. Martin (B. Ann Dotherow)
Dep Exec Officer	Mildred Taylor (John J. Liebner)
Gen Serv Officer	Scot J. Covert
Asst GSO	John J. Jacobson
Reg Contract Officer	Laura McGhee
Reg Contract Officer	Clement J. Bucher
Reg Contract Officer	Vacant (Rosella Marshall)
Reg Commodity Mgt Officer	Bruce Stader
Reg Commodity Mgt Officer	Lyn Dunn
Computer Specialist	Ronald Miller

*JAO Position

LESOTHO	
Executive Officer	Raymond J. Dunbar
LIBERIA	
Executive Officer	Lovie E. Davis
	(Mildred Taylor)
Dep Exec Officer	Robert F. Ritchie
Gen Serv Officer	Alvin Roman
MALAWI	
Executive Officer	John W. Lee
*Gen Serv Officer	Alex McKinnon
MALI	
Executive Officer	Michael J. Ireland
MAURITANIA	
Executive Officer	Barnett Chessin
MOZAMBIQUE	
Commodity Mgt Officer	Judi A. Shane
NIGER	
Executive Officer	Vacant
*Gen Serv Officer	Joseph M. Varley
SENEGAL	
Executive Officer	Stephen F. Wallace
SOMALIA	
Executive Officer	Edward O. Aker
Deputy Executive Officer	Lena M. Gurley
*JAO Director	Gerald L. Nell
*Gen Serv Officer	Virgilio S. Perez
Commodity Mgt Officer	Girard J. LaBombard
Contract Officer	Vacant (Russell Wolford)
SUDAN	
Executive Officer	(John R. Martin)
Deputy Executive Officer	Paul H. Pina
*Personnel Officer	Patricia J. Smith
Contract Officer	Jaroslaw Kryschtal
Commodity Mgt Officer	Arthur J. Laemmerzahl
Commodity Mgt Officer	Jack E. Warner

SWAZILAND	
Executive Officer	(Michael C. Trott)
Reg Contract Officer	Vacant (Donald Lake) (Late in '86)
TANZANIA	
Executive Officer	James O. McCabe
Gen Serv Officer	Paul Y. Jhin
UGANDA	
Executive Officer	Floyd R. Spears
ZAIRE	
Executive Officer	Michael C. Trott (R. Max Walton)
*Sup Gen Serv Officer	John J. Liebner
*Gen Serv Officer	Emma M. Celhay
*Gen Serv Officer	Gerald R. Johnston
ZAMBIA	
Executive Officer	William R. MacLaughlin
Commodity Mgt Officer	James Harmon
ZIMBABWE	
Commodity Mgt Officer	John J. Lewis

ASIA /NEAR EAST REGION

BANGLADESH	
Executive Officer	Jack C. Gunther, Jr.
*Gen Serv Officer	Reginald B. Chastain, Jr.
BURMA	
*General Serv Officer	(James E. Hao)
INDIA	
Executive Officer	David H. Lockhart (James A. Leo)
Contract Officer	(Vacant)
INDONESIA	
Executive Officer	Beverly C. Morton, Jr.
*Gen Serv Officer	Jack Faircloth
Contract Officer	Lynus D. Kelly, Jr.
JORDAN	
Commodity Mgt Officer	Francis A. Donovan
NEPAL	
Executive Officer	James C. Hester (William E. Wanamaker)
PAKISTAN	
Executive Officer	Leland S. Hunsaker
Dep Exec Officer	Michael M. Curtis
Contract Officer	*James P. Politte (Fred Will)
Asst Contract Officer	Brendan J. Gannon
Commodity Mgt Officer	Anatole T. Bilecky
PHILIPPINES	
Executive Officer	David F. Mein
Gen Serv Officer	James E. Hao
Contract Officer	Robert A. Doucette
Commodity Mgt Officer	Thomas Z. Baranyi
SRI LANKA	
Executive Officer	Clyde C. Laursen

*JAO Position

THAILAND

Executive Officer	John W. Greenough
Gen Serv Officer	Clark S. Gregory, Jr.
Reg Contract Officer	Peter J. Howley
Reg Commodity Mgt Officer	Bendeguz A. Viragh
Computer Specialist	Robert T. Cunningham, Jr.

* * * * * * * *

EGYPT

Associate Dir for Management	James P. Donnelly
Deputy Executive Officer	Anne L. Dahlstedt
Comm/Rec Officer	Barbara Blacker
Asst Comm/Rec Supervisor	Effie A. Hunter
*Deputy JAO Director	Harold S. Daveler
*Gen Serv Officer	Robert F. Bertolet
*Gen Serv Officer	Cecile A. Williams
*Gen Serv Officer	Roy H. Johnson
*Personnel Officer	Elizabeth A. Mills
Contract Officer	James A. Dzierwa
Contract Officer	Vacant (Michael Nicholas)
Commodity Mgt Officer	Robert B. Richardson
Commodity Mgt Officer	Joseph W. Dajani
Commodity Mgt Officer	Charles Signer
Commodity Mgt Officer	David L. Cowles
Commodity Mgt Officer	Hiram E. Smith
Commodity Mgt Officer	Elaine M. Kelly
Computer Specialist	Leonard A. Jameson, Jr.

MOROCCO

Reg Contract Officer	James M. Anderson

TUNISIA

Executive Officer	Anne C. Bradley

YEMEN

Executive Officer	Karl L. Mahler
Dep Exec Officer	Carolyn M. Moore (Mary Ann Epley)
Contract Officer	Peter W. Shirk

LATIN AMERICA AND CARIBBEAN REGION

BARBADOS	
Executive Officer	John S. Johns
Reg Contract Officer	Stanley D. Heishman
BOLIVIA	
Executive Officer	Timothy L. Bertotti
COSTA RICA	
Executive Officer	Richard A. Rodman
DOMINICAN REPUBLIC	
Executive Officer	Rudolph Fascell
ECUADOR	
Executive Officer	Robert N. Meriwether
EL SALVADOR	
Executive Officer	(Gerald L. Nell)
Deputy Exec Officer	Barbara B. Williams
Contract Officer	John P. McAvoy
GUATEMALA	
Executive Officer	Anne V. Walsh
Dep Exec Officer	(Joseph M. Varley)
Reg Commodity Mgt Officer	Robert A. Van Horn
HAITI	
Executive Officer	Kent B. Hickman
Reg Contract Officer	Richard F. Webber
HONDURAS	
Executive Officer	John J. Garney
Contract Officer	James E. Corley
Commodity Mgt Officer	Christine E. Lyons
JAMAICA	
Executive Officer	Sammie N. Jones
Reg Contract Officer	Gerald C. Render

PANAMA	
Executive Officer	John E. Popovich, Jr. (John A. Wiess)
Reg Contract Officer	Michael S. Kenyon
PERU	
Executive Officer	Jack E. Thrower
Reg Contract Officer	Michael H. Snyder

SUPPORT SERLETTER SERVICE

Management Information Bulletin

Agency for International Development Washington, D.C. 20523

AID/W ISSUE No. 7
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AUTOMATED CONTRACT WRITING SYSTEM (FARAPLUS)

State telegram 264271 dated August 22, 1986, described the automated contract writing system, FARAPLUS, now available for Mission purchase. The system is currently operational for cost reimbursement (technical service) solicitations/ contracts and grants/cooperative agreements, with other contract types expected to be operational by early 1987. Orders have been received for 13 FARAPLUS systems, with interest expressed by 7 other Missions. Expected shipping date for the initial 13 units is late November 1986. Since 10 units have been sold, the unit cost is now $7500, with another price reduction to $6000 once 25 units are sold. Missions are reminded that the quantity discount is effective for all purchasing Missions and that refunds will be arranged by the manufacturer. Demonstrations of the FARAPLUS system are available during travel through Washington, DC to see first hand the full range of functions performed by the system. Please contact OP/PS, Barry Knauf or Patti Williams (875-1110) to schedule a demonstration.

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CARGO PREFERENCE ACT

The last edition of the SERLETTER contained an article on Transportation of AID Financed Commodities which included a brief description of the Cargo Preference Act. Since the ramifications of the Cargo Preference Act are pervasive throughout the AID Loan and Grant programs, a more detailed discussion of the Act may be beneficial to the Missions in their discussions with the host countries. In this context, the following background on the Act is provided for your information:

Public Policy

Various statutes over the years have established the public policy of the United States as one of maintaining an adequate U.S. flag Merchant Marine. The Military Transportation Act of 1904 (1904 Act) provided that all military supplies must be transported on U.S. flag vessels. Public Resolution 17 provided that products financed by loans made by the Reconstruction Finance Corporation (Export Import Bank) must be transported on U.S. flag ships. The Merchant Marine Act of 1936 (1936 Act) established the declared policy of maintaining a U.S. flag Merchant Marine sufficient to (a) carry a substantial portion of water borne exports and imports of the U.S. and (b) capable of serving as a naval and military auxiliary in time of war and national emergency. PL 664, enacted in 1954 amended the 1936 Act to require that at least half of all government financed cargo be transported on privately owned U.S. flag commercial vessels. The Merchant Marine Act of 1970 (PL 469) further amended the 1936 Act to require that government agencies subject to cargo preference must administer their programs under DOT (MARAD) regulations. AID's utilization of U.S. flag vessels is governed by the 1936 Act as amended.

Pertinent Provision

PL 664 - " . . . the appropriate agency or agencies shall take such steps as may be necessary and practical to assure that at least 50 percentum of the gross tonnage . . . . which may be transported on ocean vessels shall be transported on privately owned United States flag commercial vessels, to the extent that such vessels are available at fair and reasonable rates for United States flag commercial vessels . . . . " (underscoring added).

PL 469 Regulation - MARAD has established three basic regulations to assure program administration and compliance with cargo preference requirements: In summary, these regulations provide: (1) All cargo subject to the Act must be reported to MARAD (which will report annually to Congress concerning agency compliance). This requirement may be fulfilled by submitting copies of bills of lading. (2) Each agency subject to the Act shall prescribe regulations providing that liner cargoes shall be distributed between U.S. flag and foreign flag vessels in such a way as to ensure that at least half of the revenue generated by such shipments are paid to the U.S. flag ships. (3) When full ship loads of cargo subject to the Act are arranged, the U.S. flag ships shall be fixed first, and proposed rates must be submitted to MARAD to determine if the rate offered meets the MARAD fair and reasonable rate guideline.

Administration by AID

AID administers its responsibilities for cargo preference by requiring each borrower/grantee to make the required use of U.S. flag vessels. The cargo preference requirements are included in the assistance agreements with borrower/grantees. AID is also responsible for assuring that ocean shipments of Title II P.L. 480 food commodities are made in compliance with cargo preference which has recently been amended by the Food Security Act of 1985 and now requires 75 percent (by 1988) of Title II cargo to be shipped on U.S. flag vessels.

In order to meet the requirement that U.S. flag vessels be afforded fair and reasonable participation by geographic area, which is part of the Cargo Preference Act, AID has established two geographic areas and requires that borrower/grantees afford participation to U.S. flag vessels in carrying AID-financed cargo shipped from each of these areas, computed separately. The two geographic areas are: (1) cargo from the United States and, (2) cargo arising offshore from the Free World, excluding the United States.

AID's agreements with borrower/grantees impose two differing methods as to how the borrower/grantee must achieve compliance with the use of U.S. flag vessels. The two methods are based on the two basic types of ships involved. One method is established for AID-financed commodities shipped on dry cargo liners; a second method is established for such commodities shipped by dry bulk carriers and tankers.

Compliance for liner cargo must be achieved during the term of the agreement. Since MARAD is obliged by statute to report cargo preference compliance of all U.S. Government agencies to Congress annually, and does so on a calendar year basis, a calendar year compliance is in effect superimposed on the AID "terms of agreement" compliance requirement. It is achieved when the borrower/ grantee ships at least 50 percent of the gross tonnage of liner shipments of commodities financed under the agreement on U.S. flag liner vessels and assures that at least 50 percent of the gross freight revenue generated by all liner shipments of commodities financed under the agreement is paid to or for the benefit of U.S. flag liner vessels. This compliance must be achieved on a calendar year basis from each of the two geographic areas, in the event that cargoes are obtained from both.

The tonnages involved in bulk shipments are so large that, if a running balance is not maintained for each procurement, it is very difficult to catch up at some later date. Therefore, compliance for dry bulk carriers and tankers must be achieved for each "quantitative unit" of cargo financed under the agreement. A "quantitative unit" of cargo is the total tonnage of a commodity or commodities included in one Invitation for Bids or other solicitation of offers. Therefore, 50/50 is maintained for each bulk tender of grain, fertilizer, tallow, and petroleum, or other bulk cargo.

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MEMORANDUM

TO: Mission Contract/Executive Procurement Officers

FROM: Joanne Paskar, COORS Team Leader, M/SER/OP/PS/SUP

SUBJECT: The Submittal of Awards and Data for the COORS (Contract On-Line Reporting System) Database

We are pleased that most Missions are very conscientious in sending their contractual awards and accompanying Contract/Agreement Data Sheet (CADS) Forms for entry into the COORS Database. There are no Missions which knowingly and consistently disregard reporting requirements. When a Mission sends an improper reporting package, the cause for the incorrect submission can generally be traced to a breakdown in communications between OP/PS/SUP and the Mission. Unfortunately, Missions may not fully know what our document and data requirements are.

This fiscal year, OP/PS/SUP will exert much effort into more fully explaining its reporting requirements to Missions and in seeking ways to make the submittal of CADS Forms a less painful task for the already understaffed and overworked A.I.D. Missions. Among our goals are:

* The development of a detailed manual which will help Contract and Executive Officers in filling out the CADS Form. The manual will also explain OP/PS/SUP's reporting requirements. The manual and a newly revised CADS Form soon will be sent to all Missions.

* The development of a Contract Information Bulletin (CIB) which will provide guidelines on how to determine whether an award is a consultant or non-consultant award. This CIB soon will be distributed to all Missions.

* The development of an abbreviated one-page CADS Form for purchase orders. This form is being developed at the request of many Mission Executive Officers.

* The development of stronger communications links between Mission Contract and Executive Officers and OP/PS/SUP.

The attached handout describes our reporting requirements and describes some of the most common Mission reporting errors that the COORS Section must face on a daily basis. No Mission is guilty of all of the described sins. Unfortunately, no Mission is completely sinless either. We have or we will soon be contacting individual Missions and asking for their cooperation in correcting problems associated with their reporting practices. We thank those Missions who have already been contacted and have taken steps to correct previously identified reporting problems.

WHAT IS COORS?

The COORS (Contract On-Line Reporting System) Database is A.I.D.'s automated system for gathering and reporting information on the Agency's contractual actions. COORS is managed by the Office of Procurement, Procurement Support Division, Support Services Branch, OP/PS/SUP.

From COORS, numerous ad hoc and recurring reports are generated. Here are some examples of the different types of reports:

- A yearly report (the "Yellow Book") on A.I.D.'s active technical service contracts and grants
- A yearly report which lists the top 20 contractors used by A.I.D.
- A quarterly report which records A.I.D.'s use of IQC contractors
- A quarterly report which records the Agency's use of minority contractors
- A quarterly report submitted to the Federal Procurement Data Center on A.I.D.'s contracting activities

Many of the COORS-generated reports are required by the Office of Management and Budget (OMB) or by public law. Among the many non-A.I.D. recipients of COORS reports are the Federal Procurement Data Center, the U.S. Congress, and OMB. COORS information is also used by many A.I.D. offices; for example, the AID/W geographic bureaus, the Office of the Inspector General, and the Office of Small and Disadvantaged Business Utilization.

WHERE DOES THE INFORMATION IN COORS COME FROM?

When Missions submit a contractual instrument and an accompanying CADS (Contract/Agreement Data Sheet) Form* to OP/PS/SUP, the information provided on the CADS Form is entered into COORS. The instrument is microfiched and becomes a part of the Agency's central collection of contractual documents. (Please Note: Mission Purchase Orders are not microfiched but are retained in papercopy format by the COORS Section for two years.)

*A.I.D. FORM 1420-49 (2-86)

DOES A CADS FORM HAVE TO BE FILLED OUT FOR ALL CONTRACTUAL INSTRUMENTS?

No, but Missions do have to fill out a CADS Form for most instruments. A CADS Form should be filled out for all the following documents:

AID-DIRECT CONTRACTS	IQC WORK ORDERS
COOPERATIVE AGREEMENTS	PURCHASE ORDERS
GRANTS	

Forms should be filled out for all non-U.S. as well as U.S. contractors and vendors.

Missions should submit not only a copy of the basic award but also a copy of all amendments.

Missions do not have to fill out a CADS Form for grants to foreign governments or for Host Country Contracts.

THE MISSION COORS REPORTING PACKAGE - WHEN SHOULD IT BE SENT?

WHO SHOULD SUBMIT THE REPORTING PACKAGE?

A Mission's monthly COORS Reporting Package consists of one copy each of the instruments awarded during that month and one copy each of an accompanying CADS Form for each award. Missions are urged to submit their reporting packages on a monthly basis. Missions should not wait until the end of the fiscal year to send their contractual documents and accompanying CADS Forms. Such a practice can be potentially damaging to the Agency's contract planning and quarterly reporting processes.

The Mission Executive Officer, Contracting Officer, and any other person with delegated contracting authority, are generally responsible for completing the Mission's CADS Forms. Those individuals are also responsible for sending the Mission's monthly COORS Reporting Package to the Mission's Controller Office, the unit ultimately responsible for transmitting the package to OP/PS/SUP.

ANY QUESTIONS CONCERNING THE SUBMITTAL OF CONTRACTUAL AWARDS AND CADS FORMS MAY BE SENT TO: Support Services Branch, Procurement Support Division, Office of Procurement, Room 1400, SA-14. Telephone 703-875-1270.

COMMONS COORS PROCESSING PROBLEMS

PROBLEMS	OP/PS/SUP ACTIONS
IMPROPER AWARD NUMBERS	
Some Missions have devised award numbering systems that do not comply with A.I.D.'s contractual award numbering system. When Missions assign "nonconformist" numbers to their awards, the COORS Section cannot enter information on those awards into the COORS Database.	1. A CIB which provides guidelines on the A.I.D. contractual numbering system will soon be released. 2. The newly revised CADS Manual contains a guide to the A.I.D. numbering system. 3. Missions which use incorrect numbering systems have or soon will be contacted and asked to revise their improper numbering systems.
INCOMPLETE SUBMISSIONS	
Some Missions do not fully comply with OP/PS/SUP's submission requirements.	1. OP/PS/SUP has or soon will be contacting Missions which have not fully complied with its reporting requirements.
Examples: Some Missions send in only one type of award, only purchase orders for example. Some Missions send in awards sans CADS Forms or CADS Forms sans awards.	2. In an attempt to clarify our reporting requirements, we have described our requirements in the newly revised CADS Manual.
Many Missions do not send in their grants.	3. Those sections in Handbook #13, Grants, which pertain to our grants reporting requirements will soon be updated.
"SPLINTERED SUBMISSIONS"	
Some Missions send in their awards and the CADS Forms for their awards at separate times and in separate shipments. Such "splintering", needless to say, exacerbates the the COORS Section's tracking problems.	1. Those Missions which "splinter" their reporting packages have or soon will be contacted and asked to send complete reporting packages.

PROBLEMS	OP/PS/SUP ACTIONS
INCORRECT OR INCOMPLETE CADS FORMS	
Some Missions send in CADS Forms which are not completely filled out or incorrectly filled out.	1. We have or will soon be contacting Missions that submit incomplete or incorrect CADS Forms.
Sometimes, it is unfortunately all too evident that some of the submitted forms have not been filled out with care. Example: One negotiator classified a male personal services contractor as a female-owned firm.	2. A newly revised CADS Manual has been written. The manual contains detailed instructions on how to fill out the CADS Form.
MISCLASSIFICATION OF CONSULTANT AWARDS	
Some Missions often mistakenly designate "non-consultant" awards as "consultant" awards.	1.OP/PS/SUP has written and will soon release a CIB which provides detailed guidelines on classifying consultant awards.
FOREIGN-LANGUAGE AWARDS	
Many Mission awards which the COORS Section receives are written solely in a foreign language. Since the COORS Section does not have translation capabilities, those awards are not entered into COORS.	1.OP/PS/SUP is presently studying this problem and will advise Missions of our decision at a later date.
AMENDMENTS WITHOUT BASICS	
When a Mission sends the COORS Section an amendment and an accompanying CADS Form, the COORS Section cannot enter data on the amendment into COORS if the original basic award had not been sent previously to OP/PS/SUP.	1.OP/PS/SUP contacts the contracting officer and asks for a copy of the basic award and for a CADS Form for the basic.

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FEDERAL INFORMATION RESOURCES MANAGEMENT REGULATION (FIRMR)

A POTENTIALLY USEFUL MECHANISM FOR PROGRAM FUNDED AUTOMATION PROCUREMENT.

While the current Federal procurement regulations are extensive, neither the Federal Acquisition Regulations (FAR) nor AID Acquisition Regulations (AIDAR) refers to the FIRMR. These regulations are therefore not well known in the field, even though they contain information which could be useful in the implementation of the automation component of a project.

The Federal Information Resources Management Regulation (FIRMR) is the primary regulation for use by the Federal or executive agencies in their management, acquisition, and use of certain automatic data processing, records, and telecommunications information resources. The FIRMR is issued by the Administrator of General Services and within policy direction from the Office of Management and Budget, Executive Office of the President.

The FIRMR includes procurement and contracting regulations for ADP and telecommunications equipment and services which are applicable Government-wide. These acquisition portions of the FIRMR replace special category procurement and contracting provisions in the Federal Procurement Regulations. FIRMR procurement and contracting regulations are to be used in conjunction with general procurement and contracting regulations contained in the Federal Acquisition Regulation.

The FIRMR consolidates current GSA information resources provisions into a single regulation. It emphasizes that both information resources management and procurement organizational elements in the Government share responsibilities for the economic and efficient satisfying of Government needs through maximum practicable competition.

For instance, under the FIRMR, the GSA ADP contracts can be used for procurements up to $300,000 without a delegation of procurement authority provided the intent to place an order is synopsized in the Commerce Business Daily at least 15 days before placing the order.

Note that most equipment warranties are voided when GSA purchases are shipped out of the US.

Note also that using the multiple award GSA schedules is considered to be a competitive procedure if the order is placed according to Part 8.045-1 of the Federal Acquisition Regulation.

We should add that each major US computer vendor may have different policies regarding the use of GSA schedules for AID project funded activities in overseas posts. Please advise IRM/MPS: Joe Gueron, phone number (703) 875-1335, if post does not have a current copy of the FIRMR.

IRM WORKSHOP FOR MANAGING USAID's AUTOMATION RESOURCES

Discussions among USAID and M/SER/IRM personnel over the last year have identified a number of areas of mutual concern for mission automation programs-- (1) assessing and planning for USAID automation requirements; (2) training and supporting growing numbers of automation users, (3) making more effective use of limited automation budgets. In general, these overlapping technical, administrative, and management issues have a significant impact on USAID's automation programs.

To assist USAIDs in managing their growing automation resources more effectively, M/SER/IRM conducted a two-week workshop in mid-November for twenty-five USAID FS, FSN, and contract personnel responsible for managing automation systems in LAC and AFR missions.

The objective of this workshop was to provide USAID automation managers with new skills, techniques, and insights to enable them to better implement strategic information initiatives at their posts. Within this context, the workshop provided instruction to automation personnel on how to:

- Manage mission automation resources more effectively.
- Support growing numbers of end users with increasingly diverse needs.
- Contribute to agency-wide automation policies and initiatives.
- Develop comprehensive and cost-effective mission automation plans.
- Make use of automation experiences at other missions.

The workshop was primarily addressed to USAID personnel with automation management responsibilities, especially FSN system managers and assistant system managers in larger missions. Most of the AID missions represented have a combination of VS computers, microcomputers, and office automation systems. Participants also included USAID management officers and controllers involved in or planning significant expansion of mission automation capabilities, as well as representatives from the LAC and AFR bureaus in AID/W.

A version of the workshop is being planned for the ANE posts in 1987.

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NON-EXPENDABLE PROPERTY SYSTEM (NXP)

In an effort to increase the availability of computer software for the use of overseas missions, M/SER/IRM has been acquiring software developed by individual missions and distributing it to other missions upon request.

The most recent addition to this portfolio of mission systems, a Non-Expendable Property Management System (NXP), has generated considerable interest. Since availability of the system was announced in early October, 22 overseas missions have requested the software and documentation.

Developed by USAID/ROCAP Guatemala, the NXP system is written in COBOL and operates on any Wang VS minicomputer. It is designed to replace the manual system of keeping track of the non-expendable property items found in missions and encompasses all the functions of property management including receiving, issuing and transferring items, inventory, and disposal. It also accomodates maintenance records on serialized items.

Some of the reports produced by the system include:

- Composite Property Records Report
- Requisitions Report
- Reconciliation of Property Report
- Check of Inventory Balance Report
- Inventory by Category and Location

IRM in cooperation with SER/MS is actively pursuing the acquisition of other property management systems developed by AID missions. USAID/ROCAP Guatemala plans to develop a VS system for Expendable Property in the very near future. We are also hoping to acquire similar systems for the microcomputer.

Inquiries concerning the Guatemala NXP should be addressed to Suzanne Buzzard or George Hatzikalimnios, IRM/MPS at 703-875-1866 or SA-14, Room 1100E.

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IRM/IQC/CORE CONTRACTS

USAID projects increasingly require ADP components to reach project objectives. In FY 1986, IRM assisted a total of $54 million worth of ADP project actions in all of AID's project sectors. About 33 percent of the actions were in agriculture and rural development projects; 25 percent in health, population, and nutrition; 8 percent in education; and 15 percent in special development activities.

In response to this increasing importance of information technology transfer, and to simplify and speed procurement of ADP technical and management services, M/SER/IRM has implemented a set of IQC and core contracts with U.S. firms that specialize in automation. IRM cabled all USAID Contracting Officers to inform them of these contracts (STATE 343668). The contracts provide support services to USAIDs and AID/W on all issues related to the planning and implementation of automation components.

Each of the approved firms has either current or past consulting experience with AID, State, or USIA in all aspects of automated data processing and office automation services. Their combined range of expertise includes everything from requirements analysis and design to operating and evaluating information systems.

Information about each firm with an IQC or core contract follows. The firms are listed alphabetically, beginning with the IQCs.

1. Analysas Corporation
Address: 1606 17th St. N.W., Washington DC 20009.
Firm Contact: Paula Simmons (202) 332-2778.
Type of Business: Minority 8(a).
Type of Contract: IQC for automated data processing and systems analysis.
AID Contract Number: OTR-0000-I-00-5194-00.

2. Applied Management Systems.
Address: 7315 Wisconsin Ave. Suite 601E, Bethesda MD 20814.
Firm Contact: Norman Enger (301) 654-0711.
Type of Business: ADP consulting firm.
Type of Contract: IQC for automated data processing and systems analysis.
AID Contact Number: OTR-0000-I-00-6170-00.

3. Arthur Young
Address: 3000 K Street N.W., Washington, DC 20007
Firm Contact: Stephen Varholy (202) 956-6387.
Type of Business: Management consulting firm.
Type of Contract: IQC for management services.
AID Contract Number: OTR-0000-C-00-6177-00.

4. Booz-Allen & Hamilton, Inc.
Address: 4330 East West Highway, Bethesda, MD 20814-4455.
Firm Contact: Mike Lent (301) 951-2975.
Type of Business: Management consulting firm.
Type of Contract: IQC for management services.
AID Contract Number: OTR-0000-C-00-6177-00.

5. Deloitte Haskins and Sells.
Address: 1101 15th St. N.W., Washington, DC 20005
Firm Contact: Don Reynolds (202) 862-3500
Type of Business: Accounting firm (Big 8).
Type of Contract: IQC for automated data processing and analysis.
AID Contract Number: OTR-0000-I-00-6170.

The following firms have continuing contracts with IRM. They may be used under exceptional circumstances after: (1) ability to use IQCs has been exhausted, (2) the statements of work of the contracts are appropriate for the requirement.

1. Executive Resource Associates, Inc.
Address: 2011 Crystal Drive, Suite 813, Arlington, VA 22202.
Firm Contact: Dianne Arnold (703) 920-5200.
Type of Business: Minority 8(a).
Type of Contract: Cost-plus-fixed-fee contract for systems analysis.
AID Contract Number: OTR-0000-C-00-3144-00.

2. Network Solutions, Inc.
Address: 1485 Chain Bridge Road, McLean, VA 22101.
Firm Contact: Ed Peters (703) 442-0400.
Type of Business: Minority 8(a).
Type of Contract: Cost-plus-fixed-fee contract for systems programming support.
AID Contract Number: OTR-0000-C-00-3144-00.

3. Pinkerton Computer Consultants, Inc.
Address: 5881 Leesburg Pike, Suite 400, Falls Church, VA 22041.
Firm Contact: Jim Craig (703) 820-5571.
Type of Business: Medium size consulting firm.
Type of Contract: Time-and-materials contract for maintenance application support.
AID Contract Number: OTR-0000-C-00-4167-00.

4. AID/W contacts for all of these contracts are:

AID Contract Officer: Carolyn Eldridge, SER/OP/W
Tel (703) 875-1122
AID Project Officer: Linwood Rhodes, M/SER/IRM/PE
Tel (703) 875-1869

For technical information on any of the contracts, please contact:
Joe Gueron, M/SER/IRM/MPS
Tel (703) 875-1335

IRM hopes these new mechanisms will be useful to project managers who have automation components in their projects. IRM encourages interested parties to contact IRM/MPS for specific details.

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December 12, 1986

MEMORANDUM

TO: SER/MS/OD, Mr. Daniel Sutton

FROM: GC/EPA, Jan Miller

SUBJECT: Authority to Waive Source/Origin Requirements on OE-Funded Motor Vehicles

This is to confirm my earlier advice to you that:

1. Mission Directors have been redelegated authority to waive source/origin requirements for motor vehicles for transactions not in excess of $50,000 (exclusive of transportation costs). The authority to waive source/origin is delegated to the Regional Assistant Administrators by Delegation of Authority No. 405 (previously No. 40). The delegation also authorizes redelegation to the fields but not in excess of $50,000 per transaction. The AA's have redelegated it to the fields. For AFR, see No. 551 (previously No. 133.4). For LAC, see No. 754 (previously No. 40.11). For ANE, see No. 652 (previously No. 40.10).

2. The delegations to the AAs and to the field are not limited to project-funded vehicles. Handbook 1B Chapter 26 at 26A.3. specifically states the procurement of motor vehicles under $150,000 Drawing Rights are governed by Delegation of Authority No. 40.

END

EXO's should note that the above guidance takes precedence over HB 23, Chapter 26.

USAID RADIO PROGRAM

ROUTINE AWIDE

ADM AID FOR MISSION DIRECTOR, EXO, USO

SUBJECT: USAID'S RADIO PROGRAM

REF: 84 STATE 051871

1. AID RADIO PROGRAM POLICY IS SET FORTH BELOW, IN ABBREVIATED FORM, FOR INFORMATION AND RETENTION:

2. AID'S RADIO PROGRAM IS MANAGED BY IG/SEC AND IS SEPARATE FROM THAT MANAGED BY THE DEPARTMENT'S OFFICE OF COMMUNICATIONS. IG/SEC WILL FUND SECURITY RADIOS FOR EACH D.H., IDI, PASA, AND LONG TERM OE CONTRACTOR EMPLOYEE. WITHIN FUNDING CONSTRAINTS, WE WILL ALSO ATTEMPT TO SUPPLY A REASONABLE AMOUNT OF SPARES.

3. REPAIR OF DEFECTIVE RADIOS IS BY THE AUTHORIZED FACTORY REP IN COUNTRY [AT USAID EXPENSE], BY FSN/TCN HIRED BY THE MISSION AND CERTIFIED BY IG/SEC, OR BY POUCHING THE RADIO TO IG/SEC. IN NO CASE SHOULD DEFECTIVE RADIOS BE ALLOWED TO STOCKPILE AT POST. REPLACEMENT RADIO BATTERIES ARE USAID FISCAL RESPONSIBILITY [CONTACT IG/SEC FOR PRICING].

4. UPON RECEIPT OF CONTRACT FUND CITE, IG/SEC WILL PREPARE PURCHASE ORDER, RECEIVE, TEST, SHIP, AND MAINTAIN FREE OF CHARGE ANY RADIOS THAT CONTRACTORS MAY REQUIRE.

5. PROJECT REQUIREMENTS: WITHIN OUR LIMITATIONS, IG/SEC WILL PROVIDE TECHNICAL GUIDELINES OR RECOMMEND APPLICABLE VENDORS. PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE WITH INQUIRES. BEST REGARDS.

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EIGHT NEW BACKSTOP 03 INTERNS IN TRAINING

Having faced an impending Executive Officer shortage for several years, we are pleased to announce that eight new Backstop 03 IDI employees have been hired and have begun the Washington phase of their training. Those who entered on duty in September were Ms. Ann Heard, Ms. Audrey Kizziar, Mr. Scott Bellows, Mr. Steven Callahan, and Ms. Margaret Knotts. They were followed in October and November by Mr. Joseph Dorsey, Mr. Anthony Vodraska and Mr. Douglas Rohn. Two additional candidates have been selected and are expected to begin training in February 1987.

The IDIs will receive approximately twelve months of training in AID/W. Six months will be devoted to procurement subjects and will qualify the trainees for a $100,000 contracting warrant. The remaining Washington time will cover general services, FAAS and OE budgeting, security, disaster relief, automation applications, and other overseas administrative management issues. Most will complete this phase of training between September and November 1987.

The IDIs will then receive a second year of OJT with selected Missions overseas. During this year of overseas OJT, the trainees will remain assigned to the Washington IDI training complement and will not count against the ceilings of the Missions where they are training.

Efforts will be made to assign the IDIs to Missions where they can assume regular, full-time positions after their OJT. In some instances, however, it may be necessary to assign a trainee to one Mission for OJT and another Mission for a subsequent regular assignment. The identification of overseas training assignments has not yet been completed, but should be finalized by the end of January.

And More IDIs This Year!

The Assistant to the Administrator for Management recently approved outside recruitment in a number of occupational skill categories for FY 1987. We have been authorized to hire up to an additional 12 Backstop 03 IDIs this year. Initial application reviews will begin shortly and, if all goes as planned, the new group of trainees should enter on duty this summer.

Mid-Level Employee Hired

In addition to the impressive group of new IDIs, we are also pleased to announce the employment of Mr. James Mayer as a mid-level Executive Officer. Jim's previous experience included assignment as Country Director for the Peace Corps in Korea and the Philippines. He has been assigned to the Executive Officer position in Niamey and will be proceeding to Post next summer after training in AID/W.

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INTERNATIONAL CITY-PAIR CONTRACT AIR FARES

The General Services Administration (GSA) awarded international city-pair contracts at reduced fares for official Government air travel between certain cities in the United States and foreign countries effective October 1, 1986. The routings and rules governing use of the fares are set forth in the Federal Travel Directory published by GSA. The use of these fares is mandatory for travel of personnel governed by the Federal Travel Regulations and, in view of the potential for cost savings, such fares will also generally be used for the travel of Foreign Service personnel. AID policy concerning the use of these international city-pair fares is being established and will be distributed via AID General Notice and worldwide telegram.

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ALLOWANCE FOR ADDITIONAL CONSUMABLES

Employees who were at, enroute to, or under orders to return to a consumables-designated post between July 12, 1985, and October 20, 1986, who were not granted a second consumables allowance may be entitled to the allowance. The amount of the allowance will be calculated on a proportional basis consistent with 6 FAM 162.3-1, from October 20, 1986, through the end of their current tour. Calculation for the allowance will apply to employees who have no less than six months remaining on their tour. This entitlement results from a recent interpretation of 6 FAM 162.3 by the Foreign Service Grievance Board.

Employees who were at, enroute to, or under orders to return to a consumables-designated post between July 12, 1985, and October 20, 1986, for a second tour may also be reimbursed for previously unreimbursed expenses incurred for shipment of consumables initiated between July 12, 1985, and October 20, 1986.

The total net weight of all consumables shipment for which proportional or reimbursement shipping allowance may be granted will not exceed 2,500 pounds.

Employees requesting reimbursement of expenses incurred and/or a proportional shipping allowance should see State telegram 364893 for further details.

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PER DIEM REGULATIONS

The Foreign Affairs Agencies (State/AID/USIA) and the employee unions (AFSA/AFGE) have reached agreement on revision to the Uniform Foreign Affairs (Travel) Regulations governing the application and computation of reimbursement for subsistence expenses incurred by the Foreign Service while performing official travel.

Significant changes to the regulations, effective as of July 1, 1986, are (1) establishment of a lodgings-plus system of per diem reimbursement for official travel within the Continental United States (CONUS), (2) establishment of specific within-CONUS locality per diem rates and a standard CONUS per diem rate for all other locations, and (3) termination of reimbursement of special locality subsistence rates for travel to High-Rate Geographical Areas (HRGAs).

The revised per diem regulations will be codified in AID Handbook 22 soon; however, as an interim measure, the complete text of these revised regulations has been sent to AID field personnel for their information and ready reference via worldwide telegram (see State telegram 368012) dated November 26, 1986.

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PERSONAL PROPERTY CLAIMS

Effective October 1, 1986, AID initiated direct administration of its Personal Property Claims Program. This action was taken in order to eliminate a duplicate review process and to provide for more expeditious processing and resolution of employee claims. Claims investigating officers should now forward AID claims and their reports directly to the Office of Management Operations (M/SER/MO/PA/PB), Room 1200A, SA-14, Washington, DC 20523. AID employees overseas should continue to submit their claims to the mission Executive Officer. Employees are reminded that claims for loss of or damage to personal property must be properly substantiated in order to be paid. In instances where employees sign delivery receipts and do not notate loss or damage at the time of receipt, or where effects are not unpacked by the shipper and no notation is made that acceptance is subject to further inspection, the employee cannot verify that loss or damage occurred while their effects were in the custody of the government. Such claims against the government are not properly substantiated and cannot be paid.

RELOCATION OF FORMS AND HANDBOOK DISTRIBUTION OPERATIONS

M/SER/MO has just completed a relocation of all Agency forms, stationery, Handbooks and other items issued by the former Distribution Branch to our Warehouse facility. During the one-month transition period, there was some delay in responding to overseas requests, and we apologize for the inconvenience this caused. Service from the new location is now fully operational and items are being dispatched the same day the request is received.

A catalog of all stocked items is being prepared and will be distributed in the near future to all AID/W offices and overseas Missions. Requests for stocked items should now be sent to M/SER/MO/RM, Room 1200F, SA-14, here in AID/W. Let us hear from you--whether the news is good or bad--or, if you have any suggestions to improve the provision of this service.

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IMPROVEMENTS IN AGENCY MAIL OPERATIONS

Management improvements in the Agency's mail operations, under the direction of MO's Communications Program Management Division (MO/CPM) in AID/W, are anticipated early in CY 1987 as the Agency moves to phase out the use of indicia (franked) envelopes and convert to mail meters for domestic and international mail. Concurrently, other U.S. Postal Service (USPS) measures will be instituted such as "Zip + 4" or the nine digit zip code for all Agency mail.

The major impact will be on AID/W operations; the diplomatic pouch service is unaffected.

Those posts which use the USPS for major mailings should contact the Chief of MO's Communications Program Management Division (MO/CPM) for more information.

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AID General Notice
July 31, 1986
M/SER/MO
M/SER/MS
Issue Date: 8-1-86

SUBJECT: Use of Vehicle Safety Belts

Statistics show that automobile accidents are the fourth leading cause of death today, and that each of us can expect to be in a crash once every ten years. For one out of ten of us, it could be a serious or fatal accident. The Department of Transportation estimates that if 70 percent of all Americans regularly wore seat belts, almost 10,000 lives would be saved and over 300,000 serious injuries avoided each year from vehicle-related accidents.

It is AID policy that all Agency passenger vehicles be equipped with seat safety belts, and that these safety devices be maintained in good working condition. Each occupant of a moving motor vehicle used for official AID business is required to buckle their seat belt.

We encourage all employees to carry this requirement a step further and make a commitment to buckle up and protect yourself and others who ride with you on your time as well, as an accident can happen at any time and anywhere.

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M/SER DIRECTORATE FOR PROGRAM AND MANAGEMENT SERVICES

M/AAA/SER	
Associate Assistant to the Administrator for Management	John F. Owens
Program and Budget Officer	J. Kevin Burke
Agency Competition Advocate	James D. Murphy
Special Assistant	Vacant
M/SER/PPE	
Chief	James D. Murphy
Chief, Policy Branch	Kathleen O'Hara
Chief, Planning & Eval Branch	Elizabeth Cordaro
M/SER/MS	
Director	Dan F. Sutton, Jr.
Chief, Overseas Management Div	Edward P. Rhatigan
Policy and Procedures	Edward P. Rhatigan
ANE/LAC Regional Executive Officer	Warren B. Duerbeck
AFR Regional Executive Officers	Carolyn M. Moore Frank A. Bettucci
Chief, Overseas Property Mgt	H. Donn Hooker
Executive Management Staff	
Executive Officer	John S. Steele
Deputy Executive Officer	Barbara A. Hoggard
EMS BACKSTOP OFFICERS	
AA/M, M/AAA/SER, M/SER/PPE, and M/SER/MS	Diana Lopez
M/SER/OP	Nancy W. Carroll
M/SER/MO	Vacant
M/SER/IRM	Jean L. Moore
M/SER/MO	
Director	Charles D. McMakin
Deputy Director	Ralph A. Williams
Chief, Policy & Analysis Div	Ralph A. Williams (Actg)
Chief, Communications Program Mgt Div	Catherine Allen Smith
Chief, Travel & Transportation Mgt Div	Richard A. Rodman
Chief, Resources Management Division	Darma K. Wright

M/SER/OP

Director	Terrence McMahon
Deputy Director for Program Opns	Francis J. Moncada
Deputy Director for Technical Opns	Richard M. Dangler
Chief, Overseas Div	Morton Darvin
Chief, AID/W Projects Div	Kathryn Y. Cunningham
Chief, Procurement Support Div	Barry S. Knauf
Chief, Commodity Support Div	Morris McDaniel
Chief, Transportation Division	Howard D. Cradick

M/SER/IRM

Director	Paul P. Spishak
Deputy Director	John C. Kelley
Chief, Washington Services Div	Lawrence E. Livesay
Chief, Systems Mgt Div	Eugene M. Dwyer
Chief, Automation Support Div	Herbert B. Thompson
Chief, Mission & Project Serv Div	William M. Schauffler
Chief, Planning & Eval Div	Linwood A. Rhodes
Chief, Technical Support Div	Steven F. Renz

REGIONAL BUREAU
EXECUTIVE MANAGEMENT STAFFS

AFR/MGT

Director	Caroline D. McGraw
Deputy Director	Ronald E. Olsen

ANE/EMS

Director	Jerry M. Jordan
Deputy Director	William R. White

LAC/EMS

Director	Theresa A. Stephan
Deputy Director	Robert O. Weiland

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M/PM/BACKSTOPPING RESPONSIBILITIES

BS	CATEGORY	CAREER DEVL OFF PERS OFF./PERS ASST.	ROOM #		TELEPHONE
01	Mission Directors & Executive Levels (EPAP)	Career Counselor:			
		Peter Askin	1426	SA-1	663-1308
		Verna Reynolds/	1426	SA-1	663-1302
		Cheri McMahon	1426	SA-1	663-1306
02	Program Analysis	Sylvia Matthews/	1140-E	SA-1	663-1463
		Gladys Brooks	1143	SA-1	663-1457
		John Speicher - CD	1112	SA-1	663-1455
03	Administrative Mgt	Blanch Sykes/	1140-D	SA-1	663-1464
		Daisy Weaver	1145	SA-1	663-1478
		Lovie Davis - CD	1108	SA-1	663-1369
04	Financial Mgt	Gwen Marcus/	1101-D	SA-1	663-1497
		Janice Haskins	1143	SA-1	663-1462
		John Speicher - CD	1112	SA-1	663-1455
05	Secretarial Support	Blanch Sykes/	1140-D	SA-1	663-1464
		Daisy Weaver	1145	SA-1	663-1478
		Hallie Aiken - CD	1104	SA-1	663-1499
06	General Services	Blanch Sykes/	1140-D	SA-1	663-1464
		Daisy Weaver	1145	SA-1	663-1478
		Lovie Davis - CD	1108	SA-1	663-1369
07	Administrative Support	Blanch Sykes/	1140-D	SA-1	663-1464
		Daisy Weaver	1145	SA-1	663-1478
		Hallie Aiken - CD	1104	SA-1	663-1499
08	Audit and Inspection	IG/EMS, John Popovich	410	SA-16	235-9711
10	Agriculture	Lee Borcik/	1147	SA-1	663-1493
		Zell Wise	1143	SA-1	663-1456
		Tom Ward - CD	1108A	SA-1	663-1368
11	Economics	Sylvia Matthews/	1140-E	SA-1	663-1463
		Gladys Brooks	1143	SA-1	663-1457
		Paul Struharik - CD	1110	SA-1	663-1366
12	Program Mgt.	Gwen Marcus/	1101-D	SA-1	663-1497
		Janice Haskins	1143	SA-1	663-1462
		Tom Ward - CD	1108A	SA-1	663-1368
14	Rural Development	Lee Borcik/	1147	SA-1	663-1493
		Zell Wise	1143	SA-1	663-1456
		Tom Ward - CD	1108A	SA-1	663-1368

BS	CATEGORY	CAREER DEVL OFF PERS OFF./PERS ASST.	ROOM #		TELEPHONE
15	Food for Peace	Lee Borcik/	1147	SA-1	663-1493
		Zell Wise	1143	SA-1	663-1456
		Cecilia Pitas - CD	1106	SA-1	663-1378
20	Housing, Urban & Community Development	Joycelyn Scriber/	1148	SA-1	663-1489
		Rosette Damus	1143	SA-1	663-1459
		Hallie Aiken - CD	1104	SA-1	663-1499
21	Business, Industry & Private Enterprise	Millicent Muschette/	1140-F	SA-1	663-1481
		(Vacant)			
		Paul Struharik - CD	1110	SA-1	663-1366
25	Engineering	Joycelyn Scriber/	1148	SA-1	663-1489
		Rosette Damus	1143	SA-1	663-1459
		Hallie Aiken - CD	1104	SA-1	663-1499
30	Natural Resources & Energy Mgt	Blanch Sykes/	1140-D	SA-1	663-1464
		Daisy Weaver	1145	SA-1	663-1478
		Hallie Aiken - CD	1104	SA-1	663-1499
50	Health Science, Medical & Population	Joycelyn Scriber/	1148	SA-1	663-1489
		Rosette Damus	1143	SA-1	663-1459
		Cecilia Pitas	1106	SA-1	663-1378
60	Human Resources, Education & Participant Training	Joycelyn Scriber/	1148	SA-1	663-1489
		Rosette Damus	1143	SA-1	663-1459
		Cecilia Pitas - CD	1106	SA-1	663-1378
72	Social Services	Blanch Sykes/	1140-D	SA-1	663-1464
		Daisy Weaver	1145	SA-1	663-1478
		Cecilia Pitas - CD	1106	SA-1	663-1378
75	Physical & Social Science	Blanch Sykes/	1140-D	SA-1	663-1464
		Daisy Weaver	1145	SA-1	663-1478
		Cecilia Pitas - CD	1106	SA-1	663-1378
85	Legal	Joycelyn Scriber/	1148	SA-1	663-1489
		Rosette Damus	1143	SA-1	663-1459
		Hallie Aiken - CD	1104	SA-1	663-1499
92	Commodity Mgt	Millicent Muschette/	1140-F	SA-1	663-1481
		(Vacant)			
		Lovie Davis - CD	1108	SA-1	663-1369
93	Contract Mgt	Millicent Muschette/	1140-F	SA-1	663-1481
		(Vacant)			
		Lovie Davis - CD	1108	SA-1	663-1369

BS	CATEGORY	CAREER DEVL OFF PERS OFF./PERS ASST.	ROOM #	TELEPHONE
94	Project Development	Millicent Muschette/ (Vacant)	1140-F SA-1	663-1481
		Paul Struharik	1110 SA-1	663-1366
95	International Development Intern	Cecilia Pitas	1106-E SA-1	663-1378

* * * * * * * *

CURRENT ROSTER OF AID MANAGEMENT PERSONNEL AND POSITIONS OVERSEAS

AFRICA REGION

BOTSWANA	
Executive Officer	Mark E. Anderson
BURUNDI	
Executive Officer	Jairo J. Granados
CAMEROON	
Executive Officer	Douglas Owen
Contract Officer	Martin Napper
CHAD	
Executive Officer	Myron E. Tomasi
GHANA	
Executive Officer	Jeremiah E. Parson
IVORY COAST	
Executive Officer	Thomas K. Jefferson
Reg Contract Officer	Neil C. Edin
Reg Contract Officer	Vacant
Reg Contract Officer	Leonard J. Kata
Reg Contract Officer	Mary Reynolds
Reg Commodity Mgt Officer	Pierre Elissabide
Reg Commodity Mgt Officer	Thomas M. Stephens
Computer Specialist	David Washburn
KENYA	
Executive Officer	B. Ann Dotherow
Dep Exec Officer	John J. Liebner
Gen Serv Officer	Reginald B. Chastain
Asst GSO	John J. Jacobson
Reg Contract Officer	Laura McGhee
Reg Contract Officer	Clement J. Bucher
Reg Contract Officer	Vacant (Maryanne Hoirup-Bacolod)
Reg Commodity Mgt Officer	Bruce Stader
Reg Commodity Mgt Officer	Lyn Dunn
Computer Specialist	James Bossard

LESOTHO	
Executive Officer	Raymond J. Dunbar
LIBERIA	
Executive Officer	Mildred Taylor
Dep Exec Officer	Robert F. Ritchie
Gen Serv Officer	Linda Wauchope
MALAWI	
Executive Officer	John W. Lee
MALI	
Executive Officer	Michael J. Ireland
MAURITANTIA	
Executive Officer	Barnett Chessin
MOZAMBIQUE	
Commodity Mgt Officer	Judi A. Shane
NIGER	
Executive Officer	David H. Lockhart, (PSC)
SENEGAL	
Executive Officer	Stephen F. Wallace
SOMALIA	
Executive Officer	Edward O. Aker
Deputy Executive Officer	Lena M. Gurley
*Gen Serv Officer	Virgilio S. Perez
Commodity Mgt Officer	Girard J. LaBombard
Contract Officer	Russell Wolford
SUDAN	
Executive Officer	John R. Martin
Deputy Executive Officer	Paul H. Pina
*Personnel Officer	Patricia J. Smith
Contract Officer	Jaroslaw Kryschtal
Commodity Mgt Officer	Arthur J. Laemmerzahl

*Denotes position in Embassy Admin. Office.

SWAZILAND	
Executive Officer	Michael C. Trott
Reg Contract Officer	Donald Lake
TANZANIA	
Executive Officer	James O. McCabe
UGANDA	
Executive Officer	Floyd R. Spears
ZAIRE	
Executive Officer	R. Max Walton
*Gen Serv Officer	Gerald R. Johnston
ZAMBIA	
Executive Officer	William R. MacLaughlin
Commodity Mgt Officer	James Harmon
ZIMBABWE	
Commodity Mgt Officer	John J. Lewis

*Denotes position in Embassy Admin. Office.

* * * * * * * *

ASIA/NEAR EAST REGION

BANGLADESH	
Executive Officer	Jack C. Gunther, Jr.
Contract Officer	Michael Walsh
BURMA	
General Serv Officer	James E. Hao
INDIA	
Executive Officer	James A. Leo
Contract Officer	(Vacant)
INDONESIA	
Executive Officer	Beverly C. Morton, Jr.
*Gen Serv Officer	Jack Faircloth
Contract Officer	Marcus Stevenson
JORDAN	
Commodity Mgt Officer	Francis A. Donovan
NEPAL	
Executive Officer	William E. Wanamaker
PAKISTAN	
Executive Officer	Leland S. Hunsaker
Dep Exec Officer	Michael M. Curtis
Contract Officer	Fred Will
Asst Contrct Officer	Brendan J. Gannon
Commodity Mgt Officer	Anatole T. Bilecky
PHILIPPINES	
Executive Officer	David F. Mein
Contract Officer	Marilyn Buchan
Commodity Mgt Officer	Thomas Z. Baranyi
SRI LANKA	
Executive Officer	Clyde C. Laursen

*Denotes Position in Embassy Admin. Office.

THAILAND

Executive Officer	John W. Greenough
Deputy Executive Officer	Clark S. Gregory, Jr.
Reg Contract Officer	Peter J. Howley
Reg Commodity Mgt Officer	Bendeguz A. Viragh
Computer Specialist	Robert T. Cunningham, Jr.

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EGYPT

Associate Dir for Management	James P. Donnelly
Deputy Executive Officer	Anne L. Dahlstedt
Personnel Officer	Audrey Moore
Comm/Rec Officer	Barbara Blacker
Asst Comm/Rec Supervisor	Effie A. Hunter
*Deputy Director, Embassy Admin.	Harold S. Daveler
*Gen Serv Officer	Roma M. Nedeff
*Gen Serv Officer	Cecile A. Williams
*Gen Serv Officer	Roy H. Johnson
*Personnel Officer	Elizabeth A. Mills
Contract Officer	James A. Dzierwa
Contract Officer	Michael Nicholas
Contract Officer	Orion Yeandel
Commodity Mgt Officer	Robert B. Richardson
Commodity Mgt Officer	Joseph W. Dajani
Commodity Mgt Officer	Charles Signer
Commodity Mgt Officer	David L. Cowles
Commodity Mgt Officer	Hiram E. Smith
Commodity Mgt Officer	Elaine M. Kelly
Computer Specialist	Leonard A. Jameson, Jr.

MOROCCO

Reg Contract Officer	James M. Anderson

TUNISIA

Executive Officer	Anne C. Bradley

YEMEN

Executive Officer	Karl L. Mahler
Dep Exec Officer	Mary Ann Epley
Contract Officer	Peter W. Shirk

*Denotes position in Embassy Admin. Office.

LATIN AMERICA AND CARIBBEAN REGION

BARBADOS	
Executive Officer	John S. Johns
Reg Contract Officer	Stanley D. Heishman
BOLIVIA	
Executive Officer	Timothy L. Bertotti
COSTA RICA	
Executive Officer	Luke M. Malabad
Computer Specialist	Lawrence E. Clark
DOMINICAN REPUBLIC	
Executive Officer	Rudolph Fascell
ECUADOR	
Executive Officer	Robert N. Meriwether
EL SALVADOR	
Executive Officer	Gerald Nell
Deputy Exec Officer	Barbara B. Williams
*Personnel Officer	Dora Meeks
Contract Officer	John P. McAvoy
GUATEMALA	
Executive Officer	Anne V. Walsh
Dep Exec Officer	Joseph M. Varley
Reg Commodity Mgt Officer	Robert A. Van Horn
HAITI	
Executive Officer	Kent B. Hickman
Reg Contract Officer	Richard F. Webber
HONDURAS	
Executive Officer	John J. Garney
Contract Officer	James E. Corley
Commodity Mgt Officer	Christine E. Lyons
JAMAICA	
Executive Officer	Sammie N. Jones
Reg Contract Officer	(Vacant)

Denotes position in Embassy Admin. Office.

PANAMA	
Executive Officer	John A. Wiess
Reg Contract Officer	Michael S. Kenyon
PERU	
Executive Officer	Jack E. Thrower
Reg Contract Officer	Michael H. Snyder

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SUPPORT SERLETTER SERVICE

Management Information Bulletin

Agency for International Development Washington, D.C. 20523

AID/W ISSUE No. 8

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AVAILABILITY OF U.S. FLAG VESSELS VIS-A-VIS CARGO PREFERENCE

Previous articles in the SERLETTER have discussed transportation of A.I.D. financed commodities and the Cargo Preference Act. The overriding theme of these discussions concerns U.S. flag vessels, i.e. vessels registered in the United States, and their availability to carry A.I.D. financed cargoes.

The determinations involved in establishing the availability of U.S. flag vessels to meet the cargo preference requirements of A.I.D. financed commodities, would appear, on the surface, to be a relatively simple undertaking. Unfortunately, such is not the case. U.S. flag liner service is in a continuous state of flux, and you cannot always tell the players without a score card. The score card is actually a compilation of information gained from various maritime periodicals, steamship company sailing schedules, Maritime Administration (MARAD) data and personal contact with steamship representatives. This information is evaluated by the Transportation Division of SER/OP in conjunction with information concerning the commodity to be shipped, to arrive at such a determination.

Examples of criteria used by SER/OP/TRANS in determining the availability or nonavailability of U.S. flag service are:

Timeliness - Will the U.S. flag service that may be available provide transportation in sufficient time? Delivery constraints will only be honored where it can be established that delays (not attributable to the procurement process under A.I.D. control) will be detrimental to the success of the program/project. It should be noted that expiration of a Letter of Credit (L/C) (that can be extended) is not considered justification.

Suitability - There are essentially four types of U.S. flag liner vessels: conventional breakbulk, container, Ro Ro and LASH. While in general, liner type cargoes can be carried on any of these vessel types, certain commodities can more suitably be carried on a specific type vessel. For example, valuable and sensitive cargo should move in containers; certain oversized vehicles, such as fire engines, should move in Ro Ro's; palatized cargo should move in breakbulk ships; and oversized cargo should move in LASH. The fact that the more suitable type of U.S. flag vessel may not be available for a particular cargo, will not result in a determination that U.S. flag vessels are not available (DNA), unless it is firmly established that shipment of that commodity in a less suitable type U.S. flag vessel would result in damage to the particular commodity.

Service - Liner carriers by definition are common carriers who provide service at scheduled ports of call. If a commodity originates in a port where there is no U.S. flag service, and the U.S. flag carrier will not offer substitute service at no additional charge over another port where their ship calls, a DNA will be considered. It should be emphasized that the cost factor involves inland transportation, not ocean transportation. The differential in cost for ocean transportation between U.S. and foreign flag service is not a basis for determining availability. A more typical application of this service criteria concerns commodities originating at an inland point that is susceptible to inland routing over various ports. If a supplier elects to route his cargo over a port not served by U.S. flag vessels, a DNA will not be considered unless it is established that the inland transportation cost of routing the cargo over a port where U.S. flag service is available exceeds the cost of routing to a non-U.S. flag served port.

Foreign Flag Feeders - Ocean transportation is continuing its evolution of recent years toward more container service. Large container ships normally call at selected major ports and use feeder ships (small container ships) to provide on-carriage to final destination. OP/TRANS accepts this practice, and A.I.D. regulation permits A.I.D. financing of freight on U.S. flag vessels using foreign flag feeders, if a through bill of lading (TBL) is issued by the U.S. flag carrier. MARAD, who monitors compliance for all U.S. Government agencies, will not accept U.S. flag service in conjunction with a foreign flag feeder as meeting cargo preference requirements if all U.S. flag service is available. Only through an intimate knowledge of the ever changing U.S. flag service, can it be established whether or not all U.S. flag service may be available for an individual shipment. OP/TRANS maintains this information and is responsible within A.I.D. for determining the availability of U.S. flag service.

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SOURCES FOR MEDEVAC INSURANCE

In some posts where a need for medevac insurance exists, Contracting Officers have been requiring their contractors to obtain such coverage. M/SER/PPE is in the process of developing a general health insurance package for all contracts that would include medevac insurance; in the meantime, Contracting Officers should ensure that their contractors have this coverage, either as part of the basic health insurance they provide to their employees, or as a

separate cost item in the contract (we consider this to be an allowable cost under the Contract Cost Principles). We do advise, however, that you do not direct contractors to one particular source (such as SOS); instead provide them with a list of sources for obtaining this insurance and allow them to select the coverage that best meets their needs, based on individual requirements and the most advantageous cost to the contract. A list of possible sources for medevac insurance is:

Access America
600 Third Avenue Box 807
New York, NY 10163
(800) 851-2800

A.I.D. Assist Program
(International SOS, Inc.)
Wright and Company
1400 Eye Street, NW, Suite 1100
Washington, DC 20005
(800) 424-9801

Travel Assistance International
Wright and Company (provided by
EAWS, Inc.)
1333 F Street, NW, Suite 300
Washington, DC 20004
202-466-2919

World Access, Inc.
2115 Ward Court, NW, Suite 200
Washington, DC 20037
(800) 482-0016

The companies above are only those known to M/SER/PPE at this time and shouldn't be considered definitive; should any of you or your contractors know of any other companies that provide Medevac Insurance, M/SER/PPE would appreciate learning of them (please send to M/SER/PPE, Room 1600I, SA-14, A.I.D., Washington, D.C. 20523). Other suggested sources will be passed on to the field as soon as possible.

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RESTRICTION OF CONTRACTING AUTHORITY TO DIRECT HIRE U.S. CITIZENS

The issue of appointment of non-U.S. citizens, as contracting officers has arisen in several forms: one, whether a non-U.S. citizen personal service contractor can be appointed as a contracting officer, and two, whether a foreign service direct-hire person can be appointed to contracting officer positions.

In view of this interest in appointing non-U.S. citizens to contracting officer positions, we've taken a look at the background on this question with the following results:

In a memorandum on this subject, the General Counsel has concluded that for reasons related to possible involvement of classified information, conflicts of interest, and lack of jurisdiction in a foreign country that A.I.D. should not appoint a foreign national as contracting officer. One reason specifically given for this has to do with the possible involvement of classified information in the drawing of a contract even though the contract itself is unclassified. More importantly, questions of limited jurisdiction, conflict of interest and conflict of allegiance may be present in activities that are carried out by non-U.S. citizens with respect to contracting activities.

Specifically, the General Counsel made the following arguments relating to the above mentioned factors:

(A) Security

The lack of regular access by FN employees to administratively controlled information, coupled with a strict prohibition on access to classified information, may restrict their ability to perform effectively the duties of a sensitive post such as that of the contracting officer.

(B) Jurisdiction

U.S. law governs only the employment conditions of FNs, while it is the host country's own laws that control all other aspects.[1/] This limited jurisdiction constitutes a clear caveat against employing FNs in certain positions, because of their limited and uncertain accountability. Other than termination of employment, the

[1/] Executive Order No. 11222, May 8, 1965, 30 FR 6469, sec. 201(c).

United States would be unable to enforce civil or criminal penalties against FNs without acceding to the jurisdiction of a foreign court. The duties and responsibilities of a CO make this an important factor in policy considerations relating to the appointment of FNs as COs.

(C) Conflict of Interests and Conflict of Allegiance

The Conflict of Interest laws primarily concern economic rather than political or allegiance-related conflicts, and are in many cases specifically restricted in application to U.S. citizens. One provision of an amplifying Executive Order, however, seems applicable: "It is the intent of this section that employees avoid any action, ...[2] which might result in, or create the appearance of ---***(4) losing complete independence or impartiality of action; ..." An FN's allegiance to his own government, and his possible interests in local companies with which he may deal, suggest the applicability of this provision as an important factor detrimental to appointments of FNs as COs.

The main point in these considerations is that while foreign nationals are very capable and, in many cases, may be better acquainted with procurement regulations than are U.S. personnel at post, the overriding issues of classification, jurisdiction, and sovereignty could serve to put the foreign national in an extremely untenable position with respect to serving the contractual interests of the U.S. Government vs. involvement in affairs, issues or customs of the cooperating country. If, for example, there is a breach in the question of compliance with the procurement statutes and regulations, the U.S. Government has to have recourse directly to the individual and this recourse simply is not there in a case of delegation to a foreign national. Thus, GC has concluded that the provisions of A.I.D. Acquisition Regulation Section 701.603-7 must be followed.

[2] A.I.D. Handbook 31, sec. 922.4(a).

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FOUR BOLIVIANS INDICTED ON SCHEMING TO DEFRAUD U.S.A.I.D.

Leon B. Kellner, United States Attorney for the Southern District of Florida, and Herbert L. Beckington, Inspector General, United States Agency for International Development (U.S.A.I.D.), announced that a federal grand jury in Miami, Florida returned an indictment charging Arturo Miguel Cafferata, Nelly J. de Cafferata, Carlos E. Cafferata and Emma A. de Ruilova, all residents of Bolivia, with federal crimes arising from a scheme to defraud U.S.A.I.D. in connection with the award of 17 contracts totalling $1,540,060 to various companies owned or controlled by the Cafferatas. These contracts were awarded between March 1984 and June 1985. Ten of the alleged contracts involved goods supplied to the Rural Education II Project. The remaining seven contracts involved the supply of goods to four other joint U.S.A.I.D./Bolivia projects.

According to Inspector General Beckington, this scheme constituted the most blatant case of fraud and corruption encountered in years in the United States foreign aid program.

The fourteen count indictment charges all defendants in Count 1 with conspiring to defraud the United States of America and U.S.A.I.D. by impairing, obstructing and defeating the lawful function of administering foreign aid grants and loans to the government of Bolivia, and to use the mails and wire communications in furtherance of the above scheme to defraud. Additional objects of this scheme were to deprive the citizens of the United States and U.S.A.I.D. of their right to the honest and faithful performance of Oscar Sarmiento as procurement supervisor of the U.S.A.I.D. Bolivian Mission and to obtain money by means of false and fraudulent pretenses, all in violation of Title 18, United States - Code, Section 371. In addition, Arturo Miguel Cafferata was charged with two substantive mail fraud counts, in violation of Title 18, United States Code, Section 1341; two substantive wire fraud counts, in violation of Title 18, United States Code, Section 1343; and eight counts of submitting false statements as to material matters within the jurisdiction of U.S.A.I.D. He faces possible penalties of 65 years of incarceration and $2,032,000 in fines.

Carlos E. Cafferata and Nelly J. de Cafferata were each charged with two substantive mail fraud charges and three substantive wire fraud charges in addition to the conspiracy count, and face possible penalties of 40 years of incarceration and fines totalling $782,000.

Emma A. de Ruilova was charged with one substantive mail fraud count and one substantive wire fraud count, in addition to the conspiracy count, and faces possible penalties of 15 years of incarceration and fines totalling $501,000.

According to the indictment, Arturo Miguel Cafferata, Nelly J. de Cafferata and Carlos E. Cafferata paid money to Oscar Sarmiento and Emma A. de Ruilova in return for Sarmiento and de Ruilova using their official positions and influence to help Cafferata-controlled companies obtain U.S.A.I.D. financed contracts for the purchase of various goods. Oscar Sarmiento, as the procurement supervisor for the U.S.A.I.D. Mission in La Paz, Bolivia, had the responsibility for supervising all contracts alleged in the indictment to ensure compliance with U.S.A.I.D. procurement regulations. Emma A. de Ruilova was employed at the time by the government of Bolivia as the Executive Director of the Rural Education II Project. As part of her duties, de Ruilova received, reviewed and approved quotations submitted by companies desiring to supply goods purchased in connection with this project.

It was part of the conspiracy and scheme to defraud that Sarmiento and de Ruilova permitted the Cafferatas to control the bidding process to supply goods to U.S.A.I.D. funded projects by allowing the Cafferatas to submit all bids for various proposed purchases.

As to five contracts, the Cafferatas caused the submission of false and fraudulent price quotations, which appeared to be bids submitted by legitimate business for various items to be purchased by U.S.A.I.D. and Bolivia. In addition, as to each of these contracts, they submitted a lower bid on behalf of a Cafferata-controlled company, which then received the contract.

In addition, the indictment charges that as to eight contracts, Arturo Miguel Cafferata caused the submission of documents which falsely showed shipping costs of $44,749, when in truth, the actual shipping costs were $17,039.

As to seven contracts, the indictment alleges that the defendants purchased the goods for a total of $113,028, and charged U.S.A.I.D. a total of $327,303.

Oscar Sarmiento previously entered a plea of guilty to a felony indictment charging him with agreeing to receive a kickback in connection with an unrelated U.S.A.I.D. purchase, and was sentenced on September 25, 1986 to serve six months incarceration followed by a three year probationary period and to pay a fine of $25,000.

Mr. Kellner commended the work of the Agency for International Development and the United States Postal Inspection Service in investigating the case. The case is being prosecuted by Assistant United States Attorney Andrea M. Simonton of the Frauds Section of the United States Attorneys Office.

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U.S.A.I.D./COSTA RICA SYSTEMS CENTER

The Mission Systems Center in U.S.A.I.D./Costa Rica has recently initiated operations. Initial staffing and equipment placement is now being completed and work on development efforts has been started.

The purpose of the Center is to assist in developing computer software used by A.I.D. overseas missions. Initially, the primary areas of concentration will be systems for A.I.D. management offices and for project management. The Center will provide the increasing systems support needed for the Agency's growing program and bring this support closer to the actual users in overseas missions. At the same time, it is easily accessible to Washington for consultation and for coordination with other M/SER/IRM system activities.

* * * * * * * *

MISSION SYSTEMS PORTFOLIO

M/SER/IRM is now supporting eight software systems which were acquired from overseas missions. The systems are:

Operating Expenses Tracking	U.S.A.I.D./Lima	dBase II
US PSC Payroll & Tax Withholding	U.S.A.I.D./Lima	dBase II
Vouchers Payable	U.S.A.I.D./Lima	dBase II
Non-Expendable Property Management	U.S.A.I.D./Guatemala	VS COBOL
Communications Tracking	U.S.A.I.D./Rabat	VS COBOL
Communications Tracking	U.S.A.I.D./Bamako	dBase III
Communications Tracking	A.I.D./Washington	OIS BASIC
Project Management Info. System	U.S.A.I.D./New Delhi	LOTUS

To date, 216 copies of these systems have been distributed to requesting missions.

Before announcing a system to other missions, IRM usually has to modify the system somewhat for multi-mission use. The new version is then field-tested to confirm other missions can use it.

Currently two systems are in the field-test stage. A Wang VS system written by U.S.A.I.D./Cairo for management of projects is being tested in Dhaka. This system incorporates narrative descriptions with financial data from the Mission Accounting and Control System. The second system under test is an automated inventory control system developed by U.S.A.I.D./New Delhi in dBASE II. This system was designed to assist missions in the management of their expendable property and is being tested by Monrovia. Potential users of both systems will be advised when systems become available for distribution.

IRM encourages all users of the Portfolio Systems to cable Sue Buzzard at M/SER/IRM/MPS if they need assistance in installing and using any system. We would appreciate users comments regarding the usefulness of any of the systems. These comments will be used to make the systems more appropriate for world-wide distribution.

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NEW SOFTWARE FOR EXECUTIVE OFFICERS

The Management Assistance Program (MAP) was distributed to approximately forty missions during the AFR/ANE Executive Officers' Workshop recently held in Nairobi. This was the first formal distribution of the system which was developed by M/SER/IRM and M/SER/MS, and field-tested in missions in LAC. A world-wide cable, State 123660, has been sent announcing the availability of the system.

MAP is an easy-to-use, menu-driven software system that automates ten functions of a typical Executive Office overseas. MAP centralizes these functions so that changes to one function may be reflected in others. Over twenty reports are produced to help Executive Officers. The major components of the system are:

Mission Staffing Pattern

Emergency Locator Information

Document Expiration Tracking

Leave Planning

Mission Driver Information

Master Calendar of Events and Report due Dates

Personnel Locator

Overseas Calls Log

Arrival and Departure Listing

Tracking of Employee Evaluations

MAP is available to all requesting missions at no cost. The microcomputer hardware and software requirements follow: IBM PC or Wang PC with IBM Emulation, 512K of RAM, 2.5 MB of available space on a hard disk, 132-character dot matrix printer, PC DOS version 2.1 or 3.1 and the IBM version of dBASE III or dBASE III Plus.

Requests for copies, comments, questions, problems or any other communications concerning the system should be directed to John Toner, M/SER/IRM/MPS, Room 1100E, SA-14. John can be reached on (703) 875-1898.

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AUTOMATION RESOURCES MANAGEMENT WORKSHOP

M/SER/IRM is planning to conduct an AUTOMATION RESOURCES MANAGEMENT WORKSHOP this fall in Bangkok, Thailand. The two week workshop is geared toward U.S.A.I.D. personnel in the Asia and Near East regions with automation management responsibilities, particularly FSN System Managers and Assistant Systems Managers. The overall objective of the workshop is to assist system managers in exploring avenues for managing automation resources more effectively and to increase their technical knowledge in systems performance. Topics for discussion will include supporting a growing number of end users with increasingly diverse needs, developing comprehensive and cost effective mission automation plans, system security, integrating applications, telecommunications, and overall systems performance. Detailed information on the workshop will be cabled to ANE overseas missions within the next couple of months.

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FOREIGN SERVICE OPEN ASSIGNMENT SYSTEM

The Foreign Service Assignment system cycle covering the period May 1, 1988 through April 30, 1989 began on May 31, 1987.

The following statistics for the cycle covering May 1, 1987 through April 30, 1988 may be of interest to employees. These statistics are as of July 31, 1986.

Eligible Bidders	851 1/
Submitted COAR	686

1/Includes Employees Left Over from 85/86 Assignment Cycle, employees approved to bid out of cycle and employees bidding on within Mission reassignments.

Employees Who Received First Preference	243
Second Preference	32
Third Preference	26
Fourth Preference	8
Percentage Receiving First-Fourth	45
Positions Available to Be Filled During Cycle	521
Employees Still Unassigned	95
Positions Still Unfilled	61

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RECRUITMENT

The Agency is currently recruiting outside hires for the following categories:

BS 02	Program Officers
BS 03	Executive Officers
BS 04	Controllers
BS 05	Secretaries
BS 10/14	Agriculture/Rural Development
BS 11	Economists

BS 20	Housing/Urban Development
BS 25	Engineers
BS 50	Health/Population
BS 60	Human Resources/Education
BS 93	Contract Officers
BS 94	Project Development

The bulk of the hiring for these categories will be for the International Development Intern program. However, there will be mid-level hiring for engineers, secretaries and to a limited extent in housing/urban development and project development.

The International Development Intern program has been revised and selection criteria can now accommodate slightly more experienced applicants. Entry level is normally from FP-7 through FP-4. Mid-level hiring is normally limited to the top of an FP-3.

M/PM anticipates that there will be continued recruitment in these categories during FY 88.

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CHANGE OF THE FOREIGN SERVICE RATING CYCLE

The rating cycle for Foreign Service employees is being changed to begin on April 1 and end on March 31. This means that the 1987/1988 cycle will begin June 1, 1987, and end March 31, 1988. EERs for that cycle will be due in M/PM/FSP/EE about May 15, 1988. The Selection Boards will begin deliberations in June.

One reason for the change is that the earlier part of the year is less busy as far as overseas missions are concerned and will allow the staff to devote more time to the very important task of preparing EERs. It will also mean that EERs are prepared before the summer home leave season begins.

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DENIAL OF PERFORMANCE AWARDS BECAUSE OF LATE PERFORMANCE EVALUATIONS

The Administrator has instituted a program, effective with the current rating cycle, to deny performance awards (both cash and meritorious/quality step increases) for individuals found to be responsible for late submissions of Performance Evaluations. The program is applicable to both the Foreign Service and Civil Service.

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SENIOR MANAGEMENT TRAINING

Significant steps are being taken to strengthen training for A.I.D.'s senior managers. These include the Senior Management Course and supplementary in-house training.

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SENIOR MANAGEMENT COURSES

This two-week course provides training in modern management and leadership skills tailored for the A.I.D. context. Three sessions of the course have been held to date and 67 senior managers in A.I.D. have been trained. Under a three-year contract with Training Resources Group (TRG) of Alexandria, Virginia, the course will be held four times a year and will train a total of 300 by the end of the contract. The course is targeted for those currently occupying or being actively considered for Deputy Assistant Administrator, Mission Director/Deputy, A.I.D. Representative, or A.I.D./W Office Director/Deputy positions. The following topics will be covered in the course:

- exploring the role of the manager in A.I.D. and identifying those skills which are critical for effective A.I.D. senior managers

- developing a vision for where the organization should be going based on assessment of how well the organization is functioning

- enhancing those management skills needed to transform vision into operational reality including situational leadership, collaborative work organization, performance monitoring and feedback, team effectiveness, and conflict management

- identifying how organizational values which support performance can be encouraged

- discussing how to manage key external relationships

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SUPPLEMENTARY IN-HOUSE TRAINING

To address specific training needs not covered in the Senior Management Course, the Training Office has developed a supplementary training module for those assigned to EPAP positions abroad. This training was offered for the first time from May 18 through May 21 and the following topics were presented by in-house A.I.D. personnel:

Personnel Management - The Office of Personnel Management (M/PM) presented a day and a half session which addressed the following topics:

- FSN Management: recruitment/classification/benefits/training/retention/retirement/awards

- Performance Management: troubled employees/alcohol and drug abuse/suitability/outplacement services

- Career-development: Agency training concerns/awards programs

- Tapping Washington resources

The Office of Equal Opportunity (EOP) also made a one-hour presentation on equal employment opportunity objectives and concerns.

Financial Management - The Office of Financial Management (M/FM) presented an afternoon program which addressed:

- basic concept of controllership in A.I.D. and the federal government

- role of the Controller in a Mission

- how the Controller should be used by Mission leadership

- checklist of pitfalls and specific items in the financial management area that Mission Directors/Deputies should be careful not to overlook

Dealing with the Media/Speechmaking: - The Bureau for External Affairs (XA) conducted a workshop consisting of two half-day morning group sessions covering:

- understanding communications

- videotape introductions

- determining content

- personal delivery style

- handling hostile questions

- preparing a media handbook

- strategies for successful speaking

As a part of the workshop, one-on-one training was provided to give the participants an opportunity to see and evaluate themselves on videotape and practice techniques to improve their skills.

Information Resources Technology - The Office of Information Resources Management (IRM) presented a one and a half hour session covering:

- application of information systems in Missions

- management of information technology

- support services available to Missions

Integrity Awareness - The Inspector General's Office of Investigations and Inspections (IG/II) also conducted a one and a half hour session covering:

- overview of investigative operations

- responsibilities of the manager

- Agency trends involving integrity issues/case studies
- warning signs for managers
- bribery awareness (counter-intelligence)
- the investigative process (subjects' rights, special techniques, electronic surveillance, etc.)
- the Agency response (referral to Department of Justice, administrative sanctions and disciplinary actions)

In addition, a one-day course on contracting for senior, non-procurement personnel was offered by a contractor on May 29. The supplementary training program also included individual sessions with Tom Rollis, with the Office of Management Support, and with the Office of Procurement. To complete the program, the Training Office made arrangements, as needed, for language training and the required Seminar on Coping with Violence Abroad.

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M/PM/BACKSTOPPING RESPONSIBILITIES

BS	CATEGORY	PERS OFF/PERS ASS'T CAREER DEVL. OFF.	ROOM #		TELEPHONE
01	Mission Directors & Executive Levels (EPAP)	Career Counselor:			
		Peter Askin	1426	SA-1	663-1301
		Verna Reynolds/	1426	SA-1	663-1302
		Victoria F. Halstead	1426	SA-1	663-1306
02	Program Analysis	Sylvia Matthews/	1140E	SA-1	663-1463
		Gladys Brooks	1143	SA-1	663-1457
		John Speicher - CD	1112	SA-1	663-1455
03	Administrative Mgt	Blanch Sykes/	1143	SA-1	663-1484
		Vacant			
		Vacant			
04	Financial Mgt	Gwen Marcus/	1101D	SA-1	663-1497
		Vacant			
		John Speicher - CD	1112	SA-1	663-1455
05	Secretarial Support	Blanch Sykes/	1143	SA-1	663-1484
		Vacant			
		Hallie Aiken - CD	1104	SA-1	663-1499
06	General Services	Blanch Sykes/	1143	SA-1	663-1484
		Vacant			
		Vacant			
07	Administrative Support	Blanch Sykes/	1143	SA-1	663-1484
		Vacant			
		Hallie Aiken - CD	1104	SA-1	663-1499
08	Audit and Inspection	IG/EMS, John Popovich	410	SA-16	235-9711
10	Agriculture	Robert Falconer	1101	SA-1	663-1493
		Zell Wise	1101	SA-1	663-1456
		Tom Ward - CD	1108A	SA-1	663-1368
11	Economics	Sylvia Matthews/	1140E	SA-1	663-1463
		Gladys Brooks	1143	SA-1	663-1457
		Paul Struharik - CD	1110	SA-1	663-1366

12	Program Mgt.	Gwen Marcus/	1101D	SA-1	663-1497
		Vacant			
		Tom Ward - CD	1108A	SA-1	663-1368
14	Rural Development	Robert Falconer	1101	SA-1	663-1493
		Zell Wise	1101	SA-1	663-1456
		Tom Ward - CD	1108A	SA-1	663-1368
15	Food for Peace	Robert Falconer	1101	SA-1	663-1493
		Zell Wise	1101	SA-1	663-1456
		Cecilia Pitas - CD	1106	SA-1	663-1378
20	Housing, Urban &	Joycelyn Scriber/	1148	SA-1	663-1489
	Community Development	Rosette Damus	1145	SA-1	663-1490
		Hallie Aiken - CD	1104	SA-1	663-1499
21	Business, Industry &	Millicent Muschette/	1140F	SA-1	663-1481
	Private Enterprise	Rasheedah Ahmad	1145	SA-1	663-1478
		Paul Struharik - CD	1110	SA-1	663-1366
25	Engineering	Joycelyn Scriber/	1148	SA-1	663-1489
		Rosette Damus	1145	SA-1	663-1490
		Hallie Aiken - CD	1104	SA-1	663-1499
30	Natural Resources &	Blanch Sykes/	1143	SA-1	663-1484
	Energy Mgt	Vacant			
		Hallie Aiken - CD	1104	SA-1	663-1499
50	Health Science,	Joycelyn Scriber/	1148	SA-1	663-1489
	Medical & Population	Rosette Damus	1145	SA-1	663-1490
		Cecilia Pitas-CD	1106	SA-1	663-1378
60	Human Resources, Education	Joycelyn Scriber/	1148	SA-1	663-1489
	& Participant	Rosette Damus	1145	SA-1	663-1490
	Training	Cecilia Pitas - CD	1106	SA-1	663-1378
72	Social Services	Blanch Sykes/	1143	SA-1	663-1484
		Vacant			
		Cecilia Pitas - CD	1106	SA-1	663-1378
75	Physical & Social Science	Blanch Sykes/	1143	SA-1	663-1484
		Vacant			
		Cecilia Pitas - CD	1106	SA-1	663-1378

85	Legal	Joycelyn Scriber/	1148	SA-1	663-1489
		Rosette Damus	1145	SA-1	663-1490
		Hallie Aiken - CD	1104	SA-1	663-1499
92	Commodity Mgt	Millicent Muschette/	1140F	SA-1	663-1481
		Rasheedah Ahmad	1145	SA-1	663-1478
		Vacant			
93	Contract Mgt	Millicent Muschette/	1140F	SA-1	663-1481
		Rasheedah Ahmad	1145	SA-1	663-1478
		Vacant			
94	Project Development	Millicent Muschette/	1140F	SA-1	663-1481
		Rasheedah Ahmad	1145	SA-1	663-1478
		Paul Struharik	1110	SA-1	663-1366
95	International Development Intern	Cecilia Pitas	1106E	SA-1	663-1378

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FIRST-CLASS TRAVEL ACCOMMODATIONS -- APPROVAL AND AUTHORIZATIONS

A.I.D. General Notice dated 3/25/87 repeated the limited and specific circumstances under which use of first-class travel accommodations may be authorized. As you know, advance approval and authorization by the head of the Agency is required to use first-class travel accommodations. The Administrator has redelegated authority to authorize such accommodations only to the Deputy Administrator. No authority to approve or authorize first-class accommodations, regardless of the circumstances, has been further redelegated. Therefore, whether in advance of the actual travel or in extenuating circumstances when advanced authorization cannot be obtained, all requests for use of first-class travel accommodations must be submitted to the Director, M/SER/MO. After review, the Director, M/SER/MO, forwards to the Deputy Administrator for approval or disapproval. (HB 22, Ch. 9, App. 9A, Section 6 FAM 146.4.)

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PER DIEM--ACTUAL SUBSISTENCE EXPENSES

In March 1986, the Director, M/SER/MO, redelegated authority to authorize and approve actual subsistence expenses to the senior A.I.D. official at post. A letter, dated 3/20/86, providing background and guidance for the exercise of that authority, emphasized that actual subsistence expenses were to be approved only in unusual circumstances. It is important to note that the unusual circumstances of a case require that each case be reviewed individually and cannot be used to justify a continuing blanket authority for travel to particular locations or areas.

The A.I.D. Principal Officer's authority does not extend to retroactive approvals; these still must be submitted to the Director, M/SER/MO.

The use of actual subsistence expenses should not be confused with the responsibility of the authorizing officer to assure that travel authorizations permit, within the applicable per diem rate, only such per diem allowances as are justified by the circumstances of the travel, i.e., reduction of lodging and/or meal rates when applicable (HB 22, Ch. 9, App. 9A, Section 6 FAM 154.1d).

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INVITATIONAL TRAVEL

Invitational travel may be authorized, at U.S. Government expense, for non-Government employees (both U.S. and foreign citizens) who are receiving no form of compensation from the Agency. Such travel is authorized when it is determined that the functions to be performed are essential to the Agency. It is not appropriate to use invitational travel for contractors, grantees, consultants or Foreign Nationals, among others, who receive some form of compensation from the U.S. Government for their services. (see HB 22, Ch. 7, B).

TIPS ON PERSONAL PROPERTY CLAIMS

Careful preparation and submission of required documents eliminate additional correspondence and lost time in processing and payment of claims. Form DS-1620 (Claim for Private Personal Property Against the United States) needs to be filled out completely; the information requested on the front and reverse of the form is necessary to process a claim. Form DS-1620 must bear an original signature. Paragraphs 323.1 through 323.6, Chapter 10, Handbook 23, provide specific and detailed documentation required for each class of claim and submission of the documentation detailed therein will expedite payment. Documents REQUIRED for transportation and theft claims are:

a. Transportation Claims:

1. Form DS-1620B (Demand on Carrier/Contractor): Provide as much of the requested information as is available. If written exceptions notating loss/damage were not taken at time of delivery, provide a detailed explanation in the REMARKS section.

2. Inventories: Inventory prepared by packer/carrier of effects packed, shipped, and delivered.

3. Travel Orders: Orders authorizing storage, removal from storage, or shipment.

4. Written Repair Estimates: For damaged effects that are repairable, a written estimate or paid bill is required.

b. Theft Claims:

1. Travel orders assigning post.

2. Post security officer's report.

3. Police report/results of investigation.

4. Statement of facts and circumstances surrounding the loss. Include location of property prior to loss, evidence of forced entry into quarters, automobile, etc.

5. Evidence that due care was exercised in protecting the property must be provided.

NOTE: All claims accruing and filed at posts abroad must be investigated by a Claims Investigating Officer at the post.

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1987 HOTEL/MOTEL DISCOUNT DIRECTORY

GSA's 1987 Hotel/Motel Discount Directory lists lodging facilities available for extended stays (at least 30 days) at substantially lower rates than the lodging portion of the per diem locality rate. Thirty-seven such hotels in 27 cities are listed and the list will be expanded in future Directory issues.

Included, also, in the 1987 Directory are 7,500 hotels worldwide almost half of which have guaranteed rates and two-thirds of which extend their rates to cost reimbursable contractors or all Government contractors.

Copies of the 1987 Directory can be requisitioned from the A.I.D. Distribution Center, M/SER/MO/RM/PPM, Rm. 1200F, SA-14.

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HANDBOOK 21, PART II - RECORDS MANAGEMENT

The second part of Handbook 21 is coming. Projected time is late Fall. (Handbook 21, Part I was issued in June 1985.)

The much revised new Handbook 21, Part II will replace the old Handbook 21, Part III. The new version will have three major sections -- namely, (1) informational chapters on A.I.D. Records Management Program, File Organization, File Maintenance, Subject Files, Case Files, and Records Disposition; (2) Subject File Description of Records and associated File Classification; (3) records series descriptions and disposition schedules for A.I.D./W, U.S.A.I.D.s and electronic records.

The guidance on records disposition is much revised -- and simplified. A greater proportion of records will be destroyed at post - rather than be sent to A.I.D./W. Disposition schedules will be organized to reflect A.I.D. functions. Thus, guidance will pertain to such program records as, Project and Nonproject Assistance, Food For Peace, Housing and Urban Development, Economic Development, and administrative records such as, Administrative Management, Audit and Inspection, Budget, Communications, Financial Management, Personnel, Procurement, Property, Travel and Motor Vehicle Maintenance.

A variety of mechanisms will be used to help the users make the transition from old Handbook 21 to the new Part II as painless as possible. Posts will be informed as work in this area progresses.

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AUTOMATED PURCHASE ORDER SYSTEM

The new Automated Purchase Order System has recently been put on-line in the M/SER/MO/RM Administrative Purchasing Branch. The system is supported by a Wang VS-300 and a Xerox Laser Printer.

The B450, Administrative Purchasing System is a full screen, WANG EZ FORMAT, COBOL menu driven system. It is made up of a master file and 15 tables consisting of vendor file list, ship to address list, Agency organizations

file list, negotiator/agent list, authorization file list, object class file list, FOB file list, cross reference file list, method procurement/type business file list, state table list, delivery terms list, discount terms list, open balance, function codes list, and note codes list.

The system generates purchase orders, reports, and ad hoc queries. The reports include Purchase Order Daily Report, Workload Report, Purchase Order Status Report, Budget Function Code Accounting Report, Subscription Renewal Report.

The program is being refined as the Administrative Purchasing staff gains more experience with the system. SER/MO/RM wishes to extend an invitation to our Foreign Service colleagues to come in and see a demonstration of the system when they are in Washington. We hope, especially with input from U.S.A.I.D. personnel, that the system can be modified and made available for overseas use.

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TRANSFER OF STORAGE LOTS FROM FIDELITY TO INTERSTATE

In September 1986, the Agency determined that it was in the best interest of its employees to transfer storage lots maintained by Fidelity Storage Corp. (Fidelity) to Interstate Moving Systems (Interstate). This was necessitated, in part, because Interstate purchased Fidelity's Landover, Maryland, warehouse where a large number of A.I.D. employee effects were stored.

Under Interstate's contract with the Agency, they are required to reweigh and catalogue individual employee effects by lot numbers. They are also required to consolidate at their Landover warehouse employee effects which were stored at other Fidelity warehouses.

We have now completed the reweighing and consolidation of all employee effects and are providing information to individual employees affected by the transfer of lots. The information provided includes the new lot number, the container numbers, and the net weight of effects in storage. As of early May, memorandums had been sent to 155 employees (about 2/3 of those effected by the transfer).

If items are lost while in storage, employees will have two years from the time they have knowledge of the loss to file a claim with the Agency. For those employees receiving new inventories of their goods, the two year time begins upon receipt of the new inventory. If a new inventory is not prepared for the employee's stored goods, the two year time begins when the employee takes physical possession of his/her effects. Likewise, the employee has two

years from the time he/she takes physical possession of his/her effects to file a claim for damaged items.

Employees receiving new inventories who determine that they cannot adequately identify items missing from the inventory, should provide written advice to the claims officer, Office of Management Operations (M/SER/MO/PA/PB) within ninety (90) days of the receipt of the new inventory. This is necessary to extend the statutory period for filing a claim.

Some questions have arisen concerning private insurance payments which some employees may be making to Fidelity Storage, Inc. If the insurance on employee effects previously stored with Fidelity is with a third party insurer, the employee should contact his/her insurance company to notify them concerning the transfer in the storage of their effects to Interstate. This transfer was effective as of September 8, 1986.

Employees having their private insurance directly with Fidelity should check their policy with Fidelity to determine if their insurance coverage is still in effect. If insurance is not currently in effect, employee may wish to seek reimbursement for excess insurance payments directly from Fidelity. Employees having problems in settling insurance problems with Fidelity, Inc. should contact M/SER/MO/PA/PB with details and provide a copy of the insurance agreement. Upon review of pertinent documents, a determination will be made if intervention by the Government on behalf of the employee is appropriate.

Employees who are interested in obtaining private insurance on effects now stored with Interstate Moving Systems, Inc. may address inquiries to Mr. Don Morrissette, Vice-President, Interstate Moving Systems, Inc., 3902 Ironwood Place, Landover, MD 20785; Telephone (301) 773-3555.

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SEAT BELTS

EO 12566 of September, 1986 requires all passengers riding in the front seat of a U.S. Government owned or leased vehicle to buckle their seat belts. A.I.D. had already issued its own policy making use of seat belts mandatory both for A.I.D./W and overseas locations. (See A.I.D. General Notice dated July 31, 1986.) Use of seat safety belts is not only good policy but good sense - it saves lives. Let's buckle up!

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M/SER DIRECTORATE FOR PROGRAM AND MANAGEMENT SERVICES

M/AAA/SER	
Associate Assistant to the Administrator for Management	John F. Owens
Program and Budget Officer	J. Kevin Burke
Agency Competition Advocate	James D. Murphy
Special Assistant	Vacant
M/SER/PPE	
Chief	James D. Murphy
Chief, Policy Branch	Kathleen O'Hara
Chief, Planning & Eval Branch	Elizabeth Cordaro
M/SER/MS	
Director	John S. Steele
Chief, Overseas Management Div	Edward P. Rhatigan
Policy and Procedures	(Vacant)
ANE/LAC Regional Executive Officer	Warren B. Duerbeck
AFR Regional Executive Officers	Carolyn M. Moore Frank A. Bettucci
Chief, Overseas Property Mgt	(Vacant)
Executive Management Staff	
Executive Officer	Dora Meeks
Deputy Executive Officer	Barbara A. Hoggard
EMS BACKSTOP OFFICERS	
AA/M, M/AAA/SER, M/SER/PPE, and M/SER/MS	Diana Lopez
M/SER/OP	Nancy W. Carroll
M/SER/MO	Sheila Cunningham
M/SER/IRM	Jean L. Moore
M/SER/MO	
Director	Charles D. McMakin
Deputy Director	Ralph A. Williams
Chief, Policy & Analysis Div	James O. McCabe
Chief, Communications Program Mgt Div	Catherine Allen Smith
Chief, Travel & Transportation Mgt Div	Richard A. Rodman
Chief, Resources Management Division	(Vacant)

M/SER/OP

Director	Terrence McMahon
Deputy Director for Program Opns	Francis J. Moncada
Deputy Director for Technical Opns	Michael Kingery
Chief, Overseas Div	Morton Darvin
Chief, A.I.D./W Projects Div	Kathryn Y. Cunningham
Chief, Procurement Support Div	Barry S. Knauf
Chief, Commodity Support Div	Morris McDaniel
Chief, Transportation Division	Howard D. Cradick

M/SER/IRM

Director	Paul P. Spishak
Deputy Director	John C. Kelley
Chief, Washington Services Div	Lawrence E. Livesay
Chief, Systems Mgt Div	Eugene M. Dwyer
Chief, Automation Support Div	Herbert B. Thompson
Chief, Mission & Project Serv Div	William M. Schauffler
Chief, Planning & Eval Div	Linwood A. Rhodes
Chief, Technical Support Div	Steven F. Renz

REGIONAL BUREAU EXECUTIVE MANAGEMENT STAFFS

AFR/MGT

Director	Caroline D. McGraw
Deputy Director	Ronald E. Olsen

ANE/EMS

Director	Jerry M. Jordan
Deputy Director	William R. White

LAC/EMS

Director	Francis R. Herder
Deputy Director	Robert O. Weiland

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CURRENT ROSTER OF A.I.D. MANAGEMENT PERSONNEL AND POSITIONS OVERSEAS

AFRICA REGION

BOTSWANA	
Executive Officer	Mark E. Anderson
BURUNDI	
Executive Officer	Lena Gurley
CAMEROON	
Executive Officer	Douglas Owen
Contract Officer	Martin Napper
CHAD	
Executive Officer	Myron E. Tomasi
GHANA	
Executive Officer	Jeremiah E. Parson
IVORY COAST	
Executive Officer	Thomas K. Jefferson
Reg Contract Officer	Gerald Render
Reg Contract Officer	Paul Neifert
Reg Contract Officer	Mary Reynolds
Reg Commodity Mgt Officer	(Vacant)
Reg Commodity Mgt Officer	Thomas M. Stephens
Computer Specialist	David Washburn
KENYA	
Executive Officer	B. Ann Dotherow
Dep Exec Officer	John J. Liebner
Gen Serv Officer	Reginald B. Chastain
Asst GSO	John J. Jacobson
Reg Contract Officer	Laura McGhee
Reg Contract Officer	Clement J. Bucher
Reg Contract Officer	Maryanne Hoirup-Baclod

Reg Commodity Mgt Officer	Bruce Stader
Reg Commodity Mgt Officer	John Peevey
Computer Specialist	James Bossard
LESOTHO	
Executive Officer	Raymond J. Dunbar
LIBERIA	
Executive Officer	Mildred Taylor
Dep Exec Officer	Robert F. Ritchie
Gen Serv Officer	Linda Wauchope
Contract Officer	Leonard Kata
MALAWI	
Executive Officer	John W. Lee
MALI	
Executive Officer	Michael J. Ireland
MAURITANTIA	
Executive Officer	Barnett Chessin
MOZAMBIQUE	
Commodity Mgt Officer	Judi A. Shane
NIGER	
Executive Officer	David H. Lockhart, (PSC)
SENEGAL	
Executive Officer	Stephen F. Wallace
SOMALIA	
Executive Officer	Edward O. Aker
Deputy Executive Officer	(Vacant)
*Gen Serv Officer	Virgilio S. Perez

*Denotes position in Embassy Admin. Office.

Commodity Mgt Officer	Girard J. LaBombard
Contract Officer	Russell Wolford
SUDAN	
Executive Officer	John R. Martin
Deputy Executive Officer	(Vacant)
*Personnel Officer	Patricia J. Smith
Contract Officer	Jaroslaw Kryschtal
Commodity Mgt Officer	Macalan Thompson
SWAZILAND	
Executive Officer	Michael C. Trott
Reg Contract Officer	Donald Lake
TANZANIA	
Executive Officer	Jairo J. Granados
UGANDA	
Executive Officer	Floyd R. Spears
ZAIRE	
Executive Officer	R. Max Walton
ZAMBIA	
Executive Officer	William R. MacLaughlin
Commodity Mgt Officer	James Harmon

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ASIA/NEAR EAST REGION

BANGLADESH	
Executive Officer	Jack C. Gunther, Jr.
Contract Officer	Michael Walsh

*Denotes position in Embassy Admin. Office.

BURMA	
General Serv Officer	James E. Hao
INDIA	
Executive Officer	James A. Leo
Contract Officer	Michael Snyder
INDONESIA	
Executive Officer	Beverly C. Morton, Jr.
*Gen Serv Officer	Jack Faircloth
Contract Officer	Marcus Stevenson
JORDAN	
Commodity Mgt Officer	Francis A. Donovan
NEPAL	
Executive Officer	William E. Wanamaker
Contract Officer	(Vacant)
PAKISTAN	
Executive Officer	Leland S. Hunsaker
Dep Exec Officer	Michael M. Curtis
Contract Officer	Fred Will
Asst Contract Officer	Brendan J. Gannon
Commodity Mgt Officer	Anatole T. Bilecky
PHILIPPINES	
Executive Officer	Dan F. Sutton, Jr.
Contract Officer	Marilyn Buchan
Commodity Mgt Officer	Thomas Z. Baranyi
SRI LANKA	
Executive Officer	Clyde C. Laursen

*Denotes position in Embassy Admin. Office.

THAILAND

Executive Officer	John W. Greenough
Deputy Executive Officer	Clark S. Gregory, Jr.
Reg Contract Officer	Neil Edin
Reg Commodity Mgt Officer	Bendeguz A. Viragh

* * * * * * * *

EGYPT

Associate Dir for Management	James P. Donnelly
Deputy Executive Officer	Anne L. Dahlstedt
Personnel Officer	Audrey Moore
Comm/Rec Officer	Barbara Blacker
Asst Comm/Rec Supervisor	Effie A. Hunter
*Deputy Director, Embassy Admin.	Harold S. Daveler
*Gen Serv Officer	Roma M. Nedeff
*Gen Serv Officer	Cecile A. Williams
*Gen Serv Officer	Roy H. Johnson
*Personnel Officer	Elizabeth A. Mills
Contract Officer	James A. Dzierwa
Contract Officer	Michael Nicholas
Contract Officer	Orion Yeandel
Commodity Mgt Officer	Robert B. Richardson
Commodity Mgt Officer	Paul Rusby
Commodity Mgt Officer	Charles Signer
Commodity Mgt Officer	David L. Cowles
Commodity Mgt Officer	Arthur Laemmerzahl
Commodity Mgt Officer	Elaine M. Kelly
Computer Specialist	William Ruotola

MOROCCO

Reg Contract Officer	James M. Anderson

*Denotes position in Embassy Admin. Office.

TUNISIA

Executive Officer	Anne C. Bradley

YEMEN

Executive Officer	Karl L. Mahler
Dep Exec Officer	Mary Ann Epley
Contract Officer	Peter W. Shirk

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LATIN AMERICA AND CARIBBEAN REGION

BARBADOS

Executive Officer	John S. Johns
Reg Contract Officer	Stanley D. Heishman

BOLIVIA

Executive Officer	Timothy L. Bertotti

COSTA RICA

Executive Officer	Luke M. Malabad
Computer Specialist	Lawrence E. Clark

DOMINICAN REPUBLIC

Executive Officer	Rudolph Fascell
Reg Contract Officer	(Vacant)

ECUADOR

Executive Officer	Robert N. Meriwether
Reg. Contract Officer	James Dunlap

EL SALVADOR

Executive Officer	Gerald Nell
Deputy Exec Officer	Barbara B. Williams

Contract Officer	John P. McAvoy
GUATEMALA	
Executive Officer	Anne V. Walsh
Dep Exec Officer	Joseph M. Varley
Reg Commodity Mgt Officer	Robert A. Van Horn
HAITI	
Executive Officer	Kent B. Hickman
Reg Contract Officer	(Vacant)
HONDURAS	
Executive Officer	John J. Garney
Contract Officer	James Athanas
Commodity Mgt Officer	Christine E. Lyons
JAMAICA	
Executive Officer	Sammie Jones
PANAMA	
Executive Officer	John A. Wiess
Reg Contract Officer	Michael S. Kenyon
PERU	
Executive Officer	Jack E. Thrower

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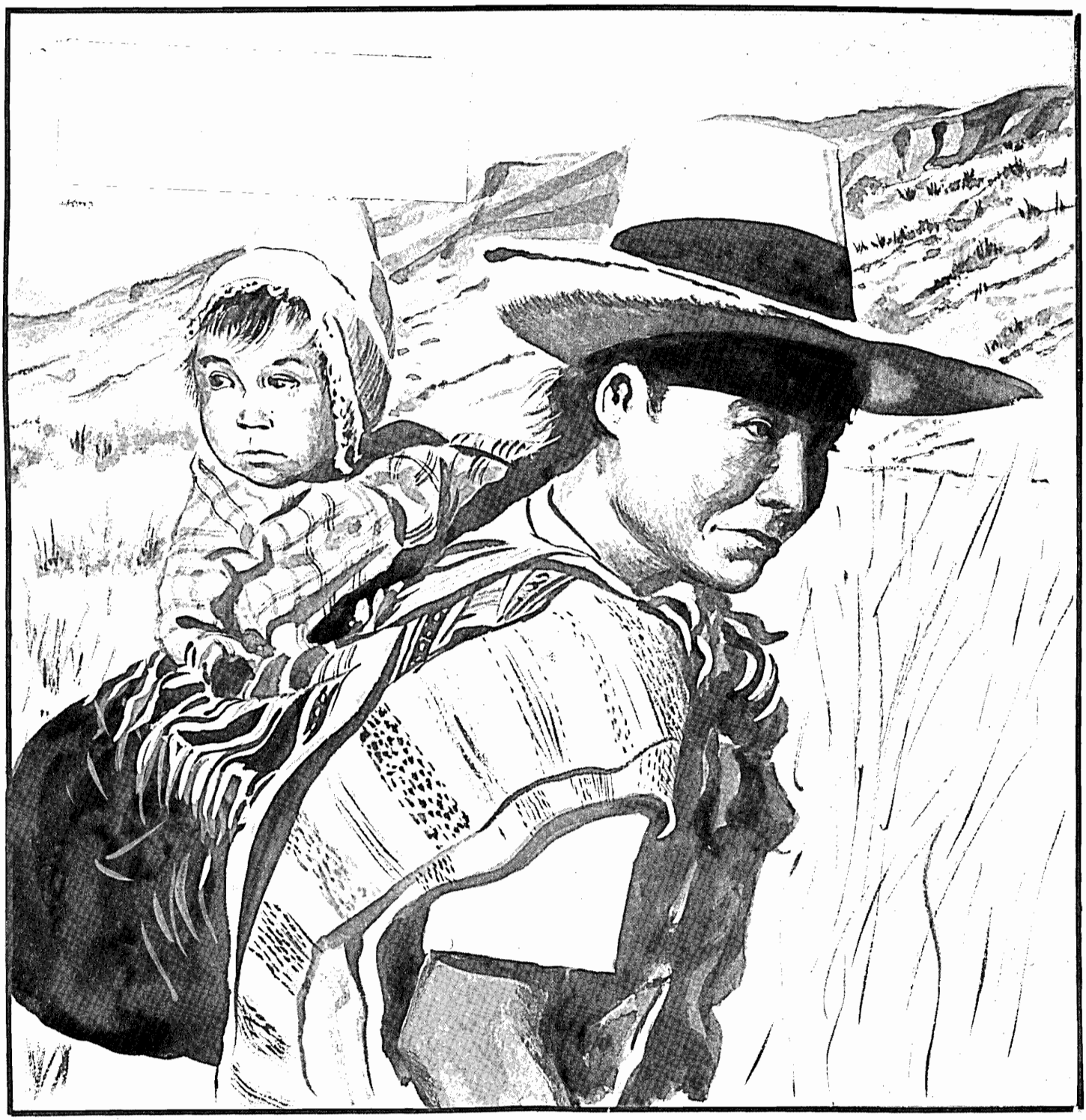
SUPPORT SERLETTER SERVICE

Management Information Bulletin

Agency for International Development Washington, D.C. 20523

AID/Washington Issue No. 9 January 1988



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CONTRACTING FOR PERSONAL SERVICES ABROAD

Revisions to Appendices D and J of the A.I.D. Acquisition Regulation were published in the Federal Register on October 14, 1987, and were issued under A.I.D. Transmittal Letter 14:88, dated November 25, 1987, for inclusion in Handbook 14. The changes to these appendices, which govern contracting for personal services abroad, correct and clarify points that arose as a result of the practical application of the provisions in the appendices since their issuance in April, 1986 (App. D) and January, 1987 (App. J). A number of these concerns came to light as a result of the AFR/ANE Executive Officers' Conference held in April, 1987, and the subsequent comments M/SER/PPE received from the Executive Officers.

The revisions to Appendix J, "Direct A.I.D. Contracts With Cooperating Country Nationals and With Third Country Nationals for Personal Services Abroad," affect a number of areas including limitations on what PSCs can do, estimating costs of salaries and benefits for PSCs, leave and overtime, and access to classified and administratively controlled material.

In Appendix D, "Direct A.I.D. Contracts With U.S. Citizens or U.S. Resident Aliens for Personal Services Abroad," the major change is the inclusion of a more complete definition of a resident hire contractor and better enumeration of benefits to which they would normally be entitled.

Both appendices now also contain the checklist of information that must be included in the official contract file. Both appendices are now complete and we expect no major changes in the near future.

* * * * * * * *

REPORT ON IQCs

The Office of Procurement produces a quarterly "informational report" on IQCs available for use by missions. The report is entitled "Functional Report: Current Indefinite Quantity Contracts (IQCs)." It is distributed to Executive and Contract Officers and to all mission libraries/information centers.

The report is in two parts. Part I lists all current IQCs. The data maintained on IQCs includes the area of expertise required under the IQC, the contract number, contractor's name, number of work orders issued, the dollar value of the work orders issued, the minimum/maximum dollar value for the contract, the A.I.D.-sponsoring office, and the contract's beginning and termination dates. Part II lists the addresses and telephone numbers of all current IQCs available for mission use.

Any mission office which does not currently receive this report but wishes to be included on the report's mailing list should address their request to M/SER/OP/PS/SUP, Attn: Joanne Paskar, Room 1472, SA-14.

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AUTOMATION PLANNING

The Agency is developing a Five-Year Strategic Plan to address its information and technology needs for 1989 through 1993. Under a contract with Booz, Allen & Hamilton, M/SER/IRM is conducting a needs assessment from which alternative strategies will be developed. Automation plans will follow from the strategy that is selected.

The first step, the needs assessment, is being undertaken through a series of interviews within A.I.D./W and four overseas posts--a large mission, a regional site, a medium-sized mission, and a small post. The strategic plan is scheduled for completion in early 1988.

* * * * * * * *

ADP PROCUREMENT WORKSHOP

One of the initiatives IRM undertook in FY 1987 was to design and implement an automated data processing (ADP) procurement workshop to serve project officers and their host country counterparts. This endeavor was made possible through program development and support (PD&S) funding for the purpose of strengthening technical backstop support to projects with a meaningful automation component.

The workshop provided project officers/managers with an in-depth understanding of ADP resources acquisition, giving them the means to ask the "right questions" in their broad direction of ADP acquisition activities.

The workshop was specifically designed to present an overview of the regulations, policies, and procedures applicable to the acquisitions of ADP resources that are part of the A.I.D. foreign assistance program. A strong focus was placed on A.I.D.'s direct acquisitions and host country contracting. The workshop presented a conceptual construct for understanding the ADP acquisition cycle (i.e. Presolicitation, Solicitation, Evaluation, Selection and Award, Contract Administration) and examining the activities in each segment of the cycle which are unique to ADP resources acquisition.

To test the usefulness of the workshop in the field, IRM, in coordination with SER/PPE and USAID/Jordan (a post with a large volume of project-funded ADP-related activities), held the first workshop on October 5 and 6, 1987. The workshop was considered a success by host country managers.

A total of 32 participants attended the workshop, 7 from the post and 25 from several host country ministries and agencies. The feedback from the workshop participants was very positive.

IRM will be happy to consider replicating the workshop in any post which could derive some benefits from it. For further information on logistics and cost, contact M/SER/IRM/MPS, Joe Gueron, Room 1100E, SA-14, Telephone (703) 875-1335.

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AUTOMATED MANAGEMENT SYSTEMS

M/SER/IRM, in coordination with M/SER/MS, has acquired an expendable property inventory system from USAID/Guatemala, and modified it for use by any mission.

The system, which runs on the Wang VS, automates the ordering, receiving and issuing functions of property management. It also retains an audit trail of transactions. Various reports are produced, including receiving report summaries and inventory on hand.

The modified system will be available in January after field testing in Harare, Islamabad and Tegucigalpa. Missions will receive an announcement cable when the system is ready for worldwide distribution.

Future anticipated computer software for Executive Officers include microcomputer versions of the Guatemala non-expendable and expendable property systems, bar coding for the non-expendable system, and new systems for vehicle management and real property management.

* * * * * * * *

NEW COMPUTER SOFTWARE FOR PROJECT/PROGRAM MANAGEMENT

Executive Officers in charge of a mission's automation resources undoubtedly receive requests for more computerized information concerning project and program management. You should be aware that there are two new software products which produce such information: (1) the Mission Accounting and Control System (MACS) and (2) the Management Information System (MIS) developed by USAID/Cairo which extracts data from MACS.

The new MACS report is titled Project Financial Status Report (Report number P19). It was designed in cooperation with Project Officers from various USAIDs and extracts data from MACS and prints detailed information concerning the status of obligations, earmarks, commitments, disbursements, accruals and advances at the project element level. It will also print summaries by project, office and country. It combines data from several existing MACS reports into one report and also contains data not previously readily available to project offices.

The new report was introduced with MACS Release 12, which was distributed to all missions in June. Project offices and officers should be requesting the report if they are not receiving it.

The Cairo/MIS was developed to prepare summary reports of a mission's entire portfolio. It combines financial data extracted from MACS with word processing narratives concerning the status of each project and activity in the mission portfolio. The system is capable of handling projects still under development as well as non-MACS and non-project activities such as CIP and cash transfer activities.

The system has been modified and enhanced by M/SER/IRM for use by any mission and was announced by worldwide cable (State 226430) in July, 1987. If your mission is interested in reviewing and/or installing the Cairo/MIS, send your request to M/SER/IRM/MPS, Attn: Sue Buzzard. Please note that the system can only be used by missions which have MACS.

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INTERNATIONAL DEVELOPMENT INTERN PROGRAM (IDIP)

A number of posts have begun to receive IDIs assigned under the revised IDIP. Accordingly, we would like to point out a few key revisions in the new Program.

IDIs are now brought on at grades commensurate with their previous experience and salary levels. The revised program attempts to broaden the application of the valuable training received under the previous IDI program and is no longer solely for junior officers.

The program consists of up to one year of formal and on-the-job training (OJT) in A.I.D./W, excluding language training, and a year's OJT in an overseas mission.

Missions are required to identify a specific position to which an IDI will be assigned upon graduation (one year after arrival at post and up to 2 1/2 years after the IDI EOD's) in order to ensure that the mission has an on-going slot for the IDI.

Promotions for IDIs are authorized only for those in grades FS-05 and below and are not automatic. (The IDI Graduation Panel can recommend promotions for IDIs in grades FS-05 and below in conjunction with graduation for those IDIs who have demonstrated consistently outstanding performance.) The Panel can also recommend meritorious step increases for IDI's who are at the FS-04 level and above for consistently outstanding performance.

IDIs are evaluated on the IDI Training Personnel Evaluation Report while in A.I.D./W but on the regular EER form while in training in the mission.

Missions are required to develop training plans for the IDI's OJT at post. Rotations to different mission offices during this training is not mandatory but it is recommended as a valuable training experience.

The IDI's supervisor in A.I.D./W or the office director in the overseas mission is to act as an overall trainer, guide and mentor for the IDI.

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MANDATORY RETIREMENT FOR RELATIVE PERFORMANCE

From queries received by M/PM it appears that many Foreign Service employees do not understand the regulations and Agency policy concerning mandatory retirement for relative performance ("selection out"). The mandatory retirement process is explained in the following paragraphs.

Section Boards identify the bottom five percent of career employees in each class. The Evaluation Files of these employees are then referred to Performance Standards Boards (PSBs) for a determination as to whether or not each employee's performance meets the standards of the class. If the PSB determines that it does not, the employee is designated for mandatory retirement for relative performance.

There is a clause in the Foreign Service Act of 1980 that states that any individual in the Foreign Service who was serving under a career appointment on the date of enactment of the Act (October 17,1980) may not be mandatorily retired for relative performance until ten years after the date of the Act (February 15, 1991) unless eligible for an immediate annuity (50 years of age and 20 years of service or 60 years of age with 5 years of service).

Because of the above mentioned clause, any employee designated for mandatory retirement for relative performance who had career status on October 17, 1980, but is not at the time eligible for an immediate annuity will not presently be separated. However, this protection will be lost in February 1991. The protection does not apply to employees who have been tenured since October 17, 1980. These employees, when designated for mandatory retirement for relative performance, will be separated with such severance pay as may be creditable.

Questions about mandatory retirement for relative performance may be referred to M/PM/FSP/EE, Tom Cooper or Wilma Ditter, Room 1140, SA-1.

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M/PM/BACKSTOPPING RESPONSIBILITIES

BS	CATEGORY	PERS OFF./PERS ASST. CAREER DEVL OFF	ROOM #		TELEPHONE
01	Mission Directors & Executive Levels (EPAP)	Career Counselor:			
		Peter Askin	1426	SA-1	663-1308
		Verna Reynolds/	1426	SA-1	663-1302
		Irma Marshall	1426	SA-1	663-1305
02	Program Analysis	Sylvia Matthews/	1101C	SA-1	663-1463
		Stephanie Funk	1145	SA-1	663-1486 2/
		Ken Martin - CD	1108	SA-1	663-1369
03	Administrative Mgt	(Elizabeth Borcik)/1/	1147	SA-1	663-1493
		Ghytana Carr	1109	SA-1	663-1374
		John Speicher - CD	1112	SA-1	663-1455
04	Financial Mgt	Gwen Marcus/	1101	SA-1	663-1497
		Gladys Brooks	1143	SA-1	663-1457
		John Speicher - CD	1112	SA-1	663-1455
05	Secretarial Support	(Elizabeth Borcik)/1/	1147	SA-1	663-1493
		Ghytana Carr	1109	SA-1	663-1374
		Hallie Aiken - CD	1104	SA-1	663-1499
06	General Services	(Elizabeth Borcik)/1/	1147	SA-1	663-1493
		Ghytana Carr	1109	SA-1	663-1374
		John Speicher - CD	1112	SA-1	663-1455
07	Administrative Support	(Elizabeth Borcik)/1/	1147	SA-1	663-1493
		Ghytana Carr	1109	SA-1	663-1374
		Hallie Aiken - CD	1104	SA-1	663-1499
08	Audit and Inspection	IG/EMS, John Popovich	410	SA-16	235-9711
10	Agriculture	Jim Falconer/	1147	SA-1	663-1493
		Azalea Wise	1147	SA-1	663-1486 2/
		Tom Ward - CD	1108A	SA-1	663-1368
11	Economics	Sylvia Matthews/	1101C	SA-1	663-1463
		Stephanie Funk	1145	SA-1	663-1486 2/
		Ken Martin - CD	1108	SA-1	663-1369
12	Program Mgt.	Gwen Marcus/	1101	SA-1	663-1497
		Gladys Brooks	1143	SA-1	663-1457
		Cecilia Pitas - CD	1106	SA-1	663-1378

BS	CATEGORY	PERS OFF./PERS ASST. CAREER DEVL OFF.	ROOM #		TELEPHONE
14	Rural Development	Jim Falconer/	1147	SA-1	663-1493
		Azalea Wise	1147	SA-1	663-1486 2/
		Tom Ward - CD	1108A	SA-1	663-1368
15	Food for Peace	Robin Galery/	1103	SA-1	663-1490
		Sheila Grier	1143	SA-1	663-1459
		Tom Ward - CD	1108-A	SA-1	663-1368
20	Housing, Urban & Community Development	Joycelyn Scriber/	1148	SA-1	663-1489
		Sherrie Edmond	1143	SA-1	663-1456
		Hallie Aiken - CD	1104	SA-1	663-1499
21	Business, Industry & Private Enterprise	(Brigid Kelly) 1/	1101-B	SA-1	663-1481
		Rasheedah Ahmad	1145	SA-1	663-1478
		Paul Struharik - CD	1110	SA-1	663-1366
25	Engineering	Joycelyn Scriber/	1148	SA-1	663-1489
		Sherrie Edmond	1143	SA-1	663-1456
		Hallie Aiken - CD	1104	SA-1	663-1499
30	Natural Resources & Energy Mgt	Robin Galery/	1103	SA-1	663-1490
		Sheila Grier	1143	SA-1	663-1459
		Tom Ward - CD	1108A	SA-1	663-1368
50	Health Science, Medical & Population	Joycelyn Scriber/	1148	SA-1	663-1489
		Sherrie Edmond	1143	SA-1	663-1456
		Cecilia Pitas	1106	SA-1	663-1378
60	Human Resources, Education & Participant Training	Robin Galery/	1103	SA-1	663-1490
		Sheila Grier	1143	SA-1	663-1459
		Cecilia Pitas - CD	1106	SA-1	663-1378
72	Social Services	Robin Galery/	1103	SA-1	663-1490
		Sheila Grier	1143	SA-1	663-1459
		Cecilia Pitas - CD	1106	SA-1	663-1378
75	Physical & Social Science	Robin Galery/	1103	SA-1	663-1490
		Sheila Grier	1143	SA-1	663-1459
		Tom Ward - CD	1108A	SA-1	663-1368
85	Legal	Joycelyn Scriber/	1148	SA-1	663-1489
		Sherrie Edmond	1143	SA-1	663-1456
		Hallie Aiken - CD	1104	SA-1	663-1499

BS	CATEGORY	PERS OFF./PERS ASST. CAREER DEVL OFF.	ROOM #		TELEPHONE
92	Commodity Mgt	(Brigid Kelly)1/	1101-B	SA-1	663-1481
		Rasheedah Ahmad	1145	SA-1	663-1478
		Hallie Aiken - CD	1104	SA-1	663-1499
93	Contract Mgt	(Brigid Kelly)1/	1101-B	SA-1	663-1481
		Rasheedah Ahmad	1145	SA-1	663-1478
		Hallie Aiken - CD	1104	SA-1	663-1499
94	Project Development	(Brigid Kelly)1/	1101-B	SA-1	663-1481
		Rasheeda Ahmad	1145	SA-1	663-1478
		Paul Struharik	1110	SA-1	663-1366
95	International Development Intern (IDI)				
	- Developing Training Plan - Monitoring Progress	Career Dvl Counselors (according to backstop)		SA-1	
	- Personnel Support Services	Personnel Officers (according to backstop)		SA-1	
New Hire Processing		Marge Kelley	1109	SA-1	663-1376
Alternative Career Counselor		Carole Jones	1114	SA-1	663-1454

1/ Serving on Interim Basis

2/ Temporary Number (Central M/PM/FSP Telephone Number)

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VEHICLE ACQUISITION

Missions should not order two-door or sport type vehicles. The former have limited use and the latter are clearly ostentatious. Missions should order passenger carryall type vehicles with eight, rather than nine seats. The middle seat in the nine-passenger carryall is an obstacle to quickly leaving the vehicle in an emergency.

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MOTOR VEHICLE MAINTENANCE

Missions should assure that U.S. manufactured, liquid cooled automobile engines have commercial anti-freeze/coolant added to radiators, even in tropical climates. These additives preserve engine life, prevent engine damage due to freezing in cold weather, and help prevent overheating in hot weather. Missions should import and stock the additive if it is not available locally at reasonable prices. Most foreign cars also need radiator additives to get longest engine life.

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PROJECT STAN TO SPEED TRUCK BUYS

The Federal Supply Service's Automotive Commodity Center has implemented a new contracting concept called "Project Stan" to standardize the procurement of certain medium and heavy duty trucks.

Project Stan will utilize commercially standardized specifications to reduce procurement lead times up to 50 percent. Contracts will be for two years with price adjustment provisions. Call (703) 557-0575. The office is in Crystal City, Virginia.

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MISSION DIRECTORS' AND A.I.D. REPRESENTATIVES' FURNISHINGS COST LIMITATIONS

Effective January 15, 1988, the limitation on the value of Mission Directors' residential furnishings is $34,000. The revised limitation is applicable to newly established official residences and to necessary replacements on an item-by-item basis.

This change is not intended to encourage or permit those posts with appropriate and adequate furnishings and equipment to acquire ostentatious items or greater quantities of items than were possible under the previous cost limitation. Replacement should continue to occur in accordance with orderly and prudent personal property management procedures consistent with both the representational responsibilities of Mission Directors and A.I.D. Representatives and A.I.D.'s administrative/logistical support policies as stated in Section 760 of Chapter 5, A.I.D. Handbook 23.

A.I.D. Handbook 23, Chapter 5, Section 761.1.a will be revised to reflect the new limitation for Mission Directors' residential furnishings.

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USE OF REPRESENTATIONAL FUNDS FOR EXPENSES OF PRINTING AND ENGRAVING

Representational funds may be used for the printing and engraving of invitations to official functions. Section 636(b) of the FAA, 22 U.S.C. 2396(b), gives A.I.D. specific authority to do printing without regard to GPO regulations.

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QUALITY HOT-LINE AT WORK ROUND-THE-CLOCK

Twenty-four hours a day, seven days a week, a quality hot line is available to customers of GSA's Federal Supply Service to report problems with goods or services.

Incoming calls are taken by an answering machine even during normal office hours. The answering machine permits missions in distant time zones to call during their normal working hours. The staff assures that they return every call in the U.S. no later than the next business day from a member of the

Quality and Contract Administration staff. For replies to international inquiries, the staff will take the same prompt action by mail as they do for domestic calls. Be sure to include your complete mailing address, requisition number, and line items if applicable. The number to call is (703) 557-1368.

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CHANGE IN ADDRESS/TELEPHONE NUMBERS U.S. DESPATCH AGENCY/NEW YORK

As of Monday, July 27, 1987, the U.S. Despatch Agency in New York completed its physical move from its old quarters at 90 Church Street to new offices. Their new address is:

U.S. Despatch Agency
Parkway Towers, Building B
458B U.S. Route One South
Iselin, New Jersey 08830-3013

The Despatch Agency/New York's new telephone number is (201) 855-8880. There is no FTS number available at the present time.

All diplomatic and consular posts were advised of the above address and telephone changes by telegram (State 230572). Offices within the Department were advised by a Departmental notice.

The Despatch Agency/New York's liaison office at the JFK International Airport continues to operate and receive inbound air freight shipments as before. Official air freight shipments arriving at JFK International Airport which are to be cleared by the U.S. Despatch Agency/New York must have all pertinent shipping and other relevant documents sent directly to their JFK liaison office. In case you misplaced their address, it is:

U.S. Despatch Agency
JFK Liaison Office
JFK International Airport
IAB, Room 2214
Jamaica, New York 11430
Telephone (commercial): (718) 917-1692
FTS: 8-667-1692

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CHANGE IN BALTIMORE CRP CONTRACTOR

The Baltimore Consolidation Receiving Point (CRP) Contract with Davidson Transfer and Storage expired on December 31, 1987. A new Baltimore CRP Contract has been awarded to Leslie Enterprises. The complete "ship-to" address of the new CRP Contractor is:

Leslie Enterprises, Inc.
808 Barkwood Court, Unit 1
Linthicum Heights, MD 21090

The new Baltimore CRP Contractor should be listed on future Purchase Orders (P.O.'s) issued to commercial vendors when ordering items served by the Baltimore CRP Contractor.

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REPORTING OF FOREIGN GIFTS

Section 515 of Public Law 95-105, 91 Stat 862, is the amended statute governing the receipt and disposition of gifts and decorations tendered by foreign governments to Federal employees, their spouses, or dependents. Under this statute, each agency must submit to the Secretary of State a list of all statements filed during the preceding year by employees concerning gifts valued at more than minimal value which they have received from foreign governments.

Gifts of "minimal value", defined by statute as having a retail value in the United States at the time of acceptance of $180 or less, and decorations received from foreign governments are excluded from this reporting requirement.

Compilations are to include, in addition to tangible gifts of prescribed value, all foreign government gifts of travel expenses for travel taking place entirely outside the United States and valued at more than $180, the acceptance of which HAS NOT BEEN AUTHORIZED in accordance with specific instructions of the recipient's employing agency.

Not later than 30 days after receipt of a gift of more than minimal value, the recipient must submit a report, in the format of the below paragraphs, to the Director of the Office of Management Support, M/SER/MS.

For calendar year 1987, bureaus and independent offices were asked to consolidate individuals' reports and forward them to M/SER/MS, Room 1600B, State Annex 14 not later than January 5, 1988.

The format for reporting foreign gifts is:

1. Name and Title of Recipient;

2. Gift, Date of Acceptance, Estimated Value and Current Disposition or Location;

3. Identity of Foreign Donor and Government;

4. Circumstances Justifying Acceptance.

The listing must also include for each gift of travel or travel expense:

1. Name and Title of Recipient;

2. Brief Description of Travel or Travel Expenses Occurring Entirely Outside the United States;

3. Identity of Foreign Donor and Government;

4. Circumstances Justifying Acceptance.

General guidance on foreign gifts is provided in Handbook 24, Chapter 2, Attachment 2D.

* * * * * * * *

ACTUAL SUBSISTENCE EXPENSES

An A.I.D. General Notice was issued on October 22, 1987, to clarify and remind employees of the criteria, procedures, and responsibilities involved in authorizing actual subsistence expenses. To summarize, actual subsistence expenses in lieu of per diem should be used only for unusual circumstances. Special circumstances which may warrant approval of actual subsistence expenses are set forth in A.I.D. Handbook 22, Chapter 9, Appendix 9A and Chapter 10, Section 1-8.2. Although actual subsistence expenses may be authorized by the Director, M/SER/MO, and by the Senior A.I.D. official at post, all such requests are to be submitted prior to travel taking place. All retroactive requests must be submitted to the Director, M/SER/MO, for resolution in those instances where exceptional circumstances preclude an advance request.

When actual subsistence expenses are authorized for travel in the conterminous United States (CONUS), the maximum amount allowed for reimbursement shall not exceed 150% of the applicable maximum per diem rate. For travel outside CONUS (OCONUS), the maximum allowable shall not exceed 150% of the applicable locality rate or $50, whichever is greater. In either case, meals and incidental expenses must be itemized and lodging receipts are required.

The traveler should make every effort before the travel takes place to determine whether or not the applicable maximum per diem rate is sufficient to cover lodging, meals and incidental expenses. If the per diem rate is found to be insufficient, requests for authorization of actual subsistence expenses should be made in advance of the travel taking place.

Please note that the traveler is ultimately responsible for the correct performance of his/her travel regardless of who may assist with the travel arrangements. Lack of evidence of effort on the part of the traveler to determine the necessity for actual subsistence prior to travel may result in the traveler being liable for a portion of the travel expenses.

* * * * * * * *

CHANGES IN THE PER DIEM SYSTEM

Several significant changes in the per diem regulations governing domestic travel were effective August 1, 1987:

-- the standard CONUS per diem rate was increased to $60.00 from $50.00;

-- the allowance for partial days of travel has been changed from one-half of the M&IE rate to a quarter-day calculation, based on a calendar day (12:01 AM to midnight);

-- in authorizing actual subsistence expenses, itemization and receipts for meals and incidental expenses (M&IE) are not required when M&IE reimbursement is limited to 100 percent of the applicable rate.

For information on additional changes, please see A.I.D. General Notice dated September 25, 1987.

* * * * * * * *

BUSINESS CLASS ACCOMMODATION POLICY

As described in an A.I.D. General Notice dated May 22, 1987, the Administrator has authorized a limited expansion in the use of business class accommodations. TDY travelers may now opt for business class accommodations, in lieu of a rest stop, on scheduled flights in excess of 14 hours (including scheduled stopovers of less than 8 hours) on a usually traveled route. All TDY travel authorizations (TAs) for scheduled flights which meet the 14-hour-plus criteria should include the following language:

> "The traveler may opt for business class accommodation in lieu of a rest stop on scheduled flight segments in excess of 14 hours, including scheduled stopovers of less than 8 hours, on a usually traveled route."

Unchanged Policy: The expanded policy does not affect earlier Agency policy and procedures governing the authorization of business class accommodations under certain limited circumstances as set forth in HB 22, Ch. 9, App. 9A, Section 6 FAM 146.3.

* * * * * * * *

FIRST-CLASS ACCOMMODATIONS

Misconceptions about the approval process in authorizing first-class travel accommodations has prompted us to prepare an A.I.D. General Notice for issuance shortly reminding employees of the authorization process. The authority to authorize and approve the use of first-class air travel accommodations is limited to the Administrator and Deputy Administrator of the Agency. Such requests are submitted through the Director, M/SER/MO, in advance of the travel whenever possible, for evaluation and recommendation for approval or disapproval. It is important that any request for first-class air travel accommodations contain complete justification and supporting information in accordance with Handbook 22, Chapter 9, Appendix 9A, Sections 6 FAM 146.3 and 146.4 for FS employees or Handbook 22, Chapter 10, Section 7A4a(1)(a) for GS employees. Failure to present all pertinent information will result in a processing delay while the required information is gathered.

* * * * * * * *

REIMBURSEMENT OF EXPENSES FOR TRAVEL IN THE U.S. (Effective 8/1/87)

In accordance with GSA Bulletin FPMR A-40 Supplement 24 and pending appropriate revision of A.I.D. Handbook 22, reimbursement of expenses incurred in A.I.D.-financed travel performed on or after August 1, 1987, is authorized as follows:

> For use of POV for official business when authorized as advantageous to the Government, 21 cents per mile; for motorcycle, 20 cents per mile; for privately-owned airplane, 45 cents per mile.

An A.I.D. General Notice on this subject was issued September 23, 1987. Please refer to that notice for more details on reimbursement for travel expenses and standard language for use in issuing travel authorizations.

* * * * * * * *

PERSONAL PROPERTY CLAIMS

Pursuant to M/SER/MO/PA/PB's proposal, a joint A.I.D./State review and update of the Table of Maximum Amounts Allowable under the personal property claims regulations (AID Handbook 23, Chapter 10) was held in July 1987. Agreement was reached to delete private automobiles from the Table and to allow reimbursement for repair/replacement costs in an amount not to exceed the average retail price established in the East Coast Edition of the National Automobile Dealers Association (NADA) Official Used Car Guide current at the time of the loss/damage. Prior to this change, reimbursement on an automobile was limited to $1,000 regardless of make/year/model. Also, the Table raises maximum amounts payable on twelve other categories of property such as "china" from $1,500 to $2,000 per claim, deletes certain items from the hobbies/collections category, and establishes an additional category for computers and peripheral equipment/software. Department of State Transmittal Letter: GS-365 (Volume 6 - General Services) effecting these changes was published July 22, 1987. The new Table of Maximum Dollar Amounts Allowable (Appendix A, 6 FAM 300) covers personal property losses which occur on or after July 22, 1987. Losses incurred prior to July 22, 1987, (April 21, 1983 but before July 22, 1987) continue to be covered by the previous Table of Maximum Amounts Allowable (Appendix B, 6 FAM 300).

Claims Investigating Officers are urged to ensure that complete documentation necessary for processing a claim is forwarded to M/SER/MO/PA/PB as they continue to get undocumented claims which result in lost time in processing and payment. During the month of October alone, one-third of the claims received contained incomplete documentation. Paragraphs 323.1 through 323.6, Chapter 10, Handbook 23, provides specific and detailed documentation requirements for each class of claim.

* * * * * * * *

R&R

Inconsistency of application of certain provisions of the regulations governing R&R, by and between the Foreign Affairs Agencies, has resulted in a Department of State proposal for an interagency meeting early in 1988 to discuss needed and recommended changes to the R&R regulations. Based upon the questions being raised by missions, it appears that much of the confusion concerns consecutive use of R&R and educational travel by dependent children. However, we expect to be reviewing all aspects of the R&R regulations and invite your comments. Comments should be forwarded to M/SER/MO/PA/PB, Room 1200A, SA-14. We will keep you informed of any progress made in this review.

* * * * * * * *

FSN TRAINING

In September, 1987, M/SER/MO took part in the Agency's second Personnel Management Training for FSNs course by discussing travel policy and allowances with twenty FSNs from various geographical regions.

The two-week program was tightly constructed to make the most of the limited time available. Overall, the training course was a success! All who participated--the trainees, instructors and coordinators--benefited from the experience and interaction. Additionally--and most importantly--the Agency benefits by having key members of the missions' FSN staffs participate, gaining experience with and first hand exposure to the Washington side of operations.

The next course is tentatively scheduled for May, 1988. We highly recommend it.

* * * * * * * *

SMALL AND DISADVANTAGED BUSINESS (SDB) NOTICES PROCESSED THROUGH IN-HOUSE MAILING

The complete SDB mailing list is currently being processed in-house by the Communications Program Management Division (SER/MO/CPM) in A.I.D./W. All notices are printed and dispatched within 24 hours of receipt resulting in significant improvements over the previous system. Heretofore, recipients received notices several weeks after the closing date.

* * * * * * * *

USE OF ZIP +4 FOR ALL MAIL

Zip + 4 codes should be used for mailing to ensure agency mail reaches its proper destination. The Communications Program Management Division (SER/MO/CPM) has redistributed State Department cable 158565 (May '87), Subject Zip Plus Four, for identification and use of overseas post codes. CPM is also developing a Zip Plus Four coding system for the various A.I.D./W offices.

* * * * * * * *

HANDBOOK 21, PART II

The new Handbook 21, Part II will be arriving about the time you read this. The significant differences between the old and new Handbook 21 were discussed in the last issue of the SERLETTER. However, one aspect needs to be emphasized:

> All records--those in local storage as well as those in active office space--must be disposed of in accordance with the new disposition schedule.

Records in local storage will probably require the most work. For example: under the old handbook, subject files with like retention periods were boxed and retired as a unit. Under the new disposition schedule:

> Program subject files--those files which pertain to programs and/or functions for which the office exists--are now permanent and must be transferred to AID/W when 2 years old.
>
> Administrative subject files--files pertaining to routine internal management or general administration (budget, personnel, procurement) rather than the function for which the office exists -- must be destroyed when 2 years old or sooner, if purpose of the file has been served.
>
> This means that shelf lists for boxes in local storage must be reviewed and appropriate disposition action applied. This will take some time to complete but must be accomplished over an appropriate span of time, e.g., next 6 months. A.I.D./W is going through the same process with respect to mission records stored in WNRC.

A variety of mechanisms are being used to help the users make the transition from old Handbook 21 to the new part II. For example, (1) the regional C&R workshops scheduled for spring 1988 will detail USAID application of the new USAID Disposition Schedule; and (2) briefings can be arranged for any mission personnel in AID/W for training/consultation.

* * * * * * * *

FORMS HANDBOOK

A Forms Handbook has been developed for use overseas in response to Executive Officers' requests. This Handbook will be distributed in February as an Appendix to Handbook 18. The first issue will contain a substantial number of A.I.D. forms and specialty forms, a selection of Joint forms, and Department of State forms. The Handbook will be updated with new and revised forms of interest to missions through a Transmittal Letter series.

The Handbook will enable mission management to reproduce forms locally and thereby remove two longstanding frustrations -- (1) inability to obtain forms from AID/W in a timely fashion and (2) deterioration of overstocked forms.

At this time, AID does not have the authority to reproduce Standard forms. However, authority is being sought from GSA. If and when the authority is granted, selected Standard forms will be immediately included in the Handbook. A large block of the Standard forms fall in the contracting/procurement area.

To obtain maximum benefit, missions should establish a procedure which will ensure appropriate maintenance of this Handbook Appendix.

* * * * * * * *

RECORDS MANAGEMENT ASSISTANCE

M/SER/MO's Records Management Branch is fully staffed and eager to provide technical assistance whether by TDY, cable, or correspondence. With the publication of Handbook 21 Part II, the records management ground rules have changed so substantially that former direct hire staff re-hired as PSCs -- let alone foreign nationals or dependents newly-hired at posts -- no longer can be expected to provide qualified expertise without briefing, re-training or, in the case of new-hires, basic training. Posts are urged to schedule new-hires for attendance at regional C & R workshops at the earliest opportunity and to schedule stateside-hire PSCs for at least one day of briefing at SER/MO/PA/RM.

* * * * * * * *

INTERNATIONAL FIRE SAFETY EDUCATION

The Fire Protection and Life-Safety Division of State Department Foreign Building Operations (FBO/FIRE) is implementing a Mobile Training Initiative to provide fire-safety instructional programs abroad. This program, under development since early 1987, is targeted to all foreign service employees, with a strong emphasis on FSN training and is being implemented in cooperation with the Diplomatic Security Mobile Training Teams. Through inter-agency agreements, FBO/FIRE provides fire-safety services to USAID missions.

Fire Education Officers of FBO/FIRE will be visiting 50-60 posts during 1988 to conduct three days of courses in general fire prevention and emergency action techniques. The courses scheduled for presentation, in two-to four-hour sessions, include:

--Post safety problems and team safety efforts
--Fire fundamentals and fire threat analysis
--Methods of fire suppression and control
--Recognizing potential fire sources
--Fire survival considerations and techniques
--Residential fire safety assessment and planning
--Fire equipment installation and maintenance

"Hands-on" sessions using portable fire extinguishers to extinguish small controlled fires will be conducted. The FBO/FIRE Education Officers will supply all training equipment, supplies and instructional materials via advance shipments to post. Workshops on specific facility fire protection concerns will be held at the request of management representatives, and maintenance aspects of fire-safety equipment will be reviewed with building services staff. Special sessions on residential fire prevention and survival preparedness are planned.

Requests for visits by the Fire Education Officers should be coordinated through the Country Team to maximize participation. Posts targeted delivery of this program during 1988 are being advised of the selection to facilitate advance scheduling.

For additional information, contact the FBO/FIRE Fire Education Officers in Washington at (703) 875-6329. Correspondence and cables should be directed to: FBO/FIRE, Attention: Education and Training, Room 610, SA-6.

* * * * * * * *

A.I.D. SMOKING POLICY

A General Notice dated August 5, 1987 revised Agency smoking policy to comply with the General Services Administration (GSA) Smoking Regulations.

The new policy prohibits smoking in all space controlled by the Agency in Washington, except in properly designated areas. In addition, smoking is prohibited in official vehicles.

A.I.D. overseas posts are to adopt a similar local policy, taking into account local custom and office sharing arrangements with other agencies.

* * * * * * * *

M/SER DIRECTORATE FOR PROGRAM AND MANAGEMENT SERVICES

M/AAA/SER	
Associate Assistant to the Administrator for Management	John F. Owens
Program and Budget Officer	J. Kevin Burke
Agency Competition Advocate	James D. Murphy
Special Assistant	Vacant
M/SER/PPE	
Chief	James D. Murphy
Chief, Policy Branch	Kathleen O'Hara
Chief, Planning & Eval Branch	Elizabeth Cordaro
M/SER/MS	
Director	John S. Steele
Chief, Overseas Management Div.	Edward P. Rhatigan
Policy and Procedures	Robert O. Weiland
ANE/LAC Regional Executive Officer	Warren B. Duerbeck
AFR Regional Executive Officer	Carolyn M. Moore
Chief, Overseas Property Mgt	John C. Zeigler
Executive Management Staff	
Executive Officer	Dora L. Meeks
Deputy Executive Officer	Barbara A. Hoggard
EMS BACKSTOP OFFICERS	
AA/M, M/AAA/SER, M/SER/PPE, and M/SER/MS	Diana Lopez
M/SER/OP	Nancy W. Carroll
M/SER/MO	Sheila Cunningham
M/SER/IRM	Jean L. Moore

M/SER/MO

Director	Charles D. McMakin
Deputy Director	Ralph A. Williams
Chief, Policy & Analysis Div.	James O. McCabe
Chief, Communications Program Mgt Div.	Catherine Allen Smith
Chief, Travel & Transportation Mgt Div.	Richard A. Rodman
Chief, Resources Management Division	William Miller

M/SER/OP

Director	Terrence McMahon
Deputy Director for Program Opns	Francis J. Moncada
Deputy Director for Technical Opns	Michael Kingery
Chief, Overseas Div	Morton Darvin
Chief, A.I.D./W Projects Div	Kathryn Y. Cunningham
Chief, Procurement Support Div	Barry S. Knauf
Chief, Commodity Support Div	Morris McDaniel
Chief, Transportation Division	Howard D. Cradick

M/SER/IRM

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Deputy Director	John C. Kelley
Chief, Washington Services Div	Lawrence E. Livesay
Chief, Systems Mgt Div	Eugene M. Dwyer
Chief, Automation Support Div	Herbert B. Thompson
Chief, Mission & Project Serv Div	William M. Schauffler
Chief, Planning & Eval Div	(Vacant)
Chief, Technical Support Div	Steven F. Renz

REGIONAL BUREAU EXECUTIVE MANAGEMENT STAFFS

AFR/MGT

Director	Caroline D. McGraw
Deputy Director	Ronald E. Olsen

ANE/EMS

Director	Jerry M. Jordan
Deputy Director	Janet C. Rourke, Acting

LAC/EMS

Director	Francis R. Herder
Deputy Director	Benjamin F. Page

* * * * * * * *

CURRENT ROSTER OF A.I.D. MANAGEMENT PERSONNEL AND POSITIONS OVERSEAS

AFRICA REGION

BOTSWANA

Executive Officer	Mark E. Anderson

BURUNDI

Executive Officer	Lena Gurley

CAMEROON

Executive Officer	Douglas Owen
Contract Officer	Martin Napper

CHAD

Executive Officer	Myron E. Tomasi

GHANA

Executive Officer	Jeremiah E. Parson

IVORY COAST

Executive Officer	Thomas K. Jefferson
Reg Contract Officer	Gerald Render
Reg Contract Officer	Paul Neifert
Reg Contract Officer	Mary Reynolds
Reg Commodity Mgt Officer	Cornelis Stek
Reg Commodity Mgt Officer	Thomas M. Stephens
Computer Specialist	David Washburn

KENYA

Executive Officer	B. Ann Dotherow
Dep Exec Officer	John J. Liebner
Gen Serv Officer	Paul Guild
Asst GSO	John J. Jacobson
Reg Contract Officer	Peter Shirk, ETA 2/88
Reg Contract Officer	Clement J. Bucher
Reg Contract Officer	Maryanne Hoirup-Baclod
Reg Commodity Mgt Officer	Robert Stader
Reg Commodity Mgt Officer	John Peevey
Computer Specialist	James Bossard

LESOTHO

Executive Officer	Raymond J. Dunbar

LIBERIA	
Executive Officer	Mildred Taylor
Dep Exec Officer	(Vacant)
Gen Serv Officer	Linda Wauchope
Contract Officer	Leonard Kata
MALAWI	
Executive Officer	John W. Lee
IDI Admin (Trng. in Kenya)	Steve Callahan
MALI	
Executive Officer	Michael J. Ireland
MAURITANIA	
Executive Officer	(Vacant)
MOZAMBIQUE	
Commodity Mgt Officer	Judi A. Shane
NIGER	
Executive Officer	James E. Mayer
SENEGAL	
Executive Officer	Stephen F. Wallace
SOMALIA	
Executive Officer	Edward O. Aker
Deputy Executive Officer	Scott Bellows (IDI)
*Gen Serv Officer	Virgilio S. Perez
Commodity Mgt Officer	Girard J. LaBombard
Contract Officer	(Vacant)

*Denotes a JAO position.

SUDAN

Executive Officer	John R. Martin
Deputy Executive Officer	Joseph Dorsey (IDI)
Personnel Officer	Carol Snowden
Contract Officer	Jaroslaw Kryschtal
Commodity Mgt Officer	Macalan Thompson

SWAZILAND

Executive Officer	Michael C. Trott
Reg Contract Officer	Donald Lake

TANZANIA

Executive Officer	Jairo J. Granados

UGANDA

Executive Officer	(Vacant) Raymond Dunbar ETA, 4/88

ZAIRE

Executive Officer	R. Max Walton

ZAMBIA

Executive Officer	William R. MacLaughlin
Commodity Mgt Officer	James Harmon
IDI Admin	Margaret M. Knotts

ZIMBABWE

Executive Officer	Darma Wright

* * * * * * * *

ASIA/NEAR EAST REGION

BANGLADESH	
Executive Officer	Jack C. Gunther, Jr.
Contract Officer	Michael Walsh
BURMA	
General Serv Officer	James E. Hao
INDIA	
Executive Officer	James A. Leo
Contract Officer	Michael Snyder
INDONESIA	
Executive Officer	Beverly C. Morton, Jr.
*Gen Serv Officer	Jack Faircloth
Contract Officer	Marcus Stevenson
JORDAN	
Commodity Mgt Officer	Francis A. Donovan
NEPAL	
Executive Officer	William E. Wanamaker
Contract Officer	Allen Eisenberg
PAKISTAN	
Executive Officer	Leland S. Hunsaker
Dep Exec Officer	Michael M. Curtis
Contract Officer	Fred Will
Contract Officer	Brendan J. Gannon
Commodity Mgt Officer	Anatole T. Bilecky

* Denotes a JAO position

PHILIPPINES

Executive Officer	Dan F. Sutton, Jr.
Contract Officer	Marilyn Buchan
Commodity Mgt Officer	Thomas Z. Baranyi

SRI LANKA

Executive Officer	Clyde C. Laursen

THAILAND

Executive Officer	John W. Greenough
Reg Contract Officer	Neil Edin
Reg Commodity Mgt Officer	Bendeguz A. Viragh

EGYPT

Associate Dir for Management	James P. Donnelly
Supervisory Executive Officer	Anne L. Dahlstedt
Supervisory Executive Officer	Theresa A. Stephan
Personnel Officer	Elizabeth Mills
Comm/Rec Officer	Barbara Blacker
Asst Comm/Rec Supervisor	Effie A. Hunter
*Deputy Director, Embassy Admin.	Harold S. Daveler
*Gen Serv Officer	Roma M. Nedeff
*Gen Serv Officer	Cecile A. Williams
*Gen Serv Officer	Roy H. Johnson
*Personnel Officer	Audrey Moore

* Denotes a JAO position

Contract Officer	James A. Dzierwa
Contract Officer	Michael Nicholas
Contract Officer	Orion Yeandel
Commodity Mgt Officer	Robert B. Richardson
Commodity Mgt Officer	Paul Rusby
Commodity Mgt Officer	Charles Signer
Commodity Mgt Officer	David L. Cowles
Commodity Mgt Officer	Arthur Laemmerzahl
Commodity Mgt Officer	Elaine M. Kelly
Computer Specialist	William Ruotola
MOROCCO	
Executive Officer	Barnett Chessin
TUNISIA	
Executive Officer	Anne C. Bradley
YEMEN	
Executive Officer	Karl L. Mahler
Dep Exec Officer	Mary Ann Epley
Contract Officer	Steve Wisecarver, ETA 3/88

* * * * * * * *

LATIN AMERICA AND CARIBBEAN REGION

BARBADOS	
Executive Officer	John S. Johns
Reg Contract Officer	Stanley D. Heishman
BOLIVIA	
Executive Officer	Timothy L. Bertotti
COSTA RICA	
Executive Officer	Luke M. Malabad
Computer Specialist	Lawrence E. Clark
DOMINICAN REPUBLIC	
Executive Officer	Rudolph Fascell
Reg Contract Officer	Lynn Kelly
ECUADOR	
Executive Officer	Robert N. Meriwether
Reg. Contract Officer	James Dunlap
EL SALVADOR	
Executive Officer	Gerald L. Nell
Deputy Exec Officer	Barbara B. Williams
Contract Officer	John P. McAvoy
IDI Admin	Ann Heard
GUATEMALA	
Executive Officer	Anne V. Walsh
Dep Exec Officer	Joseph M. Varley
Reg Commodity Mgt Officer	Robert A. Van Horn

HAITI

Executive Officer	Kent B. Hickman
Reg Contract Officer	(Vacant)

HONDURAS

Executive Officer	John J. Garney
Contract Officer	James Athanas
IDI Admin	Audrey Kizziar
Commodity Mgt Officer	Christine E. Lyons

JAMAICA

Executive Officer	Floyd R. Spears

PANAMA

Executive Officer	John A. Wiess

PERU

Executive Officer	Jack E. Thrower

SUPPORT SERLETTER SERVICE

Management Information Bulletin

Agency for International Development Washington, D.C. 20523

AID / Washington **Issue No. 10** **June 1988**

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TRANSPORTATION ISSUES RELATED TO PRIVATE SECTOR PROGRAMS

A.I.D. financed private sector programs, where the commodity is imported for resale on the local economy, present a special case situation vis-a-vis cargo preference. Various missions have approached M/SER/OP/TRANS for relief from the requirement to use higher cost U.S. flag vessels for such commodities. In many cases, the cost of the U.S. source commodity when combined with the higher cost of U.S. flag shipping, results in a landed cost that is too expensive to compete with like commodities in the local market. The situation is detrimental to the exploitation of many private sector programs.

In an effort to overcome this obstacle to the implementation of private sector programs, M/SER/OP/TRANS has reached an informal agreement with certain missions that, in practice, removes the 50 percent U.S. flag requirement for such programs. This agreement entails two essential provisions:

> (1) The 50 percent U.S. flag requirement must have been and continue to be achieved in the combined public and private sector programs for the country; and
>
> (2) the importer must finance the freight from other than A.I.D. funds, unless it is established that U.S. flag service is not available and a transportation source waiver is warranted.

Any mission experiencing difficulty in implementing its private sector programs because of the high cost of U.S. flag transportation should contact M/SER/OP/TRANS for assistance. It should be noted that implicit in such an agreement is the acceptance by the host country to ship more than 50 percent of its public sector commodities on U.S. flag vessels. To the extent that U.S. flag service is more expensive than foreign flag service and A.I.D. finances the freight, the host country will, in effect, have somewhat less A.I.D. financing available for the purchase of public sector commodities.

A special situation exists where the private sector commodity to be imported requires the use of a chartered vessel, such as bulk corn. The "Fix America First" rule issued by the Maritime Administration (MARAD), requires that on full shipload charters, the U.S. flag vessel must be "fixed" prior to "fixing" a foreign flag vessel. While M/SER/OP/TRANS cannot arbitrarily ignore this rule, it will approach MARAD on a case-by-case basis for a waiver of the rule where sufficient justification exists.

* * * * * * * *

OPENING/CLOSING DATES FOR INVITATION FOR BIDS (IFBs) AND REQUEST FOR PROPOSALS (RFPs)

Personnel responsible for setting IFB/RFP due dates are cautioned to check for U.S. or local holidays before selecting a date. There have been several recent instances where due dates were set on holidays, resulting in unnecessary confusion and in one case a protest to the Comptroller General. The protest was dismissed as untimely but nevertheless did result in some disruption to the project.

* * * * * * * *

TIMELY PAYMENT OF BILLS

From time to time M/SER/MS hears complaints from vendors that overseas missions are very late in paying their bills. Some missions are not paying bills until their items arrive at post, even though they have been notified that the items have been delivered to some U.S. Government agent in the U.S.

Missions are reminded that prompt payment of bills is required by the Prompt Payment Act of 1982 (PL 97-177). Once property is known to have been received by an agent of the U.S. Government, the bill should be paid.

A vehicle received at the Springfield, VA. warehouse pending armor plating is in U.S. Government hands and payment should be submitted to the vendor when notified of its arrival by M/SER/MS/OPM. Note vehicle costs cited in annual telegrams to the field are based on prompt payment within 30 days of receipt. The above is also applicable to any items received by a U.S. Despatch Agent for consolidation and shipping. A U.S. Postal Office receipt is also justification for immediate payment and is proof that a U.S. Government agent (the U.S. Post Office) has received the item. Additionally, a cable or signed memorandum form from any U.S. Government Agency informing you that an item has been received is proof of receipt.

Please pay your bills promptly. It's good public relations, the fair thing to do, and it is the law.

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A.I.D.'s NEW INFORMATION NETWORK: ICS/2

In February 1988, M/SER/IRM implemented a new means of sending unclassified data and documents among A.I.D. organizations - the International Communication System II (ICS/2). ICS/2 will allow A.I.D. officers to transmit and receive Wang WP documents, PC files such as Lotus 1-2-3 spreadsheets, and VS data processing files. Using properly equipped Wang

computers (VS, OIS, PC or Laptop PC) and suitable dial-up or dedicated phone lines, ICS/2 can send to and receive from any ICS site in the world. Active ICS sites as of June 1, 1988 are:

AFR	ANE	LAC	AID/W
Abidjan	Cairo	Bridgetown	AFR
Harare	Islamabad	Guatemala	ANE
Mbabane	Jakarta	La Paz	FVA
Nairobi	Manila	Lima	IG
Pretoria	New Delhi	Port au Prince	M/PM
	Rabat	Quito	M/SER
	Singapore	San Jose	LAC
		Santo Domingo	PPC
		Tegucigalpa	PPC/CDIE
		Kingston	M/FM

Any file on a VS, OIS, or PC can be sent if the sending and receiving sites have the capability to handle that particular type of document or data file.

ICS/2 offers many advantages over other forms of electronic communications:

Functionality - A WP document that is transmitted via ICS can be edited and printed at the receiving site, and later sent back to the originating site or to any other ICS site. This means that an office in AID/W could send a lengthy draft document to a mission for review and quickly get back their revisions. Data processing files (e.g., MACS, Lotus 1-2-3 spreadsheets, dBase files, etc.) can also be transmitted, analyzed or updated, and re-transmitted.

Speed - ICS/2 is very fast. Anything sent will be retrieved as soon as the receiving site logs on. If it is urgent, the sending site can call the destination site and arrange retrieval within minutes. This offers obvious advantages over the courier and cable methods of communication.

Cost - ICS/2 has advantages over FAX, pouch, and DHL because data, as well as documents, are transmitted electronically and can be analyzed and edited and not simply photocopied.

Reliability - ICS/2 automatically provides users with confirmations when an item is sent and retrieved as well as a notice if it has not been retrieved within a set time period. Moreover, the system manager and the ICS staff in AID/W are available to assist users and resolve problems when necessary.

The cost of the hardware and software ranges from $1,800 to $8,600. Other costs will consist of phone calls to IRM's VS "post office" and incremental staff effort to manage the operation.

For more information on the ICS/2, please contact Joseph Gueron or John Toner of M/SER/IRM/MPS, Rm. 1100E, SA-14.

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AUTOMATED NON-EXPENDABLE PROPERTY SYSTEM

The Wang VS version of the Guatemala Non-Expendable Property System (NXP) has been replicated on the microcomputer. Those missions who have no VS or prefer to use a microcomputer, will now be able to install the system on a Wang PC with IBM emulation, the new Wang PC 280, or an IBM PC.

During replication of the system, several enhancements were incorporated in both PC and VS versions, including the ability to:

- record all purchase order items on a single screen and track the status of each line item,
- differentiate property owned by more than one entity within the same NXP system,
- maintain an audit trail of all transactions,
- record total maintenance costs and analyze these costs as a percentage of the original cost.

The next major new feature which will be incorporated into the NXP will be the option to use bar coding. It is anticipated that field testing of the bar code option will take place in July. M/SER/IRM and M/SER/MS are working with USAID/Kenya and other missions to define specifications for programs and to determine the most suitable source of bar codes and bar code readers.

For information on the NXP systems, cable M/SER/IRM/MPS: Attn. Sue Buzzard with a copy to George Addison, M/SER/MS.

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ENHANCED U.S. PERSONAL SERVICES CONTRACTOR PAYROLL SYSTEM

State 164039 advised mission controllers and systems administrators of the enhanced U.S. Personal Services Contractor (USPSC) Payroll System available to them for use in performing payroll functions for PSCs subject to U.S. law.

The system runs on a Wang PC with IBM emulation, the new Wang PC 280, and the IBM PC. It requires DOS 3.1 or higher and at least 1 megabyte (MB) of disk space.

The major features of the system are:

- leave accounting;
- ability to process payroll data covering more than one pay period;

- computation and preparation of Voucher and Schedule of Payments (SF 1166);
- computation and preparation of Employer's Quarterly Federal Tax Return (Form 941);
- computation and preparation of Employee Annual W-2 Wage and Tax Statement;
- automated preparation of W-2 diskette;
- speed of operation and source code security;
- menu-driven with user prompts and comments for ease of operation;
- data entry with error checking and error override for special cases;
- fast payroll processing;
- database browse capability with edit disabled;
- summary payroll register for manual MACS input;
- preparation of Statement of Earnings, Deductions, and Leave - printed either individually or in batch; and
- capability to generate reports for any past pay period.

M/FM recommends missions acquire this system from M/SER/IRM if current systems do not offer the above capabilities. Requests should be submitted to: M/SER/IRM/MPS, Attn: Sue Buzzard. If needed, M/SER/IRM will provide assistance in installing and implementing the payroll system. For further information, refer to State 164039.

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AUTOMATION SECURITY GUIDEBOOK

In response to the growing concern for computer security, M/SER/IRM has developed an Automation Security Guidebook for use by Agency system managers and their supervisors. It is designed to serve as a reference for overseas missions and AID/W offices and bureaus engaged in automation activities not under the direct control of M/SER/IRM. The Guidebook was distributed to mission/bureau directors and system managers in May. This Security Guidebook sets forth Agency policies and procedures governing all operating expense-funded, unclassified AID/W and overseas automated systems.

The central purpose of this Guidebook is to provide A.I.D. personnel, in AID/W and overseas, with guidance in the execution of the Agency's security policies, standards, and procedures in order to:

Protect A.I.D.'s proprietary information
Prevent damage to A.I.D.'s operational environment from misuse, fraud, and theft
Protect A.I.D.'s information resources

These security guidelines were developed primarily for A.I.D.'s Wang VS, OIS, and WP systems, and all microcomputers. The guidelines do not cover the IBM mainframe facility in AID/W.

The Automation Security Guidebook covers the following areas of concern:

General information on system security responsibilities; physical security; system security; microcomputer security; administrative/procedural security; risk analysis/contingency planning; and common sense security measures.

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VEHICLE PURCHASE ORDERS

Missions are reminded of the importance of submitting copies of all purchase orders for vehicles (OE-funded) to appropriate offices. Three copies are to be forwarded to the U.S. Despatch Agent, one copy to STATE/DS/SEL/PE if vehicles are going to the Springfield warehouse, and one copy to M/SER/MS/OM. Failure to submit copies of purchase orders to these offices have resulted in shipments being delayed for lack of funding data.

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GSO STUDY COURSES FOR OVERSEAS USE

Bill Meeks, our retired colleague and former Director of M/SER/EOMS, is currently working with M/SER/MS as a consultant Course Manager for the GSO courses M/SER/MS have been offering to overseas posts. The three courses presently available are:

1. PERSONAL PROPERTY MANAGEMENT This course trains students how to organize a warehouse; keep manual property records; and fill out receiving reports, disposal actions and other supply related documents. It also discusses safety in the warehouse and other property management matters.

2. REQUISITIONING SOURCES AND PROCEDURES Instruction is given on how to order items from the GSA and other Government agencies. It also explains how to use the GSA Fedstrip Operating Guide and Supply Manual.

3. FREIGHT TRANSPORTATION MANAGEMENT This course focuses on how to arrange packing and shipping of employee owned property (household effects & vehicles) through the Despatch Agents.

A Motor Transport Management course is also being developed and its publication is anticipated this fall.

These courses are self-study. That is, the student reads the text and references, then completes work exercises at the end of each chapter. Of course, many students have questions about why some things are done the way they are. For example, there is no standard personal property issue slip to be used by all posts. Each post must design its own. The Personal Property Mangement book gives a sample form for study and exercise purposes. The form the student uses at post is likely to be different from the sample shown in the training manual. Someone at post should be available to explain how the local form is developed and distributed. Once the student's questions are answered, he/she can proceed to complete the work exercises. The answer sheets to the exercises are to be given to the student after the exercises are completed.

To provide this course assistance, M/SER/MS requires that each post appoint a course proctor who agrees to be available for one hour a week to help the student as needed. M/SER/MS will send the Proctor's Guidebook and all the student's material to the proctor. The Guidebook tells the proctor what and when materials are to be given to the student, where to get questions answered, etc.

To evaluate the effectiveness of the course, M/SER/MS will send a pre-test with the course materials. The pre-test is to be given to the student prior to handing out the course materials. The student is given four or five hours to complete the test in the presence of the proctor or a supervisory officer. When the test is finished, the proctor mails it to M/SER/MS for grading and then gives the course materials to the student. When the student finishes the course, M/SER/MS will mail a post-test to the proctor who monitors the student taking the test. This test is equally difficult as the pre-test, and it too is sent to M/SER/MS for grading. By comparing the pre- and post-test scores, M/SER/MS can see how much the student has learned from the course. Students passing the post test are given a certificate, a copy of which should go into their personnel files. Based on the courses completed so far, students have learned a great deal about GSO procedures from this training. Pre-test scores are not sent to the post unless the proctor requests them.

Proctors can write or cable Bill Meeks, M/SER/MS, if they have questions or problems about the courses or suggestions for changing them. Cable names of any students and proctors you have and M/SER/MS will immediately pouch the Proctor's Guidebook, course materials, and the pre-test.

If you feel there are other GSO subjects needing training courses, please let M/SER/MS know. If the demand is great, an effort will be made to get the resources to develop such a course.

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FOREIGN SERVICE NATIONAL (FSN) OF THE YEAR AWARD

M/SER/MS salutes Ms. Nenita C. De Guzman, USAID/Philippines, and Ms. Monica J. Nyirenda, USAID/Malawi, for being selected as two of the four recipients of the Foreign Service National of the Year Award.

This award recognizes outstanding performance by FSNs nominated by the Mission Director and approved by the Assistant Administrator. Both Ms. Guzman and Ms. Nyirenda were awarded with a plaque, a trip to Washington, and $1,000.

It is notable that two of the four recipients come from USAID Executive Offices. We are sure there is more administrative support talent out there, and encourage missions to submit their nominations for next year.

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ALTERNATIVE CAREERS PROGRAM OF FSP

The Alternative Careers Program (ACP) is run by the Career Development (CD) Branch of M/PM/FSP. Any employee who is within three years of voluntary retirement, who is being involuntarily separated/retired, or who has retired from A.I.D. within the last three years may apply (to the Director of Personnel).

The ACP is designed to help employees who are leaving make the transition to life beyond the Agency. It provides information and counseling on alternative life styles and second careers. It also provides access to a job search skills program.

To facilitate the job search exercise, which requires considerable input and commitment by the employee, the Agency has a contract with Vantage Personnel, Inc., of Rosslyn, VA. Their four-phase program consists of in-depth individual assessment interviews, resume writing and interview

presentation workshops, targeted leads list and weekly bulletins, follow-up counseling, and job search guidance. It takes from three to six months for most employees to work their way through this program.

Because the task of identifying potential employers is difficult for most people, the ACP sponsored a job fair on April 21, 1988 to help with this process. It was held in the lower level of the 23rd Street lobby at the State Department. Approximately 30 employers were represented and about 300 A.I.D. and ex-A.I.D. employees attended.

The prospective employers were pleased to meet so many highly skilled individuals. A.I.D. folks are, for the most part, very marketable. The A.I.D. and ex-A.I.D. folks were delighted to learn there are organizations out there who want what they have to offer. Many contacts were made and CD hopes to host another event within the coming year.

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CIVIL SERVICE RETIREMENT (CSR) - STANDARD OPERATING PROCEDURES TO NOTIFY OPM OF THE DEATH OF AN ANNUITANT

State Department airgram A-84, dated February 29, 1988, subject as above, was issued as a result of unusual delays that occurred in processing claims based on the death of FSN Civil Service Retirement (CSR) annuitants. The airgram provides guidance on standard operating procedures for notifying the Office of Personnel Management (OPM) upon the death of CSR annuitants (both retired employees and survivor annuitants), many of whom were formerly employees of the USAID missions or their survivors. The procedures as provided in the airgram should assist Executive Offices in helping survivors with this process, thereby making it possible for OPM to quicken the processing of claims.

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PERSONNEL POLICY CHANGES AFFECT FOREIGN SERVICE EMPLOYEES

Three personnel policy changes recently made in the Office of Personnel Management, and approved by AFSA, affect Foreign Service (FS) employees.

Adjectival Ratings Dropped From EER

EERs no longer will include adjectival ratings. Deletion of Section IIIA (Overall Rating) does not mean there will be no overall evaluation of performance; raters must include such in Section IIIB (Narrative).

Raters, Reviewers, and Unit Review Panels are responsible for making certain that the revised EER form [AID 420-4 (4-88)] is used for the 1988-89 and subsequent rating periods.

Regional Officers Can Choose Optional Tour

FS employees assigned to an A.I.D. overseas regional office who have not yet left for post have the choice of electing an optional tour of duty as follows (HB 25, Chapter 36):

(1) for posts authorized R&R, a three-year tour of duty with two (2) R&Rs;

(2) for posts not authorized R&R, two (2) 18-month tours with home leave after the first 18-month tour.

An employee who elects option (1) and later decides to return for a second tour, will be required to complete a full 24-month second tour.

The standard overseas tour of duty is 24 months. A.I.D. posts are classified as one-tour and two-tour posts. Assignments to two-tour posts are made for two 24-month tours. All A.I.D. regional offices are located in two-tour posts. Employees assigned to overseas regional offices may elect to have their two-tour (4 years) reduced to one three-year tour.

The intent of the optional tour of duty provision is to provide relief for FS employees whose job responsibilities require frequent and extensive travel outside the country of assignment.

If an employee wishes to elect an optional tour of duty at an A.I.D. overseas regional office, he/she must give written notice to PFM/PM/FSP or PFM/PM/EPM, as appropriate, no later than 60 days after receiving notice of assignment. If an employee receives notification of a regional office assignment in less than 60 days from the date of departure, PM must be notified in writing that an optional tour of duty is elected before he/she departs for post. If an employee does not notify PM of the election of an optional tour of duty, he/she will serve two 24-month tours.

The optional tour of duty provision does not apply to BS-08 employees, who are governed by regulations and procedures for assignments and tours of duty as may be promulgated by the Inspector General under applicable authority.

Step Increases For Language Study And Proficiency are Eliminated

The policy of awarding step increases for the study and proficiency in incentive languages was discontinued on April 30 (HB 28, Chapter 4).

In lieu of step increases, A.I.D. will pay either 10% or 15% of base salary language incentives for proficiency in an A.I.D. incentive language. The incentive will be paid to employees only for the time they are in the country in which the language is an A.I.D. incentive language (10% is for tested score of S3/R3, 15% is for tested score of S4/R4 or higher). Payments are effective at the beginning of the first full pay period after recipients arrive at post.

Payments will be discontinued when the qualifying employee leaves the post (i.e., R&R and home leave) and will be continued when he/she returns to post.

Chapter 4 of HB 28, completely revised to bring it up-to-date and to codify changes made over the last several years, supercedes 3 FAM 870.

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M/PM/BACKSTOPPING RESPONSIBILITIES

BS	CATEGORY	PERS OFF./PERS ASST. CAREER DEVL OFF	ROOM #		TELEPHONE
01	Mission Directors & Executive Levels (EPAP)	Career Counselor:			
		Peter Askin	1426	SA-1	663-1308
		Verna Reynolds	1426	SA-1	663-1302
		Irma Marshall	1426	SA-1	663-1305
02	Program Analysis	Sylvia Matthews/	1101C	SA-1	663-1463
		Stephanie Funk	1145	SA-1	663-1498
		Ken Martin - CD	1108	SA-1	663-1369
03	Administrative Mgt	Ed Lundquist	1145	SA-1	663-1478
		Ghytana Carr	1109	SA-1	663-1374
		John Speicher - CD	1112	SA-1	663-1455
04	Financial Mgt	Gwen Marcus/	1101	SA-1	663-1497
		Gladys Brooks	1143	SA-1	663-1457
		John Speicher - CD	1112	SA-1	663-1455
05	Secretarial Support	Ed Lundquist	1145	SA-1	663-1478
		Ghytana Carr	1109	SA-1	663-1374
		Hallie Aiken - CD	1104	SA-1	663-1499
06	General Services	Ed Lundquist	1145	SA-1	663-1478
		Ghytana Carr	1109	SA-1	663-1374
		John Speicher - CD	1112	SA-1	663-1455
7	Administrative Support	Ed Lundquist	1145	SA-1	663-1478
		Ghytana Carr	1109	SA-1	663-1374
		Hallie Aiken - CD	1104	SA-1	663-1499
08	Audit and Inspection	IG/EMS, John Popovich	410	SA-16	235-9711
10	Agriculture	Jim Falconer/	1147	SA-1	663-1495
		Azalea Wise	1147	SA-1	663-1483
		Tom Ward - CD	1108A	SA-1	663-1368
11	Economics	Sylvia Matthews/	1101C	SA-1	663-1463
		Stephanie Funk	1145	SA-1	663-1498
		Ken Martin - CD	1108	SA-1	663-1369
12	Program Mgt.	Gwen Marcus/	1101	SA-1	663-1497
		Gladys Brooks	1143	SA-1	663-1457
		Cecilia Pitas - CD	1106	SA-1	663-1378

BS	CATEGORY	PERS OFF./PERS ASST. CAREER DEVL OFF.	ROOM #		TELEPHONE
14	Rural Development	Jim Falconer/	1147	SA-1	663-1495
		Azalea Wise	1147	SA-1	663-1483
		Tom Ward - CD	1108A	SA-1	663-1368
15	Food for Peace	Robin Galery/	1103	SA-1	663-1490
		Sherry Edmond	1143	SA-1	663-1456
		Tom Ward - CD	1108A	SA-1	663-1368
20	Housing, Urban & Community Development	Joycelyn Scriber/	1148	SA-1	663-1489
		Sherrie Edmond	1143	SA-1	663-1456
		Hallie Aiken - CD	1104	SA-1	663-1499
21	Business, Industry & Private Enterprise	Brigid Terwilliger	1101B	SA-1	663-1481
		(Ghytana Carr)[1/]	1109	SA-1	663-1374
		Stephen Ryner - CD	1110	SA-1	663-1366
25	Engineering	Joycelyn Scriber/	1148	SA-1	663-1489
		Sherrie Edmond	1143	SA-1	663-1456
		Hallie Aiken - CD	1104	SA-1	663-1499
30	Natural Resources & Energy Mgt	Robin Galery/	1103	SA-1	663-1490
		Sherry Edmond	1143	SA-1	663-1456
		Tom Ward - CD	1108A	SA-1	663-1368
50	Health Science, Medical & Population	Joycelyn Scriber/	1148	SA-1	663-1489
		Sheila Grier	1143	SA-1	663-1459
		Cecilia Pitas - CD	1106	SA-1	663-1378
60	Human Resources, Education & Participant Training	Robin Galery/	1103	SA-1	663-1490
		Sherry Edmond	1143	SA-1	663-1456
		Cecilia Pitas - CD	1106	SA-1	663-1378
72	Social Services	Robin Galery/	1103	SA-1	663-1490
		Sherry Edmond	1143	SA-1	663-1456
		Cecilia Pitas - CD	1106	SA-1	663-1378
75	Physical & Social Science	Robin Galery/	1103	SA-1	663-1490
		Sherry Edmond	1143	SA-1	663-1456
		Tom Ward - CD	1108A	SA-1	663-1368
85	Legal	Joycelyn Scriber/	1148	SA-1	663-1489
		Sherrie Edmond	1143	SA-1	663-1456
		Hallie Aiken - CD	1104	SA-1	663-1499

BS	CATEGORY	PERS OFF./PERS ASST. CAREER DEVL OFF.	ROOM #		TELEPHONE
92	Commodity Mgt	Brigid Terwilliger	1101B	SA-1	663-1481
		(Ghytana Carr)1/	1109	SA-1	663-1374
		Hallie Aiken - CD	1104	SA-1	663-1499
93	Contract Mgt	Brigid Terwilliger	1101B	SA-1	663-1481
		(Ghytana Carr)1/	1109	SA-1	663-1374
		Hallie Aiken - CD	1104	SA-1	663-1499
94	Project Development	Brigid Terwilliger	1101B	SA-1	663-1481
		(Ghytana Carr)1/	1109	SA-1	663-1374
		Stephen Ryner - CD	1110	SA-1	663-1366
95	International Development Intern (IDI)				
	- Developing Training Plan - Monitoring Progress	Career Dvl Counselors (according to backstop)		SA-1	
	- Personnel Support Services	Personnel Officers (according to backstop)		SA-1	
New Hire Processing		Marge Kelley	1109	SA-1	663-1376
Employee Relations Specialst		Carole Jones	1114	SA-1	663-1454
Diplomatic Title Requests:					
	- EPAP	Irma Marshall	1426	SA-1	663-1305
	- Non-EPAP	Fabiola Rodman	1109	SA-1	663-1373

1/ Serving on Interim Basis

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RECEIVING AND PROPERTY DISPOSAL REPORTS

All posts are reminded that HB 23, Chapter 4 (6 FAM 225 & 234) requires posts to send one copy of each Receiving and Inspection Report (OF-127), Property Disposal Authorization and Survey Report (OF-132), and A.I.D. Disposal Form (A.I.D. 5-73) to M/SER/MS/OPM. It is important that these documents be submitted promptly so that M/SER/MS/OPM's computer records reflect a reasonably updated value and quantity record of our personal property holdings worldwide. M/SER/MS does occasionally get queries from auditors and even Congress concerning the total value and types of property held at overseas missions, and must be in a position to provide an accurate account of holdings as possible.

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GSA CUSTOMER ASSISTANCE GUIDE

The third edition of the GSA Customer Assistance Guide has been published. M/SER/MS was able to obtain copies of the Guide for distribution to all USAID Executive Offices and JAOs. As of this reading, all overseas Executive Offices and JAOs should have received one copy. For additional copies, see the following article.

The Guide is a quick reference to the supply and service support GSA provides to the federal agencies. It describes the services of GSA's regional Federal Supply Service bureaus; lists national hot lines; provides instructions for ordering through GSA's stocks, Federal Supply Schedule, and special order programs; and gives guidance on requisition procedures, ordering by overseas customers, and resolving problems with orders.

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HOW TO OBTAIN FEDERAL SUPPLY SCHEDULE PUBLICATIONS

Federal Supply Schedule (FSS) publications are available at no charge to authorized users of the Federal supply system.

Use GSA Form 457, FSS Publications Mailing List Application, to order, request quantity increases or decreases, and report address changes or cancellations to the mailing list service. When ordering, use the mailing list code number listed in parenthesis after the publication title. Copies of the GSA Form 457 may be obtained by writing or calling the following:

General Service Administration
Centralized Mailing List Service
819 Taylor Street
P.O. Box 17077
Fort Worth, TX 76102-0077
FTS: 334-4040
COM: (817) 334-4040

Listed below are FSS procurement publications that are available from GSA.

GSA Supply Catalog (OSSC-0001)

The Catalog describes the varied goods and services available through the GSA supply system. These include items available from the stock, special order, and Federal Supply Schedules programs as well as services - travel and transportation, personal property utilization and disposal, and customer supply centers, to name a few. The national stock number and alphabetical indexes guide users to specific items in the Catalog. GSA Supply Catalog Change Bulletins provide the most current ordering information to GSA customer agencies.

International Federal Supply Schedule (IFSS-0001)

Prices negotiated on the same discounts offered from established domestic commercial prices with an allowance for freight costs to overseas destinations.

New Item Introductory Schedule (NIIS) (OOSC-0001)

Contains descriptions of new or improved items not available through other GSA procurement programs and being evaluated for their potential long-term inclusion in other GSA procurement programs.

FEDSTRIP Operating Guide (OFOG-0008)

A reference guide that explains established standardized codes, coding formats and forms for requisitioning and receiving and interpreting status transactions contained in the Federal Standard Requisitioning and Issue Procedures (FEDSTRIP) system.

Discrepancies or Deficiencies in GSA Shipments, Material or Billings (ODDH-0001)

GSA handbook which prescribes standardized forms and detailed instructions for use by civilian agencies and their authorized contractor and subcontractor activities in reporting discrepancies or deficiencies in shipments, material, or billings to GSA or DoD.

The following FSS publication is available through the GSA supply system by submitting a FEDSTRIP requisition:

How to Prepare and Process U.S. Government Bills of Lading

New edition planned for release in 1988. NSN 7610-00-682-6740.

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GSA PRODUCT DEFICIENCY REPORTS

Posts are reminded that if you have complaints about the quality of any merchandise ordered through the GSA, you should report your complaints to the GSA using Standard Form 368. Send the complaint to:

GSA Discrepancy Reports Center (6FR-Q)
1500 East Bannister Road
Kansas City, MO 64131-3088

A product deficiency which may cause death, injury, or occupational illness or restrict the mission capabilities of the using organization is called Category I product deficiency.

When reporting a Category I product deficiency, in addition to the report sent to the Discrepancies Report Center, send a copy of the report to:

General Services Administration, FSS
Office of Quality and Contract Administration
Quality Assurance Division (FQA)
Washington, D.C. 20406

These product deficiency reports are required only for merchandise ordered from GSA. Complaints about merchandise ordered through other sources should be reported directly to the vendor or manufacturer.

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GSA STANDARD FORMS

GSA Standard Forms are now ordered through the Furniture Commodity Center in Washington, D.C. Send your requisitions for forms to:

GSA/FSS
Furniture Commodity Center
Attn: FCNI
Washington, D.C. 20406

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SHIPPING INSTRUCTIONS TO VENDORS

Missions are reminded to provide complete shipping instructions when ordering directly from vendors. M/SER/MO/RM/AP has been repeatedly asked by missions and vendors to trace shipments, only to find that in most of the cases shipping instructions were incomplete, or incorrect addresses were used. Shipments are not to be made directly to the U.S. Despatch Agent (USDA). If consignments are made to the USDA, they will be refused and delivery personnel told to return the merchandise to the shipper.

When materials are ready for shipment, vendors should be advised to contact the USDA for shipping instructions. At present the USDA is booking all of the outbound air freight shipments. Following is a sample of air freight shipping instructions for vendors to use. These basic instructions can be modified for sea freight shipments.

Quote. SHIPPING INSTRUCTIONS - AIR FREIGHT

To be packed for export shipment in accordance with best commercial standards for air freight.

Each carton must be marked with P.O. Number and addressed as follows:

USAID/___Post_____
c/o American Embassy
City, Country

Packing List: One copy of the packing list must accompany the shipment attached to the "LEAD" or #1 carton. A second copy should be packed inside the carton.

When materials are ready for shipment, please contact the U.S. Despatch Agent in writing or by phone, Parkway Towers Building B, 485B U.S. Route 1, South Iselin, New Jersey 08830-3013, phone (201) 855-8880, providing number of pieces, gross weight of each carton, cube of each piece, and the "Marks".

Do not ship materials to the above address. The USDA will provide you with all instructions regarding consignment requirements, and other shipping information.

If you have any problems complying with these instructions, please contact the U.S. Despatch Agent at (201) 855-8880. End Quote.

Current addresses for the other three U.S. Despatch Agent offices are:

U.S. Despatch
P.O. Box 522396
General Mail Facility
Miami, FL 33152
Tel: (305) 526-2095

U.S. Despatch Agent
555 Battery Street
San Francisco, CA 94111
Tel: (415) 0556-6460

U.S. Despatch Agent
403 U.S. Customs House Bldg.
South Gay and Lombard Streets
Baltimore, MD 21202

Please send three legible copies of the purchase order to the U.S. Despatch Agent.

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TRANSFER OF STORAGE LOTS FROM SUNVAN TO GUNNVAN LINE

The Department of State is entering into a contract with Sunvan Moving and Storage in Long Beach, California to transfer all storage lots under their contract to Gunn Van Lines in Wilmington, California. This action results from the expiration of the lease on the warehouse currently used by Sunvan. A number of A.I.D. employee storage lots are included in this move and A.I.D. has agreed to their transfer to the new storage contractor at no expense to the U.S. Government. M/SER/MO/TTM will be contacting the affected employees to advise them of the transfer of their storage lots and to remind them to notify their private insurance companies (if any) of the transfer to permit continued insurance of their lots.

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INBOUND HOUSEHOLD EFFECTS AND UNACCOMPANIED AIR BAGGAGE SHIPMENTS

The Department of State has awarded contracts to three storage firms to receive, store and deliver inbound shipments of unaccompanied air baggage and household effects. A.I.D. has access to these contracts through M/SER/MO/TTM. The new inbound contractors are: (1) Modern Transportation Services, Inc., (2) M.R.W. International, Inc., and (3) Quality Transport Services, Inc. These contracts were effective February 1, 1988.

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ELECTRONIC RECORDS

Every day we are relying more and more upon electronic office equipment and systems to create, maintain, use and dispose of records. As a result, there is a possibility that some of the Agency's records, the basis for official decisions, may not appear in paper form, the medium with which most of us are familiar. The increased use of technology permits more employees to become decision makers concerning the creation, maintenance, accessibility, and preservation of information. This brings new records responsibilities to all employees. The following will, hopefully, asist you in the proper creation, maintenance and disposition of electronic records.

Like paper records, electronic records can only be disposed of according to an approved Agency records disposition schedule. Missions will soon be receiving Appendix 6C to Handbook 21, Part II, which is the Records Disposition Schedule - Electronic Records.

Permanent records stored on diskettes which are to be transferred to the National Archives and Records Administration should be converted to magnetic tape, or converted to paper or microform.

Use Agency file code headings when labeling electronic records.

Anyone having questions covering the creation, maintenance and disposal of records should contact:

Barbara J. Felton
Agency Records Officer, M/SER/MO/PA/RM
Room 1200B SA-14
Washington, D.C. 20523

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DISPOSITION OF RECORDS

By this time every post should have received at least one copy of the new Handbook 21 Part II. This new Handbook is designed to assist users to more easily identify records which (1) document an office's responsibilities and (2) specify disposal instructions. Under the new Handbook, the number of records identified as requiring long-term storage in the Washington National Record Center (WNRC) has decreased substantially.

With proper application, USAIDs should realize a substantial savings in the cost of shipping records to AID/W. With the ever-increasing need to do more with less money, USAIDs should review all shipments to make sure the shipment is really appropriate. Unfortunately, 90% of the shipments into Washington contain records which should have been destroyed at post. Typically these "records eligible for destruction" usually constitute half of the shipment.

Proper shipments would help the Records Depository operate more efficiently. This operation is performed by one person; therefore, all improperly prepared boxes must be repacked or destroyed by this one person. The flow of boxes through the Depository have increased yearly as a result of improper shipments; energies spent in this area could be better used to totally manage the incoming records program.

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USAID/NEPAL ISSUES A CHALLENGE

A massive records management clean-up project was completed recently at USAID/Nepal. With the able assistance of Barbara Felton and Lawrence Williams of M/SER/MO/PA/RM, old records were destroyed, and current records/files organized in accordance with new HB 21 guidelines. Over 860 cubic feet of old obsolete records were burned in the clean-up project. The USAID/Nepal Executive Office issues the following challenge to EXOs worldwide: Beat the record! The bet: (1) The oldest document was dated 1955. Find one older for a beer; (2) The oldest catalog was a 1967 J.C. Whitney for auto parts. Find an older catalog for a second beer.

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M/SER DIRECTORATE FOR PROGRAM AND MANAGEMENT SERVICES

M/AAA/SER	
Associate Assistant to the Administrator for Management	John F. Owens
Program and Budget Officer	J. Kevin Burke
Agency Competition Advocate	James D. Murphy
Special Assistant	Vacant
M/SER/PPE	
Chief	James D. Murphy
Chief, Policy Branch	Kathleen O'Hara
Chief, Planning & Eval Branch	Elizabeth Cordaro
M/SER/MS	
Director	John S. Steele (Timothy Bertotti, ETA 7/88)
Chief, Overseas Management Div.	Robert O. Weiland, Acting
Policy and Procedures	Robert O. Weiland
ANE/LAC Regional Executive Officer	Warren B. Duerbeck
West AFR Regional Executive Officer	Carolyn M. Moore
East and South AFR Regional Executive Officer	Frank A. Bettucci
Chief, Overseas Property Mgt	George Addison, Acting
Executive Management Staff	
Executive Officer	Dora L. Meeks (Barbara A. Hoggard, ETA 7/88)
Deputy Executive Officer	Barbara A. Hoggard

EMS BACKSTOP OFFICERS

AA/M, M/AAA/SER, M/SER/PPE, and M/SER/MS	Diana Lopez
M/SER/OP	Nancy W. Carroll
M/SER/MO	Sheila Cunningham
M/SER/IRM	Jean L. Moore

M/SER/MO

Director	Charles D. McMakin
Deputy Director	Ralph A. Williams
Chief, Policy & Analysis Div.	Anne C. Bradley
Chief, Communications Program Mgt Div.	Catherine Allen Smith
Chief, Travel & Transportation Mgt Div.	Richard A. Rodman
Chief, Resources Management Division	William Miller

M/SER/OP

Director	Terrence McMahon
Deputy Director for Program Opns	Francis J. Moncada
Deputy Director for Technical Opns	(Vacant)
Chief, Overseas Div	Morton Darvin
Chief, A.I.D./W Projects Div	Kathryn Y. Cunningham
Chief, Procurement Support Div	Barry S. Knauf
Chief, Commodity Support Div	Morris McDaniel
Chief, Transportation Division	Howard D. Cradick

M/SER/IRM

Director	Paul P. Spishak
Deputy Director	John C. Kelley
Special Projects Staff	Joseph Heffern

Chief, Washington Services Div	Lawrence E. Livesay
Chief, Systems Mgt Div	Eugene M. Dwyer
Chief, Automation Support Div	Herbert B. Thompson
Chief, Mission & Project Serv Div	William M. Schauffler
Chief, Planning & Eval Div	Wayne H. Van Vechten
Chief, Technical Support Div	Steven F. Renz

* * * * * * * *

REGIONAL BUREAU EXECUTIVE MANAGEMENT STAFFS

AFR/MGT	
Director	Caroline D. McGraw
Deputy Director	Ronald E. Olsen
ANE/EMS	
Director	Jerry M. Jordan
Deputy Director	(Vacant)
LAC/EMS	
Director	Francis R. Herder
Deputy Director	(Vacant)

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CURRENT ROSTER OF A.I.D. MANAGEMENT PERSONNEL AND POSITIONS OVERSEAS

AFRICA REGION

BOTSWANA	
Executive Officer	Mark E. Anderson
BURUNDI	
Executive Officer	Lena Gurley
CAMEROON	
Executive Officer	Douglas Owen
IDI Admin	Douglas Rohn
Contract Officer	Martin Napper
CHAD	
Executive Officer	Myron E. Tomasi
GHANA	
Executive Officer	Jeremiah E. Parson
IVORY COAST	
Executive Officer	Thomas K. Jefferson
Reg Contract Officer	Gerald Render
Reg Contract Officer	Paul Neifert
Reg Contract Officer	Mary Reynolds
Reg Commodity Mgt Officer	Cornelis Stek
Reg Commodity Mgt Officer	Thomas M. Stephens
Computer Specialist	David Washburn
KENYA	
Executive Officer	B. Ann Dotherow (John Steele ETA 7/88)
Dep Exec Officer	Bruce G. Gatti, ETA 7/88

Gen Serv Officer	Paul Guild
Reg Contract Officer	Peter Shirk
Reg Contract Officer	Clement J. Bucher
Reg Contract Officer	Maryanne Hoirup-Baclod
Reg Commodity Mgt Officer	Robert Stader
Reg Commodity Mgt Officer	John Peevey
Computer Specialist	James Bossard
LESOTHO	
Executive Officer	Cynthia Bryant
LIBERIA	
Executive Officer	Mildred Taylor
Dep Exec Officer	Roy H. Johnson
Gen Serv Officer	Linda Wauchope
Contract Officer	Leonard Kata
MALAWI	
Executive Officer	John W. Lee
IDI Admin (Training in Kenya)	Steve Callahan
MALI	
Executive Officer	Michael J. Ireland
MAURITANIA	
Executive Officer	Joseph M. Varley
MOZAMBIQUE	
Commodity Mgt Officer	Judi A. Shane
NIGER	
Executive Officer	James E. Mayer
*General Services Officer	Virgilio S. Perez

* Denotes a JAO position

SENEGAL

Executive Officer	Stephen F. Wallace

SOMALIA

Executive Officer	Richard Thatcher (PSC)
Deputy Executive Officer	Scott Bellows (IDI Admin)
Commodity Mgt Officer	Girard J. LaBombard
Contract Officer	(Vacant)

SUDAN

Executive Officer	John R. Martin
Executive Officer	Linda Gregory (In training)
Deputy Executive Officer	Joseph Dorsey (IDI Admin)
Personnel Officer	Carol Snowden
Contract Officer	Jaroslaw Kryschtal
Commodity Mgt Officer	Macalan Thompson

SWAZILAND

Executive Officer	Michael C. Trott
Reg Contract Officer	Michael Kenyon

TANZANIA

Executive Officer	Jairo J. Granados

UGANDA

Executive Officer	Raymond Dunbar

ZAIRE

Executive Officer	R. Max Walton
*General Services Officer	Gloria Kirk

* Denotes a JAO position

ZAMBIA

Executive Officer	William R. MacLaughlin
Commodity Mgt Officer	James Harmon
IDI Admin	Margaret M. Knotts

ZIMBABWE

Executive Officer	Darma Wright

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ASIA/NEAR EAST REGION

BANGLADESH	
Executive Officer	Jack C. Gunther, Jr.
Contract Officer	Michael Walsh
BURMA	
General Serv Officer	James E. Hao
INDIA	
Executive Officer	James A. Leo
Contract Officer	Michael Snyder
INDONESIA	
Executive Officer	Beverly C. Morton, Jr.
*Gen Serv Officer	Jack Faircloth
*Personnel Officer	Patricia Smith
Contract Officer	Marcus Stevenson
JORDAN	
Commodity Mgt Officer	Francis A. Donovan
NEPAL	
Executive Officer	William E. Wanamaker
Contract Officer	Allen Eisenberg
PAKISTAN	
Executive Officer	Michael M. Curtis
Dep Exec Officer	(Vacant)
Contract Officer	Fred Will
Contract Officer	Sharon Lee Cromer
Commodity Mgt Officer	(Vacant)

* Denotes a JAO position

PHILIPPINES

Executive Officer	Dan F. Sutton, Jr.
IDI Admin	Anthony Vodraska
Contract Officer	Marilyn Buchan
Commodity Mgt Officer	Thomas Z. Baranyi

SRI LANKA

Executive Officer	Anne L. Dahlstedt

THAILAND

Executive Officer	Karl L. Mahler
Reg Contract Officer	Neil Edin
Reg Commodity Mgt Officer	Bendeguz A. Viragh

EGYPT

Associate Dir for Management	Clyde C. Laursen
Supervisory Executive Officer	Theresa A. Stephan
Personnel Officer	Elizabeth Mills
Comm/Rec Officer	Barbara Blacker
Asst Comm/Rec Supervisor	Effie A. Hunter
*Deputy Director, Embassy Admin.	Harold S. Daveler
*Gen Serv Officer	Cecile A. Williams
*Personnel Officer	Audrey Moore
Contract Officer	James A. Dzierwa
Contract Officer	Michael Nicholas
Contract Officer	Orion Yeandel
Commodity Mgt Officer	Robert B. Richardson

* Denotes a JAO position

Commodity Mgt Officer	Paul Rusby
Commodity Mgt Officer	Charles Signer
Commodity Mgt Officer	Lynn Dunn
Commodity Mgt Officer	Arthur Laemmerzahl
Commodity Mgt Officer	Elaine M. Kelly
Computer Specialist	William Ruotola
MOROCCO	
Executive Officer	Barnett Chessin
TUNISIA	
Executive Officer	Gilbert D. Dietz
YEMEN	
Executive Officer	Mary Ann Epley
Dep Exec Officer	Gerald R. Johnston
Contract Officer	Steve Wisecarver

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LATIN AMERICA AND CARIBBEAN REGION

BARBADOS

Executive Officer	John S. Johns (Jeremiah E. Parson, ETA 7/88)
Reg Contract Officer	Stanley D. Heishman

BOLIVIA

Executive Officer	John J. Leibner

COSTA RICA

Executive Officer	John S. Johns, ETA 7/88
Computer Specialist	Lawrence E. Clark

DOMINICAN REPUBLIC

Executive Officer	Rudy Fascell (Edward O. Acker, ETA 8/88)
Reg Contract Officer	Lynn Kelly

ECUADOR

Executive Officer	(Vacant)
Reg. Contract Officer	James Dunlap

EL SALVADOR

Executive Officer	Gerald L. Nell
Deputy Exec Officer	Barbara B. Williams
Contract Officer	John P. McAvoy (Laura McGhee, ETA 8/88)
IDI Admin	Ann Heard

GUATEMALA

Executive Officer	Anne V. Walsh
Dep Exec Officer	Linda Whitlock (IDI Admin)
Reg Commodity Mgt Officer	Robert A. Van Horn

HAITI

Executive Officer	Kent B. Hickman
Reg Contract Officer	(Vacant)

HONDURAS

Executive Officer	Vacant (James P. Donnelly, ETA 9/88)
Contract Officer	James Athanas
IDI Admin	Audrey Kizziar
Commodity Mgt Officer	Christine E. Lyons

JAMAICA

Executive Officer	Floyd R. Spears

PERU

Executive Officer	Jack E. Thrower
Deputy Executive Officer	Barbara Court (ETA 9/88)

SUPPORT SERLETTER SERVICE

Management Information Bulletin

Agency for International Development **Washington, D.C. 20523**

AID/W ISSUE No.11
January 1989

Cover:

Two women, from a village located just outside Dhaka, carry bags of relief food delivered by USAID through CARE/Bangladesh. Deputy Administrator Jay Morris accompanied delivery of food packages on his inspection tour of the Bangladesh floods in September 1988 including a trip to remote feeding areas being run by nuns.

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CONTRACT INFORMATION MANAGEMENT SYSTEM (CIMS)

A new automated procurement tracking system for USAID and AID/W use is in its final design stage. The new program is called Contract Information Management System (CIMS). The CIMS design effort has been an endeavor of SER's Office of Procurement (M/SER/OP) and Office of Information Resources Management (M/SER/IRM) and PFM's Office of Financial Management (PFM/FM).

CIMS will merge with and replace the Contract Online Reporting System (COORS), the Agency's current procurement information system pertaining to AID-direct awards, and the Host Country Contract Reporting System (HCRS), the Agency's current procurement information system pertaining to host country contracts. With the creation of CIMS, Agency personnel will for the first time have a single access point to both direct and host country contracting information.

CIMS will be a user-friendly and menu-driven program which will allow USAIDs to enter data pertaining to their procurement activities into their own local CIMS program. Direct access to a local CIMS will enhance a USAID's ability to track and manage procurement activities. At the USAID level, CIMS will reside on a USAID VS System. Each USAID will be responsible for submitting its CIMS data to AID/W through such media as ICS2 or floppy disk on a regularly scheduled basis.

During the first quarter of FY 89, CIMS will be installed in SER'S Office of Procurement in AID/W for exhaustive testing. Based on the findings and success of that testing, CIMS will be installed in selected USAIDs during the second quarter.

A "sister" database called the Vendor Profile Database (VPD) is also undergoing final design. The VPD will interface with CIMS and will contain information on the vendors/contractors that the Agency does business with in both Washington and overseas. The VPD design has been a cooperative effort of M/SER/OP, M/SER/IRM, PFM/FM, and USAID/Costa Rica.

CIMS and VPD Data Sheet Forms and guidelines on completing these forms are being developed and will be sent to USAIDs during the first quarter of FY 89. Until CIMS is installed in a USAID, a USAID will be responsible for completing the forms and sending them to M/SER/OP for entry into AID/W's central CIMS.

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PROCEDURES FOR PROCUREMENT OF REPRESENTATIONAL EQUIPMENT

Recently, procedural errors by some USAIDs have been noted in telegraphic orders for representational equipment on behalf of Mission Directors. AID procedures for procurement of representational equipment by official telegram are as follows:

1. A telegram should be addressed first to M/SER/MS/OM who will review existing inventory data and validate the request.

2. M/SER/MS/OM, upon validating the order, then transfers action to M/SER/MO/RM/AP for coordination of the purchase with Department of State's (DOS) A/FBO.

3. The telegram must bear the ADM AID caption.

4. Please do not send telegrams with DOS tags and do not slug to A/FBO.

You will avoid unnecessary delays in processing such orders by adhering to the foregoing procedures.

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RIGHTS IN DATA AND COPYRIGHTS UNDER AID PURCHASE ORDERS

When a contract requires data to be produced, furnished, acquired, or specifically used in meeting the performance requirements, the contract must, with limited exceptions, contain a clause which spells out the respective rights and obligations of AID and the contractor. When data is to be produced in the performance of a contract, copyright coverage is crucial to assure that the U.S. Government's interests are protected. FAR subpart 27.4 provides the necessary guidance. This is a reminder that these requirements apply to purchase orders as well as to other contracts. The nature of the services procured, rather than dollar value, dictates what coverage of data rights should be included.

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GSA REQUISITIONING

The State Department (A/OPR/STP) has instituted a new procedure for their posts to use in requisitioning from GSA. Instead of each post sending requisitions directly to GSA regional offices, the requisitions are sent to A/OPR/STP where a clerk posts them to a computer. Information entered into the State Department automated requisitioning system is funneled directly into the GSA requisitioning system.

The State Department expects that this system will speed delivery of orders. The system is, however, functional only for State-funded requisitions using State Activity Codes. Val Westley, A/OPR/STP, has informed M/SER/MS that some posts are sending requisitions using AID or other agency fund cites and Activity Codes. The source of these errors appears to be from administrative staffs who are ordering expendable supplies for AID activities.

A/OPR/STP will inform State posts of this problem. In the meantime, some USAID missions obtaining their supplies through the embassy may have trouble getting those supplies on time. Requisitions with other agency Activity Codes or fund cites will be returned by A/OPR/STP to the requisitioning posts to be resubmitted through regular GSA channels.

Hereafter, USAID missions supported by embassy GSOs must order supplies in one of two ways: (1) Send the requisitions with AID fund cites and Activity Codes directly to GSA, or (2) have the embassy requisition all the supplies you need through A/OPR/STP, using State fund cites and Activity Codes. Then, have State bill the USAID mission for those supplies received.

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M/SER/MS FIELD ASSISTANCE

Posts often send cables asking M/SER/MS to assist in tracing lost or delayed shipments but do not send in enough information to enable easy tracing. If you are going to ask for help, please make sure that you provide all of the following information, if it is available:

1. Vendor's name and complete address.

2. Vendor's telephone number.

3. Purchase or Delivery order number and date. If it is a GSA order, give the requisition number and date.

4. A brief description of what it is in the missing shipment, i.e., "administrative supplies" or "typewriter spare parts" or "carpeting".

5. The approximate value of the items.

6. Dates of any tracer letters you have sent to the vendor about this and, if possible, the name of the person to whom you addressed the correspondence.

This information will greatly expedite M/SER/MS' response to your queries for assistance. All too often when a vendor is contacted about a lost shipment, hours or even days are spent trying to track down who handled your shipment and when. If M/SER/MS has the above information, a response to your needs will get back to you much faster.

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NON-EXPENDABLE PROPERTY MANAGEMENT SYSTEM (NXP), RELEASE 5.1

Bar coding is now available for both the PC and VS mini-computer versions of the Non-Expendable Property System (NXP), the Agency's standard automated system for managing non-expendable property. Bar coding is utilized to identify each piece of property with a magnetic label which is read with a special optic reader. A major advantage of this technique in property management is that every property item is essentially "serialized", thus avoiding the inconveniences of the composite records.

AID/W has done extensive work with USAID/Nairobi in an effort to ready the bar code feature of the NXP System for worldwide distribution. Initial design work and programming was done early this summer, and arrangements were made to acquire bar code readers and labels from a local Washington-area vendor.

George Hatzikalimnios, an IRM Systems Analyst, traveled to Nairobi in August 1988 to assist the Mission in implementation of the new release. After converting data from a previous system to work under release 5.1 of the Guatemala NXP System, he trained the GSO staff on the main functions found in release 5.1 and on the use of the bar code reader. This release has been successfully used in Nairobi's mission since installation.

The function of taking a physical inventory has now been implemented on the bar code reader. After gaining more experience with the technique, IRM expects to expand usage of the reader to include receiving, transferring and disposing of property.

IRM recommends that bar coding be considered as a second step in automation. That is, the system should first be installed without bar coding until users have become familiar with the automated property management system and then implement bar coding in a second phase. During the second phase, M/SER/IRM and M/SER/MS will assist in acquiring the bar code readers, special programs for the readers, and labels; and in establishing procedures for implementing the bar code capability.

Missions that have implemented the Guatemala NXP System may want to upgrade to Version 5.1 even if not interested in bar coding, as there are other new features. These features are described in detail in the cable which was just sent to all USAIDs, announcing the system for worldwide availability.

The Guatemala NXP system is available for both VS and microcomputer, and includes the functions of:

- Tracking of Procurement Documents
- Receipt of Items
- Issue/Turn-in/Transfer of Items
- Disposal of Items
- Logging of Item Maintenance

M/SER/MS and M/SER/IRM recommend USAIDs give serious consideration to implementing this system. This automated system, once properly installed, replaces the manual system and allows accurate tracking of property.

Any mission which has not yet received or who wishes an additional copy of release 5.1 should contact Sue Buzzard, M/SER/IRM, phone 703-875-1468. Please specify if you plan to use the Wang VS or a microcomputer, and if you wish to have the bar code option.

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ETHICS IN THE CONDUCT OF PROFESSIONAL AND PERSONAL ACTIVITIES

The Office of Personnel Management (PFM/PM) has in recent months received a number of disciplinary action cases involving issues of personal integrity. The Agency expects its officers to exhibit high standards of ethics in both their personal and professional activities. The following is taken from a real situation and is presented here to sensitize us all to the importance of conforming to Agency regulations. The identity of the officer concerned has been disguised:

> The Officer concerned, Jane Doe, presented to post authorities a notarized bill of sale which showed her cost of a late model vehicle to be $500 below the ceiling permitted for duty-free entry into the country to which she was recently reassigned. Subsequent investigation showed that Jane had actually purchased the vehicle for $5,400 in excess of the post limitation. Jane was well aware of the post limitation and had arranged for another individual to prepare a fraudulent bill of sale and to sign a notarized statement to "prove" that she had purchased the vehicle for the amount indicated. In addition, Jane had intentionally under-insured the vehicle so that the insurance papers reflected the lower value. An examination of the vehicle title papers proved that Jane Doe owned and had registered the vehicle several weeks prior to the date of the fraudulent bill of sale. The dealership from which the vehicle was actually purchased provided documentation showing the actual cost of the vehicle and that Jane Doe was the original owner. The person who provided the notarized bill of sale was interviewed and admitted no money had changed hands, she never owned the vehicle and the bill of sale had been provided at the request of Jane Doe.

This was quite evidently not a question of an inadvertent violation. The officer went to considerable trouble to disguise her real cost to circumvent the post restrictions.

The obvious violation of post restrictions on the dollar value of personal vehicles imported duty-free into the country is only one factor in this situation which is of concern to the Agency. Of even greater concern is the personal motivation. There is raised in this situation a question of the basic honesty and integrity of the Foreign Service Officer concerned. The obvious question is if this individual cannot or will not exercise the personal discipline necessary to conduct his or her own personal affairs in accord with Agency imposed constraints, then can that person be trusted with the management of program funds, will he/she be faithful in the application of program limitations with respect to such things as funding allocations, contracting, or budgetary restrictions? Can an officer who will cheat in one area be relied upon not to cheat in another context?

Obviously the Agency cannot allow the disreputable actions of a few officers to taint the reputation of the vast majority of honest officers. When these situations come to light, disciplinary action will be taken as appropriate under the circumstances.

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CONFLICTS OF INTEREST AND EMPLOYMENT OF SPOUSES AND CHILDREN OF EMPLOYEES

While the Agency encourages employment of spouses and children, it is important to remember the conflict of interest issues inherent in such situations.

GC/EPA has issued draft guidance on spousal employment (State 57684, October 29, 1988) which sets forth the statutory and regulatory constraints and their impact on employees.

Basically the rule is that employees cannot involve themselves in any matter affecting their spouses' or children's employment with AID. For further guidance, you should refer to State 57684. While the guidance is directed towards spouses, the procedures and restrictions are the same for children.

Executive Officers should be alert to conflict problems in mission summer employment programs. Mission employees who have children eligible for such programs should not be involved in the selection process and their children should not be placed in their offices. Ideally, such employees should not even be involved in setting up the program. If there are overriding operational reasons for the employee's involvement, they should be documented and the employee's involvement should be limited to participation in the general administrative matters and not specific cases. Involvement of Mission Directors should be approved by GC/EPA.

Example: I.N. Efficiency, the post Executive Officer, is traditionally responsible for administering the summer employment program. However, he has two children who intend to participate. It is a small post and he has no deputy. The Mission Director could approve his involvement in the general administrative aspects of the program, such as:

- preparing necessary internal documents to establish a program, such as position descriptions, Action Memoranda, budget documents;

- attending meetings with other agencies at post regarding general administration of the programs, such as dates, numbers, funding;

- preparing and issuing general information on program to Mission personnel; and

- custody of applications and administrative support to selection committee.

I.N. Efficiency should not sit on the selection panel, supervise his child or get involved in any salary, leave, or specific personnel matters concerning his child.

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*AID POSTS SUMMARIES

CAUTION: This information is provided as an aid in bidding and it should be confirmed by reference to the Standardized Regulations, Post Reports, the Office of Overseas Schools and the Family Liaison Office

Duty Post	1-tour Posts	2-tour Posts	Post Differential-% 0	10	15	20	25	Danger Pay-%	Con-sum-ables	R & R	Schools at Post
Asia & Near East Bureau (ANE):											
Bangladesh, Dhaka		x					25			x (Sydney)	N-10 (American)
Burma, Rangoon		x					25			x (Sydney)	N-12 (Int'l)
Egypt, Cairo		x				20				x (London)	K-12 (American)
India, New Delhi		x			15					x (London)	N-12 (American)
Indonesia, Jakarta		x			15					x (Sydney)	PK-12 (Int'l)
Jordan, Amman		x		10						x (London)	N-12 (American)
Lebanon, Beirut **	x						25	25		x (London)	
Morocco, Rabat		x	0								N-12 (American)
Nepal, Kathmandu		x			15					x (Hong Kong)	N-12 (Int'l/Lincoln)
Oman, Muscat		x				20			x	x (London)	N-11 1/
Pakistan, Islamabad		x				20				x (London)	N-12 (Int'l)
Peshawar		x					25			x (London)	K-8 (Int'l)
Quetta		x					25			x (London)	
Philippines, Manila		x			15					x (Sydney)	N-12
Portugal, Lisbon		x	0								PK-12 (American)
RDO/S Pacific (Fiji)		x			15					x (Sydney)	K-12 (Int'l)
Sri Lanka, Colombo		x					25		x	x (Hong Kong)	N-13 (Int'l)
Thailand, Bangkok		x		10						x (Sydney)	N-12 (Int'l)
Tunisia, Tunis		x		10						x (London)	PK-9 (American)
Yemen, Sanaa	x						25		x	x (London)	PK-12 (Int'l)
FAO, Rome		x	0								PK-13 (American/English)
FODAG, Rome		x	0								PK-13 (American/English)

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* Executive Officers are encouraged to make copies of these summaries available to all USDH employees.
** Two R&R Post
PK - Pre-Kindergarten
N - Nursery
x = YES
1/ American British N-10; English speaking K-11

*AID POSTS SUMMARIES

CAUTION: This information is provided as an aid in bidding and it should be confirmed by reference to the Standardized Regulations, Post Reports, the Office of Overseas Schools and the Family Liaison Office

Duty Post	1-tour Posts	2-tour Posts	Post Differential-% 0	10	15	20	25	Danger Pay-%	Con-sum-ables	R & R	Schools at Post
Africa Bureau (AFR):											
Africa Regional:											
Paris		x	0								PK-13
RHO/EA, Nairobi		x	0							x (London)	K-13 1/ (Int'l)
RHO/WA, Abidjan		x			15					x (Paris)	PK-12 (Int'l)
Botswana, Gabarone		x		10						x (Rome)	K-13 2/
Burkina Faso, Ouagadougo	x						25		x	x (Paris)	PK-8 (Int'l)
Burundi, Bujumbura	x					20			x	x (Brussels)	N-12 3/
Cameroon, Yaounde		x			15				x	x (Marseille)	N-9 (Int'l)
Cape Verde, Praia		x				20			x	x (Paris)	N-K Portuguese
Chad, Ndjamena **	x						25		x	x (Madrid)	PK-12 4/
Ethiopia, Addis Ababa	x						25		x	x (Frankfurt)	N-12 (Int'l)
Gambia, Banjul		x				20				x (London)	PK-9 (American)
Ghana, Accra	x						25		x	x (London)	N-12 (Int'l)
Guinea, Conakry	x						25		x	x (Paris)	N-8 (Int'l)
Guinea Bissau, Bissau	x						25		x	x (Paris)	K-5 (American)
Kenya, Nairobi		x	0							x (London)	K-13 5/
Lesotho, Maseru		x		10						x (Rome)	1-12 6/
Liberia, Monrovia	x						25			x (Paris)	N-12 (American)
Madagascar, Antananarivo		x					25		x	x (Paris)	PK-8 (American)
Malawi, Ligongwe		x		10					x	x (Paris)	N-12
Mali, Bamako	x						25		x	x (Paris)	K-8 7/ (Int'l)

* Executive Officers are encouraged to make copies of these summaries available to all USDH employees.
PK - Pre-Kindergarten
N - Nursery

1/ French K-12; Int'l K-13
2/ Primary K-7; Boarding 8-13
3/ French and Belgian PK-12; Int'l PK-12
4/ Int'l PK-8, tutoring 9-12; French K-12
5/ Int'l K-13; French K-12
6/ Medium Prep 1-6, High Sch. boarding 6-12
7/ K-8 English; PK-12 French

x = YES

*AID POSTS SUMMARIES

CAUTION: This information is provided as an aid in bidding and it should be confirmed by reference to the Standardized Regulations, Post Reports, the Office of Overseas Schools and the Family Liaison Office

Duty Post	1-tour Posts	2-tour Posts	Post Differential-% 0	10	15	20	25	Danger Pay-%	Con-sum-ables	R & R	Schools at Post
Africa Bureau (AFR):											
Mauritania, Nouakchott	x						25		x	x (Paris)	PK-8 (American)
Mozambique, Maputo	x						25		x	x (Athens)	K-11 (Int'l)
Niger, Niamey	x						25		x	x (Paris)	PK-12 (American)
Nigeria, Lagos	x						25			x (Rome)	PK-9 (American Int'l)
REDSO/ESA, Nairobi		x	0							x (London)	N-13 1/
REDSO/WCA, Abidjan		x			15					x (Paris)	PK-12 (Int'l)
Rwanda, Kigali	x						25		x	x (Paris)	PK-12 8/
Senegal, Dakar		x			15					x (Paris)	N-10 9/
Sierra Leone, Freetown		x				20			x	x (London)	PK-6 (American)
Somalia, Mogadishu	x						25		x	x (London)	N-8 10/ (American)
South Africa, Pretoria		x	0							x (London)	N-12
Sudan, Khartoum **	x						25		x	x (London)	PK-9 (American)
Swaziland, Mbabane		x	0							x (Rome)	N-13
Tanzania, Dar-Es-Salaam	x						25		x	x (Zurich)	N-13 (Int'l)
Togo, Lome		x				20				x (Paris)	N-8 11/(American/Int'l)
Uganda, Kampala **	x						25		x	x (Rome)	PK-10 (Int'l)
Zaire, Kinshasa		x				20				x (Paris)	N-12 (American)
Zambia, Lusaka		x			15				x	x (London)	N-13 12/
Zimbabwe, Harare		x		10						x (London)	N-13

* Executive Officers are encouraged to make copies of these summaries available to all USDH employees.
** = Two R & R Posts
PK - Pre-Kindergarten
N - Nursery
x = YES

8/ PK-12 Belgian; N-9 French
9/ 2 N-12 French; Int'l N-9, Supervised Corresp Prog 10-12
10/ Grade 9: Correspondence
11/ N-8 American/Int'l; K-13 French
12/ American K-9; Int'l 1-13; French N-12

*AID POSTS SUMMARIES

CAUTION: This information is provided as an aid in bidding and it should be confirmed by reference to the Standardized Regulations, Post Reports, the Office of Overseas Schools and the Family Liaison Office

Duty Post	1-tour Posts	2-tour Posts	Post Differential-% 0	10	15	20	25	Danger Pay-%	Con-sum-ables	R & R	Schools at Post
Latin America & Caribbean Bureau (LAC):											
Belize, Belize City		x				20				x (Mexico, DF)	PK-12
Bolivia, La Paz	x						25		x	x (Panama)***	N-12
Brazil, Brazilia		x		10						x (Panama)***	N-12
Chile, Santiago		x		10						x (Rio de Janeiro)	PK-12
Colombia, Bogota		x			15			20		x (Nassau)	K-12
Costa Rica, San Jose		x	0								PK-12
Dominican Republic, Santo Domingo		x		10						x (Mexico, DF)	N-12
Ecuador, Quito		x			15					x (Nassau)	N-14
El Salvador, San Salvador	x				15			20		x (Nassau)	N-12
Guatemala, Guatemala		x			15					x (Panama)***	N-12
Haiti, Port-au-Prince		x					25			x (Mexico, DF)	N-12
Honduras, Tegucigalpa		x				20				x (Nassau)	N-12
Jamaica, Kingston		x			15					x (Mexico, DF)	N-14
Mexico, Mexico, D.F.		x		10							N-12
Paraguay, Asuncion		x		10						x (Nassau)	N-12
Peru, Lima		x			15			15		x (Mexico, DF)	N-12
RDO/C, Bridgetown		x	0							x (Mexico, DF)	N-10 1/
ROCAP, Guatemala City		x			15					x (Panama)***	N-12

* Executive Officers are encouraged to make copies of these summaries available to all USDH employees.
PK - Pre-Kindergarten
N - Nursery
1/ NK-10 Boys and Girls; 11 Boys only

*** to be revised ASAP

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EXTRA CREDIT SERVICE (ESC)

To most Executive Officers, the election of extra service credit (ESC) in lieu of post differential is an area which may not be too clear. Generally, exposure to this subject might be limited to handing the ESC form to the employee and advising him/her to read the appropriate AID Handbook chapter.

ESC is a small part of the total service credit used in the computation of annuity benefits for employees under the Foreign Service Retirement and Disability System (FSRDS). It has, however, become a big problem for the Special Services Section of Foreign Service Personnel due to the transmittal of obsolete or erroneously completed forms. In some instances, employees are finding out years later that they are indebted for post differential because of revocations which were not permissible. Many of these errors could have been avoided if employees had received proper counselling from the beginning. Therefore, to reduce the incidence of these problem ESC cases in the future, Executive and Personnel Officers are encouraged to play a more active role when an employee is initially considering the election of extra service credit.

The following points should be emphasized when the employee is first considering ESC:

1. ESC is available only to participants under the "old" Foreign Service Retirement and Disability System (FSRDS). It is not allowed for employees under the Foreign Service Pension System (FSPS) or any other retirement system.

2. To initiate ESC, the employee must properly complete and provide appropriate signatures on the current form OF-140, "Election to Receive Extra Service Credit Towards Retirement and Report of Residence of Spouse". This form was revised December, 1983 and all forms prior to this date should be destroyed.

3. An employee can elect ESC upon arrival. The election becomes effective the first day of the first pay period following the date the election is made.

4. Once the election is made a copy of the OF-140 should be sent to PFM/PM/FSP/SSS. At the same time, the employee's time and attendance card should be annotated to reflect non-payment of post differential.

5. ESC elections cannot be transferred from one unhealthful post to another. Upon departure from the old post, the original OF-140 must be completed, certified and submitted. A new OF-140 election ESC, may then be completed upon arrival at the new post.

6. Once elected, ESC is irrevocable for the duration of the employee's assignment. There are only three exceptions which are permissible for revocation: the removal of the pay cap, the increase or decrease in the post differential and the termination of an assignment. The general pay increase does not, in itself, constitute the lifting of a pay cap.

7. Employees should be advised to read carefully AID Handbook 30, Chapter 3, and the instructions on election form OF-140 prior to election.

You are encouraged to share this article with Controllers, Personnel Officers and FSN Personnel Specialists. Employees who elect ESC should check with PFM/PM/FSP/SSS during their next home leave to confirm that their elections are valid and complete.

If you have any questions, please write to Marlene Cox, PFM/PM/FSP/SSS, Rm. 1140D, SA-01, or call her at telephone no. (202) 663-1464.

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FOREIGN SERVICE RECUITMENT

The IDI program is alive and well. During 1987, the Foreign Service Recruitment staff (currently headed by John Speicher) received over 6,500 SF-171s. The Agency hired about 150.

Due to severe budget constraints, however, our recruitment activities are currently limited only to certain occupational specialties (i.e., IDI accountants, executive and contract/commodity management officers and economists). With the exception of the economists, all recruitment is further limited to the intern level.

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PFM/PM/BACKSTOPPING RESPONSIBILITIES

BS	CATEGORY	PERS OFF./PERS ASST. CAREER DEVL OFF	ROOM #		TELEPHONE
01	Mission Directors & Executive Levels (EPAP)	Peter Askin, Director	1426	SA-1	663-1308
		Hank Johnson,Sr Mgt Trng	316	SA-2	663-2252
		Carole Tyson - CD	1418	SA-1	663-1314
		Verna Reynolds	1426	SA-1	663-1302
		Susan D. Maltese	1426	SA-1	663-1549
		Irma J. Marshall	1426	SA-1	663-1305
02	Program Analysis	Sylvia Matthews/	1101C	SA-1	663-1463
		Ken Martin - CD	1108	SA-1	663-1369
03	Administrative Mgt	Ed Lundquist/	1145	SA-1	663-1478
		Hallie Aiken - CD	1104	SA-1	663-1499
04	Financial Mgt	Gwen Marcus/	1101	SA-1	663-1497
		Ken Martin - CD	1108	SA-1	663-1369
05	Secretarial Support	Ed Lundquist/	1145	SA-1	663-1478
		Hallie Aiken - CD	1104	SA-1	663-1499
06	General Services	Ed Lundquist/	1145	SA-1	663-1478
		Hallie Aiken - CD	1104	SA-1	663-1499
07	Administrative Support	Ed Lundquist/	1145	SA-1	663-1478
		Hallie Aiken - CD	1104	SA-1	663-1499
08	Audit and Inspection	IG/EMS, John Popovich	410	SA-16	235-9711
10	Agriculture	Jim Falconer/	1147	SA-1	663-1495
		Tom Ward - CD	1108A	SA-1	663-1368
11	Economics	Sylvia Matthews/	1101C	SA-1	663-1463
		Ken Martin - CD	1108	SA-1	663-1369
12	Program Mgt.	Gwen Marcus/	1101	SA-1	663-1497
		Cecilia Pitas - CD	1106	SA-1	663-1378
14	Rural Development	Jim Falconer/	1147	SA-1	663-1495
		Tom Ward - CD	1108A	SA-1	663-1368
15	Food for Peace	Robin Galery/	1103	SA-1	663-1490
		Tom Ward - CD	1108A	SA-1	663-1368
20	Housing, Urban & Community Development	Joycelyn Scriber/	1148	SA-1	663-1489
		Hallie Aiken - CD	1104	SA-1	663-1499

BS	CATEGORY	PERS OFF./PERS ASST. CAREER DEVL OFF	ROOM #		TELEPHONE
21	Business, Industry & Private Enterprise	Ed Lundquist 1/	1145	SA-1	663-1478
		Stephen Ryner - CD	1110	SA-1	663-1366
25	Engineering	Robin Galery	1103	SA-1	663-1490
		Hallie Aiken - CD	1104	SA-1	663-1499
30	Natural Resources & Energy Mgt	Robin Galery/	1103	SA-1	663-1490
		Tom Ward - CD	1108A	SA-1	663-1368
50	Health Science, Medical & Population	Joycelyn Scriber/	1148	SA-1	663-1489
		Cecilia Pitas	1106	SA-1	663-1378
60	Human Resources, Education & Participant Training	Robin Galery/	1103	SA-1	663-1490
		Cecilia Pitas - CD	1106	SA-1	663-1378
72	Social Services	Robin Galery/	1103	SA-1	663-1490
		Cecilia Pitas - CD	1106	SA-1	663-1378
75	Physical & Social Science	Robin Galery/	1103	SA-1	663-1490
		Tom Ward - CD	1108A	SA-1	663-1368
85	Legal	Gwen Marcus/	1101	SA-1	663-1497
		Hallie Aiken - CD	1104	SA-1	663-1499
92	Commodity Mgt	Robin Galery 1/	1103	SA-1	663-1490
		Hallie Aiken - CD	1104	SA-1	663-1499
93	Contract Mgt	Robin Galery 1/	1103	SA-1	663-1490
		Hallie Aiken - CD	1104	SA-1	663-1499
94	Project Development	Nancy Greaves 1/	1101B	SA-1	663-1481
		Stephen Ryner - CD	1110	SA-1	663-1366
95	International Development Intern (IDI)				
	- Developing Training Plan - Monitoring Progress	Career Dvl Counselors (according to backstop)		SA-1	
	- Personnel Support Services	Personnel Officers (according to backstop)		SA-1	
New Hire Processing		Marge Kelley	1109	SA-1	663-1376
Employee Relations Specialist			1114	SA-1	663-1454

1/ Brigid Terwilliger expected to return from leave February 1989.

BS CATEGORY	PERS OFF./PERS ASST. CAREER DEVL OFF	ROOM #		TELEPHONE
Diplomatic Title Requests:				
- EPAP	Irma J. Marshall	1426	SA-1	663-1305
- Non-EPAP	Fabiola C. Rodman	1109	SA-1	663-1373
SFS Awards	Irma J. Marshall	1426	SA-1	663-1305

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UPDATE OF HB 23, OVERSEAS MANAGEMENT SUPPORT

The update of AID HB 23, Overseas Support, has been long awaited by both USAID and AID/W offices. Currently, seven HB 23 chapters have been revised in their entirety and have been distributed worldwide.

CHAPTER	TITLE	TRANSMITTAL LETTER ISSUED UNDER
1	Functions of the Mission Executive Officer (updates of Appendices A and B will be issued under separate Transmittal Letters)	23:61 dtd 7/6/88
6	Motor Vehicle Management	23:64 dtd 11/1/88
8	Employee-Operated Service and Facilities	23:63 dtd 10/3/88
10	Claims for Losses of Private Personal Property	23:58 dtd 11/19/87 23:57 dtd 6/23/87 23:56 dtd 4/8/87
15	Tort Claims	23:62 dtd 4/1/88
16	Procurement of Legal Services Abroad	23:60 dtd 4/22/88
17	USAID Guest House Facilities	23:59 dtd 3/3/88

We are proceeding to finalize eight (8) other HB 23 directive chapters for publication and distribution in the next several months. They are as follows:

CHAPTER	TITLE
2	Opening a USAID Mission
3	Uniformity Among Agencies
4	Overseas Personal Property Management
9	Overseas Schools Program
11	Regional Conferences
12	Emergencies at Missions
13	Closing a USAID Mission
14	Purchasing for AID's Overseas Activities

In all cases, appropriate AID/W clearances were received on the draft chapters, therefore, there should be no hold-up beyond March 1989 on the issuance of these chapters.

Chapters 5 and 7 of HB 23, both joint AID/STATE/USIA regulations, have been revised in draft by responsible State Department offices but are currently being reviewed internally by office heads prior to dissemination to other foreign affairs agencies for clearances and comments. Consequently, we cannot predict when those chapters will be published.

M/SER/MS/OM welcomes feedback, both positive and negative, from USAIDs on updated chapters as they are published.

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HB 23, CHAPTER 6, MOTOR VEHICLE MANAGEMENT

By now, USAIDs and AID/W offices should have received the recent update of HB 23, Chapter 6, Motor Vehicle Management, issued under AID Transmittal Memorandum No. 23:64 dated November 25, 1988. Appendix 6A of Chapter 6, 6 FAM, section 228.2-2b, dated October 16, 1987, is in the process of being revised by STATE/M/MO and AID/M/SER/MS. This section, which is applicable to both State and AID although not noted as being applicable to AID as well, addresses transportation costs for "other authorized uses" and specifies a standard charge of 21 cents per mile for the use of each official vehicle. The standard charge (reimbursement) rate per mile has been increased from 21 cents to 22.5 cents per mile. This will be reflected accordingly in the soon-to-be revised 6 FAM 228. The revised edition will also note that both sections 228.2-2.b. and 228.3 are applicable to AID as well as State.

Upon State Department's issuance of the revised 6 FAM 228, it will be issued under an AID Transmittal Memorandum to supersede the existing Appendix 6A directive.

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APPROVAL OF LEASES OVER $25,000 PER ANNUM AND/OR OVER A-1093 SPACE STANDARDS

M/SER/MS is aware that there is still confusion at some USAIDs concerning approval of leases over $25,000 per year and/or over A-1093 space standards. This confusion may be due to a worldwide cable originated by State Department and transmitted to USAIDs in 1987, stating that such leases executed by AID would require A/FBO approval. This was in error, but was rebutted in a subsequent cable, 1987 State 324588, drafted by M/SER/MS.

The information provided in State 324588 is repeated below for missions' clarification:

> Quote 1. Reftel was not cleared with AID. AID does however, support the equitable application of space standards per A-1093 and modified in A-0564. We also continue to require advance Washington approval for proposed AID leases in excess of dols 25,000 per annum. M/SER/MS coordinates closely with A/FBO on these issues to insure consistency and equitability of housing programs. Accordingly, missions are expected to insure that such requests are in conformance with prevailing practice of other USG agencies at post.
>
> 2. Unfortunately reftel (A) failed to note that leases executed by AID in the name of AID do not require A/FBO approval since leasing authority is provided by statute to AID.

3. Requests for approval of AID leases over dols 25,000 and/or waivers to A-1093 space standards should continue to be submitted to M/SER/MS. Such requests should follow format provided in 1987 State 303434. Unquote.

* * * * * * * *

USAID PROPERTY TITLES AND LEASE AGREEMENTS

USAIDs are reminded that real estate titles and lease agreements (original documents or signed copies) for AID-owned and leased property must be forwarded to AID/W, Attn: M/SER/MS/OM, immediately upon execution.

The above also applies to lease renewals, amendments, terminations, and renegotiations. A Real Estate Management System form (REMS Form 001) is to be prepared upon execution of a lease transaction and submitted to A/FBO/REMS, Rm. 974, SA-6.

Submit along with property titles any land titles, deeds and purchasing vouchers.

In the near future, M/SER/MS/OM intends to survey the AID/W leasing files to identify missing mission leasing documents or missing or erroneous entries to documents on file. Where mission documentation is missing or specific information is unavailable on existing documents, missions will be asked to provide M/SER/MS/OM with the necessary documentation or information.

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TRANSSHIPMENT OF AID CONTRACTOR EMPLOYEES' HOUSEHOLD EFFECTS

The following, in response to a USAID mission inquiry, is a cable from ELSO Antwerp (9965) dated September 14, 1988. Any USAID mission in Africa and the Near East interested in using ELSO's services for transshipment of AID contractor employees' household effects (HHE) may contact ELSO (see paragraph 6 of cable) before arranging to use ELSO's facilities. Such arrangements made between USAIDs and ELSO preclude AID/W and USDA involvement. Therefore, USAIDs, prior to making commitments for the services of ELSO, should ensure the international packing and forwarding firms used by ELSO have U.S. points of contacts to coordinate the delivery of contractor employees' HHE to their residence upon arrival at U.S. ports.

Quote 1. ELSO is willing to handle transshipments for AID contractors as long as the USAID provides fiscal data and all payments are charged directly to the USAID. Under no circumstances will ELSO process contractor shipments which are to be billed to individual employees or private companies.

2. If this is acceptable to the USAID, ELSO proposes to receive shipments in ANTWERP where arrangements will be made to have them forwarded to the United States via the "door to door" method utilizing a Belgian international packing and forwarding firm, "Arthur Pierre". ELSO will obtain a door-to-door rate on each shipment and make payment direct to "Arthur Pierre" charging the AID fiscal data provided by the post.

3. We believe the use of door-to-door service from ANTWERP to contractor residence will provide the best service to the AID contractor and eliminate many of the problems encountered when individuals must personally arrange for Customs' clearances, trucking, and unpacking services in the United States.

4. There are several things the post and contractor must do if ELSO is to assist you with your transshipment problems.

A. The USAID must provide fiscal data or the shipment will not be processed. ELSO will not deal directly with the contractor nor will it invoice the individual or the employing firm.

B. Each contractor must complete a Customs form 3299 (CF-3299) for each shipment made. For example, if the contractor has both a UAB and HHE shipment, the contractor must complete two CF-3299 forms.

If there is a POV, it also requires a CF-3299 as well as any documents the contractor is required to complete to meet DOT, EPA, and Customs requirements. On regulations governing the importation of vehicles into the U.S., it is the contractor's personal responsibility to contact these agencies to ensure all necessary forms are provided to ELSO. ELSO is not an expert in commercial Customs' clearances of shipments into the U.S. and can not provide technical guidance.

Forms CF-3299 can be obtained from the U.S. Customs Service. The contractor must complete the form in full, including flight information since U.S. Customs insists on knowing the date, airline, and flight number the contractor used to enter the U.S. before they will clear the shipment. If the CF-3299 is not completed in full, HHE will remain in ANTWERP until the contractor provides an accurate CF-3299. ELSO will return any incomplete CF-3299 to the post who will be responsible for contacting the contractor to obtain the necessary information since ELSO does not deal directly with the individual contractor or company.

C. An inventory must be provided on all shipments. This document is required by U.S. Customs before goods can be cleared into the U.S.

D. No shipments may contain alcoholic beverages. If the contractor wants to send alcoholic beverages to the U.S., the contractor must make own shipping arrangements. Any shipments sent via ELSO containing alcoholic

beverages will not be processed. USAIDs will be requested to inform the contractor to arrange for pickup of HHE in ANTWERP and to make own arrangements for shipment from ANTWERP to the U.S. if the shipment is found to contain alcoholic beverages.

E. Posts must provide notification of shipment telegram to ELSO using the same outline as is done for AID direct-hire shipments. However, telegram must clearly identify that "shipment is for AID contractor and is not to be forwarded via a U.S. despatch agency."

F. Shipment should be consigned to ELSO ANTWERP as you do for AID direct-hire personnel. However, marks should be:

Employee's Name
USAID Contractor
Deliver to Arthur Pierre for forwarding to:
(employee's name, address, and telephone number in the U.S.)

G. USAIDs must provide U.S. mailing address and telephone number where employee can be reached by either "Arthur Pierre" or the U.S. moving company who will be processing the shipment through U.S. Customs and arranging for delivery to the contractor's residence.

5. While in its possession, ELSO will provide the same care in handling and storage of contractors' HHE as provided for AID direct-hire employees effects. However, ELSO will not be liable for any damage or claims to the shipment. We highly recommend the contractor arrange for his own private insurance to cover any loss or damage. With so many carriers involved and the fact the goods would not have been packed by the delivering packing company, it would be extremely difficult for the contractor to determine liability for any claims.

6. ELSO would appreciate, if possible, obtaining a listing of contractors who will be departing during the next twelve months and the addresses to which they will be shipping HHE. This will give us an idea of the workload involved and also permit some advance negotiation on rates. Unquote.

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INTERNATIONAL GSA SCHEDULE SERVES AGENCIES OVERSEAS

The International Federal Supply Schedule (IFSS) is an optional use, multiple award schedule covering 52 special item numbers representing 34 Federal supply classes. It was developed to meet the needs of GSA overseas customers and cannot be used for the placement of orders to domestic locations of ports of exit.

The schedule includes 132 active contracts with more expected to be awarded by December 1. Two new products to be covered are prefabricated structures (limited to single floors) and musical instruments.

Suggestions for improving GSA's ability to support overseas requirements are welcomed by the International Group of the Special Programs Division. (Terry Mahan FTS/703-557-9254 or Jeanne Deck FTS/703-557-9262).

* * * * * * * *

REVISION TO THE FEDERAL PROPERTY MANAGEMENT REGULATIONS

An amendment revising FPMR Subchapter H policies and procedures for the utilization and disposal of personal property was published recently in the Federal Register (534 FR 16089, May 5, 1988). This revision reflects many of the recommendations made by the Interagency Advisory Committee on Regulatory Review as well as some additional revisions necessitated by changes in laws and policies which impact on the utilization and disposal process. It also clarifies content, eliminates duplication, removes obstacles in utilizing and disposing of items of personal property and provides a procedure for requesting deviations. Some of the significant changes are noted below:

FPMR 101-42: Property Rehabilitation Services and Facilities. The text is removed and transferred to Parts 101-26 and 101-45.

FPMR 101-43: Utilization of Personal Property. The direct transfer limitation for reportable property is raised to $5,000 and the acquisition cost criterion for reporting property to $1,000 ($500 for furniture). New provisions are added for processing unconditional gifts, transferring expired FSC 6505 items, effecting "prearranged" transfers between Federal agencies, and furnishing property to agency cooperatives.

FPMR 101-44: Donation of Personal Property. The responsibilities of holding agencies are consolidated into one section.

FPMR 101-45: Sale, Abandonment, or Destruction of Personal Property. Provisions are added for GSA to accept accountability for property transported to consolidated sales sites. The policies and procedures for recovery of precious metals, formerly in Part 101-42, are added. Abandonment and destruction procedures are clarified and moved to Part 101-45.9.

FPMR 101-46: Utilization and Disposal of Personal Property Pursuant to Exchange/Sale Authority. A special authorization for exchange of historic items in museum accounts is added and the revisions clarify agency responsibilities in making exchange vs. sale and similarity determinations.

* * * * * * * *

REMINDER - WHERE TO OBTAIN FEDERAL SUPPLY SCHEDULE PUBLICATIONS

The address and telephone number which should be used when requesting copies of FSS publications, including the GSA Supply Catalog, Marketips, Customer Assistance Guide, and all Federal Supply Schedules is:

CMLS
819 Taylor Street
P.O. Box 17077
Fort Worth, TX 76102-0077
FTS: 334-4040
COM: (817) 334-4040

Also use this address to request information concerning placement of your activity on our publications mailing list and to check the status of your application.

* * * * * * * *

WATER COOLER STOCK ON-HOLD IN LEAD POLLUTION SCARE

Halsey-Taylor water coolers in GSA stock have been placed on hold pending further review. The Consumer Product Safety Commission is investigating the need for a recall.

Earlier this year, the Environmental Protection Agency (EPA) found that eight water coolers made by Halsey-Taylor during the 1950s and 1960s contain water storage tanks with a lead lining which can contribute high levels of lead to drinking water. Water from one cooler was found to exceed Federal drinking water standards for lead content by 40 times. So far, at least one cooler of each of the following models has been found to contain a lead lining: WT 8 A, GC10ARC, and GC 10A.

Other models manufactured by Halsey-Taylor between 1978 and the end of 1987 contain lead solder, which if less than five years old, can leak into drinking water in high concentrations. These models include: WMA-1, SWA-1, S3/5/10 C&D, S300/500/1000D, SCWT/SCWT-A, DC/DHC-1, HWC7/HWC7-D, BFC-4F/7F/7FS, 5656 FTN, 5800 FTN, and 8880 FTN.

Halsey-Taylor has had contracts with GSA for coolers, with products located in many Federal offices. The most recent contract was for two years ending in December 1987. National stock numbers (NSN) for the coolers supplied under this contract are 4110-00-225-8760 and 4110-00-782-5125.

Other companies made coolers containing lead, but stopped the practice before 1986. These companies include EBCO (whose products also are marketed

under the name "Oasis") and Sunroc. One major company, Elkay Manufacturing Co., with coolers under the names "Temprite" and "Cordley" reported never having used lead in any of their drinking water coolers. Filtrine Manufacturing Company, a smaller supplier, also reported never using lead in water coolers.

New contracts have been awarded and lead-free water coolers from the new supplier, Elkay, are in stock and available for shipment. Further information will be issued as additional details are made available.

Federal activities may use a protocol developed by the Environmental Protection Agency to test water used for drinking or cooking (including that from faucets in rest rooms used to fill coffee pots). This protocol can help identify whether any particular outlet is dispensing water containing too much lead, and the source of the lead. To obtain a copy, write to Peter Lassovszky, Office of Drinking Water WH-550, Environmental Protection Agency, 401 M Street, SW, Washington, DC 20460. (Scott Wallis, FTS/703 557-8451)

* * * * * * * *

WELCOME KIT ITEMS

If you are having trouble finding a source of welcome kit items, you might write to:

Export Services International, Inc.
One Export Drive (Suite A)
Sterling, VA 22170

This company has a good assortment of "kits" as well as replacement items for the kits. About a dozen USAIDs have bought from them in the past. The complete kit includes a reusable packing trunk. ESI will send you their brochures and price lists on request.

* * * * * * * *

CHANGE IN RATE FOR PRIVATELY-OWNED VEHICLE (POV) REIMBURSEMENT

Effective August 14, 1988, the reimbursement rate for authorized use of a privately owned vehicle (POV) on official business changed from 21 cents per mile to 22.5 cents per mile. This revised rate is reflected in AID HB 22, Chapter 9, Appendix 9A, section 415.1. AID Transmittal Memorandum No. 22:296 dated August 22, 1988, incorporated the new POV rate in HB 22. HB 23, Chapter 6, Appendix 6A, 6 FAM 228.2-2b. is in the process of being revised to reflect the new POV rate.

* * * * * * * *

EDUCATION ALLOWANCE FOR HANDICAPPED CHILDREN

Effective May 22, 1988, this allowance for a handicapped child is payable at age three.

Effective June 19, 1988, the amount of education allowance payable for a handicapped child increased to $15,550 for "school at post" and $32,250 for "school away from post".

The above policies have been codified in the Standardized Regulations, sections 276.8 and 274.12c respectively.

* * * * * * * *

OPTIONAL R & R TO THE U.S.

On August 16, 1988, a worldwide cable, subject: Optional R & R to the U.S., was issued worldwide. Unfortunately, this cable created confusion at some posts. Therefore, a more thorough explanation of the guidance contained in this cable is provided below. Please note that this is not a change in regulations, only clarification on the basis for cost-constructive travel to alternative points in the U.S.

A. At an R&R designated post where travel costs to the U.S. exceed those of travel to the primary designated relief area, employees at that post have the option to travel, at U.S.G. expense, to the nearest port of entry in the contiguous 48 states for R&R. If an employee elects an alternative point in the U.S. other than the nearest port of entry, the U.S.G. will pay up to the cost of travel to the nearest port of entry on the basis of the usually traveled route. Any additional cost is to be borne by the employee.

B. At an R&R designated post where travel costs to the primary designated relief area exceed those to the nearest port of entry in the U.S., the U.S.G.-financed portion of R&R travel to an alternative point in the U.S. is limited to the cost of travel to that primary designated relief area.

* * * * * * * *

CHANGE IN DOMESTIC PER DIEM RATES

GSA established new domestic per diem rates which became effective on October 9, 1988. While all of these rates are published in AID Handbook 22, Chapter 6, Appendix C, the major changes are:

(1) The standard rate increased from $60.00 to $66.00. The additional $6.00 breaks down to $1.00 for Meals and Incidental Expenses (M&IE) (total $26.00) and $5.00 for lodging (total $40.00);

(2) M&IE rates increased across the board by $1.00 from $25.00 and $33.00 to $26.00 and $34.00;

(3) 16 new localities were added;

(4) 80 localities were deleted because they were overtaken by the increased CONUS rate; and

(5) the locality per diem rate for Washington, D.C. increased to $121.00: $87.00 maximum for lodging and $34.00 for M&IE.

* * * * * * * *

M/SER DIRECTORATE FOR PROGRAM AND MANAGEMENT SERVICES

M/AAA/SER

Associate Assistant to the Administrator for Management/Procurement Executive	John F. Owens
Program and Budget Officer	J. Kevin Burke
Agency Competition Advocate	James D. Murphy
Special Assistant	Vacant

M/SER/PPE

Chief	James D. Murphy
Chief, Policy Branch	Kathleen O'Hara
Chief, Planning & Eval Branch	Elizabeth Cordaro

M/SER/MS

Director	Timothy L. Bertotti
Chief, Overseas Management Div.	Robert O. Weiland
Policy and Procedures	Myron Tomasi
ANE/LAC Regional Executive Officer	Warren B. Duerbeck
West AFR Regional Executive Officer	Carolyn M. Moore
East and South AFR Regional Executive Officer	Frank A. Bettucci
Chief, Overseas Property Mgt	George Addison

Executive Management Staff

Executive Officer	Barbara A. Hoggard
Deputy Executive Officer	Mary F. Moore

EMS BACKSTOP OFFICERS

AA/M, M/AAA/SER, M/SER/PPE, and M/SER/MS	Diana Lopez
M/SER/OP	Nancy W. Carroll

M/SER/MO	Sheila T. Cunningham
M/SER/IRM	Jean L. Moore
<u>M/SER/MO</u>	
Director	Charles D. McMakin
Deputy Director	Ralph A. Williams
Chief, Policy & Analysis Div.	Anne C. Bradley
Chief, Communications Program Mgt Div.	Catherine Allen Smith
Chief, Travel & Transportation Mgt Div.	Richard A. Rodman
Chief, Resources Management Division	William F. Miller
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Deputy Director for Technical Opns	(Vacant)
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Chief, A.I.D./W Projects Div	Kathryn Y. Cunningham
Chief, Procurement Support Div	Barry S. Knauf
Chief, Commodity Support Div	Joyce Frame
Chief, Transportation Division	Howard D. Cradick
<u>M/SER/IRM</u>	
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Deputy Director	John C. Kelley
Special Projects Staff	Herbert B. Thompson
Chief, Washington Services Div	William M. Schauffler
Chief, Systems Mgt Div	Eugene M. Dwyer

Chief, Automation Support Div	Joseph E. Heffern
Chief, Mission & Project Serv Div	Lawrence E. Livesay
Chief, Planning & Eval Div	Wayne H. Van Vechten
Chief, Technical Support Div	Steven F. Renz

* * * * * * * *

REGIONAL BUREAU EXECUTIVE MANAGEMENT STAFFS

AFR/MGT	
Director	Caroline D. McGraw
Deputy Director	Bernard J. Block, Acting
ANE/EMS	
Director	Jerry M. Jordan
Deputy Director	Alan G. Swan
LAC/EMS	
Director	William Granger
Deputy Director	(Vacant)

* * * * * * * *

CURRENT ROSTER OF A.I.D. MANAGEMENT PERSONNEL AND POSITIONS OVERSEAS

AFRICA REGION

BOTSWANA	
Executive Officer	Mark E. Anderson
BURUNDI	
Executive Officer	Lena Gurley
CAMEROON	
Executive Officer	Douglas Rohn
Contract Officer	Carlton Bennett
CHAD	
Executive Officer	Jerry A. Penno, ETA 1/89
GHANA	
Executive Officer	Jack Faircloth
GUINEA	
Executive Officer	Linda R. Gregory
*General Services Officer	Virgilio S. Perez
IVORY COAST	
Executive Officer	Thomas K. Jefferson
Reg Contract Officer	Gerald Render
Reg Contract Officer	Paul Neifert
Reg Contract Officer	Mary Reynolds
Reg Commodity Mgt Officer	Cornelis Stek
Reg Commodity Mgt Officer	Thomas M. Stephens
Computer Specialist	David Washburn

* Denotes a JAO position.

KENYA

Executive Officer	John Steele
Dep Exec Officer	Bruce G. Gatti
IDI Admin Officer	Penelope Hong, ETA 1/89
Gen Serv Officer	Paul Guild
Reg Contract Officer	Peter Shirk
Reg Contract Officer	Clement J. Bucher
Reg Contract Officer	Maryanne Hoirup-Baclod
Reg Commodity Mgt Officer	Robert Stader
Reg Commodity Mgt Officer	John Peevey
Computer Specialist	James Bossard

LESOTHO

Executive Officer	Cynthia Bryant

LIBERIA

Executive Officer	Mildred Taylor
Dep Exec Officer	Roy H. Johnson
IDI Admin Officer	Ray Reddy
Gen Serv Officer	Linda Wauchope
Contract Officer	Leonard Kata

MADAGASCAR

Executive Officer	(Vacant)

MALAWI

Executive Officer	Steve Callahan

MALI

Executive Officer	Michael J. Ireland

MAURITANIA

Executive Officer	Joseph M. Varley

MOZAMBIQUE

Executive Officer	(Vacant)
Commodity Mgt Officer	Judi A. Shane

NIGER

Executive Officer	James E. Mayer

SENEGAL

Executive Officer	Stephen F. Wallace
IDI Admin Officer	Yashwant Kainth, ETA 2/89

SOMALIA

Executive Officer	Richard Thatcher (PSC)
Deputy Executive Officer	Scott Bellows (IDI Admin)
Commodity Mgt Officer	(Vacant)
Contract Officer	Alvera Sweet

SUDAN

Executive Officer	John R. Martin
Deputy Executive Officer	Vacant
IDI Admin Officer	Joseph Dorsey
Personnel Officer	Carol Snowden
Contract Officer	Jaroslaw Kryschtal
Contract Officer	(Vacant)
Commodity Mgt Officer	Macalan Thompson

SWAZILAND

Executive Officer	Michael C. Trott
Reg Contract Officer	Michael Kenyon

TANZANIA

Executive Officer	Jairo J. Granados

UGANDA

Executive Officer	Raymond Dunbar

ZAIRE

Executive Officer	R. Max Walton
*General Services Officer	Gloria Kirk

ZAMBIA

Executive Officer	William R. MacLaughlin
Commodity Mgt Officer	James Harmon

ZIMBABWE

Executive Officer	Darma Wright

* Denotes a JAO position.

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ASIA/NEAR EAST REGION

BANGLADESH	
Executive Officer	Jack C. Gunther, Jr.
Contract Officer	Michael Walsh
INDIA	
Executive Officer	James A. Leo
IDI Admin Officer	Denise Awad
Contract Officer	Michael Snyder
INDONESIA	
Executive Officer	Beverly C. Morton, Jr.
*Personnel Officer	Patricia Smith
Contract Officer	Marcus Stevenson
JORDAN	
Executive Officer	Dave Lockhart (PSC)
Commodity Mgt Officer	Francis A. Donovan
NEPAL	
Executive Officer	William E. Wanamaker
Contract Officer	Allen Eisenberg
PAKISTAN	
Executive Officer	Michael M. Curtis
Dep Exec Officer	Vacant (IDI Admin)
IDI Admin Officer	W. Brent Schaeffer
Contract Officer	Fred Will

* Denotes a JAO position.

Contract Officer	John May
Contract Officer	Sharon Lee Cromer
Commodity Mgt Officer	Stephen Klaus
PHILIPPINES	
Executive Officer	Dan F. Sutton, Jr.
IDI Admin	Anthony Vodraska
Contract Officer	Marilyn Buchan
Commodity Mgt Officer	Thomas Z. Baranyi
SRI LANKA	
Executive Officer	Anne L. Dahlstedt
THAILAND	
Executive Officer	Karl L. Mahler
IDI Admin Officer	Bruce Kellogg
Reg Contract Officer	Neil Edin
EGYPT	
Associate Dir for Management	Clyde C. Laursen
Supervisory Executive Officer	Theresa A. Stephan
Personnel Officer	Elizabeth Mills
Comm/Rec Officer	Barbara Blacker
Asst Comm/Rec Supervisor	Effie A. Hunter
*Deputy Director, Embassy Admin.	Harold S. Daveler
*Gen Serv Officer	Cecile A. Williams
*Personnel Officer	Audrey Moore
IDI Admin Officer	Neil Kester

* Denotes a JAO position.

Contract Officer	James A. Dzierwa
Contract Officer	Michael Nicholas
Contract Officer	Orion Yeandel
Contract Officer	Richard Womack
Commodity Mgt Officer	Arthur J. Laemmerzahl
Commodity Mgt Officer	Paul Rusby
Commodity Mgt Officer	Charles Signer
Commodity Mgt Officer	Lynn Dunn
Commodity Mgt Officer	Girard Labombard
Commodity Mgt Officer	Elaine M. Kelly
Computer Specialist	William Ruotola
MOROCCO	
Executive Officer	Barnett Chessin
TUNISIA	
Executive Officer	Gilbert D. Dietz
YEMEN	
Executive Officer	Mary Ann Epley
Dep Exec Officer	Gerald R. Johnston
Contract Officer	Steve Wisecarver

* * * * * * * *

LATIN AMERICA AND CARIBBEAN REGION

BARBADOS	
Executive Officer	Jeremiah E. Parson
Reg Contract Officer	Stanley D. Heishman
BELIZE	
Executive Officer	Sammie Jones
BOLIVIA	
Executive Officer	John J. Leibner
COSTA RICA	
Executive Officer	John S. Johns
Computer Specialist	Lawrence E. Clark
DOMINICAN REPUBLIC	
Executive Officer	Doug Owens
Reg Contract Officer	Lynn Kelly
ECUADOR	
Executive Officer	Ron Olsen, ETA 1/89
Reg. Contract Officer	James Dunlap
EL SALVADOR	
Executive Officer	Gerald L. Nell
Deputy Exec Officer	Barbara B. Williams
Contract Officer	Laura McGhee
IDI Admin Officer	Ann Heard
GUATEMALA	
Executive Officer	Ed Aker

Dep Exec Officer	Vacant (IDI Admin)
IDI Admin Officer	Linda Whitlock
Reg Commodity Mgt Officer	Robert A. Van Horn
Contract Officer	John McAvoy
HAITI	
Executive Officer	Kent B. Hickman
Deputy Executive Officer	Vacant (IDI Admin)
Reg Contract Officer	Martin Napper
HONDURAS	
Executive Officer	James P. Donnelly
Deputy Executive Officer	Audrey Kizziar
Contract Officer	James Athanas
Commodity Mgt Officer	Christine E. Lyons
JAMAICA	
Executive Officer	Floyd R. Spears
PERU	
Executive Officer	Jack E. Thrower
Deputy Executive Officer	Barbara Court

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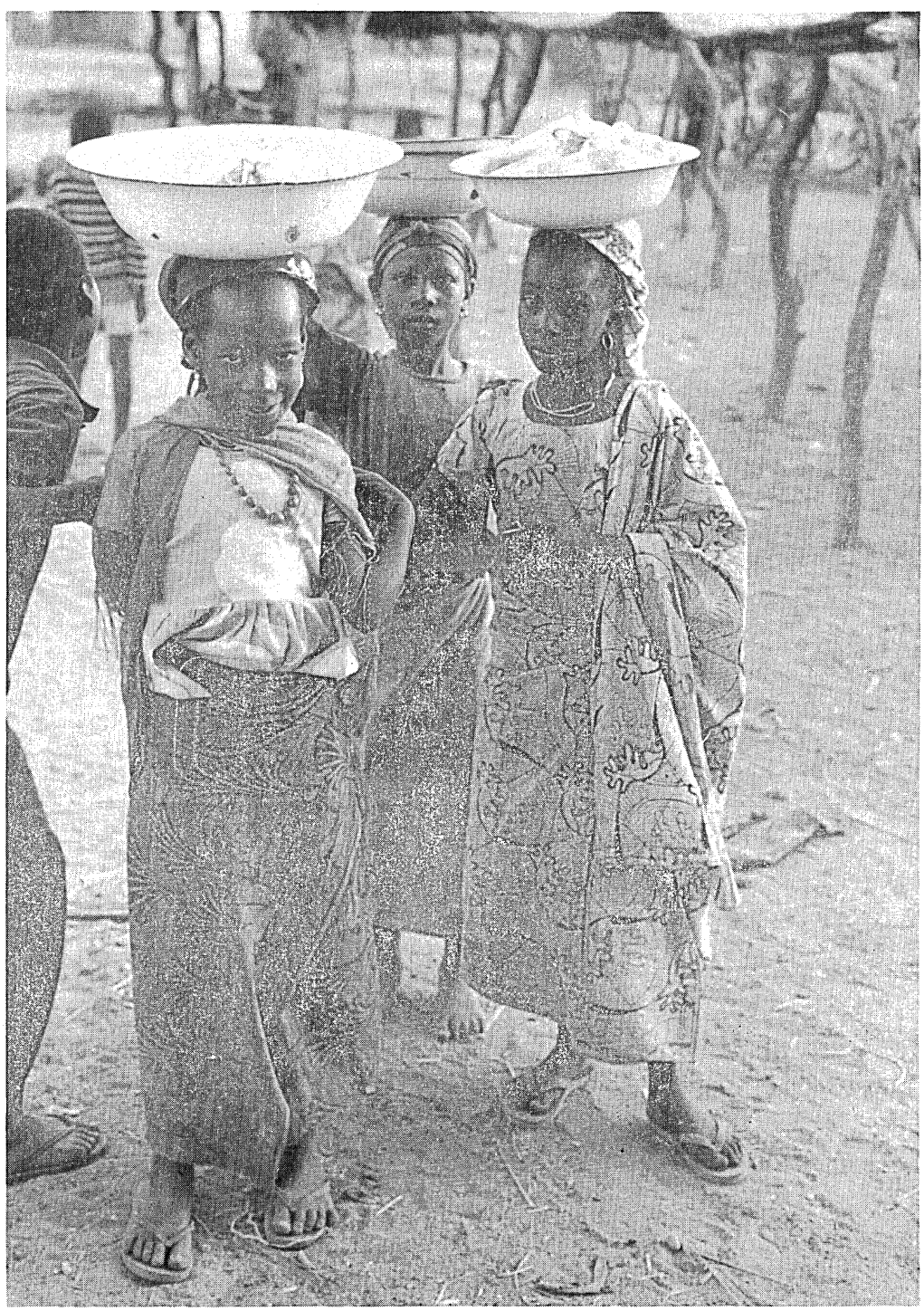
SUPPORT SERLETTER SERVICE

Management Information Bulletin

Agency for International Development **Washington, D.C. 20523**

AID/W Issue No. 12
June 1989



Cover caption:

Young girls in market town of Djalingo, near Garoua, northern Cameroon.

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AETA (AMERICAN ELECTRONIC TIME AND ATTENDANCE)

PFM/FM and M/SER/IRM are automating the process for providing time and attendance (T&A) data to the payroll office. With the new system (AETA), the timekeepers will enter T&A data directly into their VS, PC, or OIS terminal rather than completing manual timecards. The data is then transmitted directly to the payroll system. A number of benefits are expected from the implementation of an automated system:

- decreased time required for completing and processing timecards;
- increased accuracy as the data entered by the timekeeper is transmitted directly into the payroll system;
- increased security of T&A data due to less human processing of the data;
- elimination of the delays currently experienced in sending timecards to/from the field.
- replacement of an outdated card system.

The AETA system has a database with one record for each employee assigned to an office/post. When the timekeeper logs onto AETA, they have access to their employee records only. AETA assumes regular duty worked unless the timekeeper specifies otherwise. If the person neither took leave nor worked overtime, the timekeeper simply moves to the next employee record. If the timekeeper needs to record leave or a premium code, he/she enters the appropriate code, number of hours, day of the week, and week number (1 or 2). The two-week calendar on the screen and the biweekly totals for each code are automatically updated.

The system includes an on-line list of all acceptable codes. Premium hours, such as Sunday Differential and Danger Pay, are calculated automatically for the applicable sites.

At the end of the two week pay period, the timekeeper prints a final report (draft reports may be printed at any time throughout the pay period). When the final report is printed, a 'lock' is placed on that timekeeper's employee records so that no further changes may be made prior to transmitting the data to the payroll system.

At each site, one person is designated as the AETA Coordinator. That person enters any new employee information (or deletes employees no longer assigned to that office/post). The Coordinator is also the person to transmit the T&A information to the payroll system. For AID/Washington sites, the data is transmitted through telecommunications from the VS or PC to the IBM mainframe. For overseas sites, a cable is generated and transmitted through the State communications system. Upon receipt, the text cable is converted to a data file, edited for garbled data, and transmitted to the IBM mainframe.

When the cable is created (or the telecommunications completed), the current pay period data is written to a history file and AETA is rolled to the new pay period. AETA maintains one year of history information regarding time and attendance data transmitted through this system.

Implementation plans:

AID/W:

The first sites to receive AETA in AID/W were VS installations. AETA was installed in M/SER/IRM and PFM/FM in pay period 1. Since that time, AETA has been implemented in PFM/PM, LAC Bureau, M/SER, SDB, PRE/H and OPIC. The PC and OIS sites will be installed during the fourth quarter of this fiscal year.

M/SER/IRM, PFM/FM, and PFM/PM are now using AETA "live" and timecards have been dropped for these sites.

Overseas:

AETA has now been installed at USAIDs in Barbados, Costa Rica, Ecuador, Jamaica, Haiti, Bolivia, the Dominican Republic and Peru. Each mission will be contacted prior to implementation at their site. Someone from PFM/FM and/or M/SER/IRM will provide on-site assistance in the installation and training of AETA users and mission management.

During May, PFM/FM and M/SER/IRM staff are installing AETA in ten ANE and AFR sites: Morocco, Tunisia, Egypt, Sudan, Jordan, Sri Lanka, India, Pakistan, Nepal and Bangladesh. The remaining VS sites in the LAC region (Guatemala, Honduras and El Salvador) will be installed in June. ANE will be completed in July with installations in Indonesia, Thailand, Philippines, Singapore and Fiji. Installations in the AFR missions will be done in August and September.

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SA-12 MAINFRAME COMPUTER CENTER RELOCATION AND TELECOMMUNICATIONS UPGRADE

The IBM mainframe computer, formerly located at SA-12 has been relocated to its new home in Beltsville, Maryland. This move was the result of several months of detailed planning and technical assistance from equipment vendors and support personnel.

The A.I.D. Computer Center had resided at SA-12 Universal North for approximately 20 years. It is a multi-vendor facility consisting of: IBM 3083BX mainframe computer (32 million characters of internal memory), Direct

Access Storage Devices (40 billion characters), Tape Drives and Magnetic Tape Library (10,000 reels), Telecommunications Processor (supporting 96 telephone lines and 500+ terminals), Xerox Laser Printer, Wang OIS Word Processor, computer stock and supplies, adminstrative office workstations, furniture and support staff.

Construction of the new facility began on February 17, 1989 and was completed April 20, 1989. The physical move of the center was accomplished from April 27 to April 30, 1989.

Testing of the new Telecommunications Network was completed on April 21, 1989. This new network consisting of High Speed-High Capacity Lines and new Timeplex Equipment provides for automatic fault correction in the event of a bad telephone line and will serve the Agency through modular growth for the next five years at a substantial savings.

The new Telecommunications Network uses some of the newer facilities developed in the past few years to provide a more reliable cost-effective means of moving information. With the old network each user had a means of communicating with the IBM Mainframe on a line which moved 9.6 thousand bits of information per second, and there was one line per system. With the new technology (known as T 1 facilities by the phone company) we were able to combine those single lines through the use of lines on to a Trunk Circuit. These circuits operate at 1.54 million bits of information per second (T 1). By combining all the lines from a single location, we reduce the cost of moving information. Using the multiplexors we can better monitor and control both communications lines and costs.

An additional benefit of the new Telecommunications Network is the inter-connection of the Wang VS computers in Washington. This will now allow the implementation of Electronic Mail (Wang Office) and Software Distribution Services (transfer of word processing documents and data files). The pilot electronic mail project in IRM is being expanded to three computer systems located in SA-14 on the Wangnet local area network. Connection through the new Telecommunications network provides for a wide area network that covers the entire metropolitan area of Washington D.C..

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AUTOMATION RESOURCES MANAGEMENT WORKSHOPS

M/SER/IRM recently held two regional automation resources management workshops, one in Bangkok, Thailand and the other in San Jose, Costa Rica. The first week of the workshops focused on topics related to ADP administration and included presentations by IRM staff and Wang representatives. Staff of M/SER/IRM and the San Jose Mission Systems Center also demonstrated several systems available for distribution to missions, including the Nonexpendable Property Management System (NXP), the Expendable

Property Management System (EXP), and the Vehicle Management System (VMS). IRM and Wang representatives met individually with personnel from each mission to discuss any Wang-related issues and planned procurements. The second week of the workshops concentrated on technical issues such as Wang VS performance tuning.

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INFORMATION TECHNOLOGY WORKSHOP

The Office of Information Resources Management, in cooperation with USAID/Jakarta and the Ministry of Education of the Government of Indonesia (GOI), conducted a prototype of the Strategic Information Technology Planning Workshop from April 25-27, 1989. The workshop was deemed quite successful by both the participants and the instructors. So successful, in fact, that a request has been made by the project team to conduct a repeat workshop for the senior managers of both the Ministry of Education and other GOI ministries. The workshop was principled upon a workbook recently completed by IRM.

The workbook is entitled A Strategic Information Technology Planning Framework: Getting the Most from Information Technology. The Framework is an attempt to introduce to the public sector a methodology to facilitate information technology (IT) planning. It attempts to achieve this through the modification and incorporation of several private sector frameworks into a single public sector framework. In doing so, it ultimately links critical organizational information needs to information systems and organizational goals. The Critical Success Factor (CSF) methodology is implemented in order to articulate those activities which are absolutely essential to the attainment of the organizational goals. The Framework was the basis of the workshop involving the Ministry of Education in Jakarta, Indonesia.

The workbook was developed under contract for M/SER/IRM/MPS Project Support Group and funded through LAC, ANE and AFR bureaus' funds.

The objective of the Framework is to link four critical components of an institution: organizational strategy, organizational plans, information technology strategy, and information systems plans. The Framework stresses the need to effectively link strategy to organizational goals. Because the link focuses on critical information needs, the Framework retains certain basic requirements for its effective implementation. First, the Framework must have a strong, and sincere senior management sponsor. The sponsor is essential to determining the purpose, scope, and goals, as well as, ensuring the life of the process. Often frameworks are developed as reactions to a limited number of information crises, and soon shelved and forgotten. A strong sponsor should preclude such a demise of the Framework.

Second, the implementation team established by the sponsor should include both information technology professionals and management personnel. This will ensure that the technical capability of the IT division is compatible with the specific organizational goals defined by management.

Third, the Framework will be most effective when incorporated into the overall organizational planning process. This will link the generation of organizational goals to consideration of critical information requirements. The workshop is designed to introduce the concept and importance of strategic IT planning in an organization, along with the Strategic Information Technology Planning Framework itself.

Both the Framework and the workshop are designed to be replicated across a broad spectrum of developing nations. It is one among many approaches to strategic IT planning, and M/SER/IRM expects to closely monitor its usefulness when applied to the development environment. Interested persons may send requests for copies of the workbook to Joe Gueron, AID/M/SER/IRM/MPS, Room 1100E, SA-14 or by calling 703-875-1335.

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SHORTENED TOURS, R&R TRAVEL COSTS

PFM/PM/FSP has been approving shortened tours and waiver of repayment of R&R costs for employees (Handbook 25, Chapter 36) because of special program requirements or compassionate personal circumstances (including school schedules). With increasing frequency, employees on home leave/return to post orders are submitting such requests without adequately defining the special program reason for the request (reasons cited include "program requirements" and "mission workload"). In order that files will provide a complete picture for audit purposes, missions are asked to remind employees to cite the specific program requirement that makes the shortened tour necessary.

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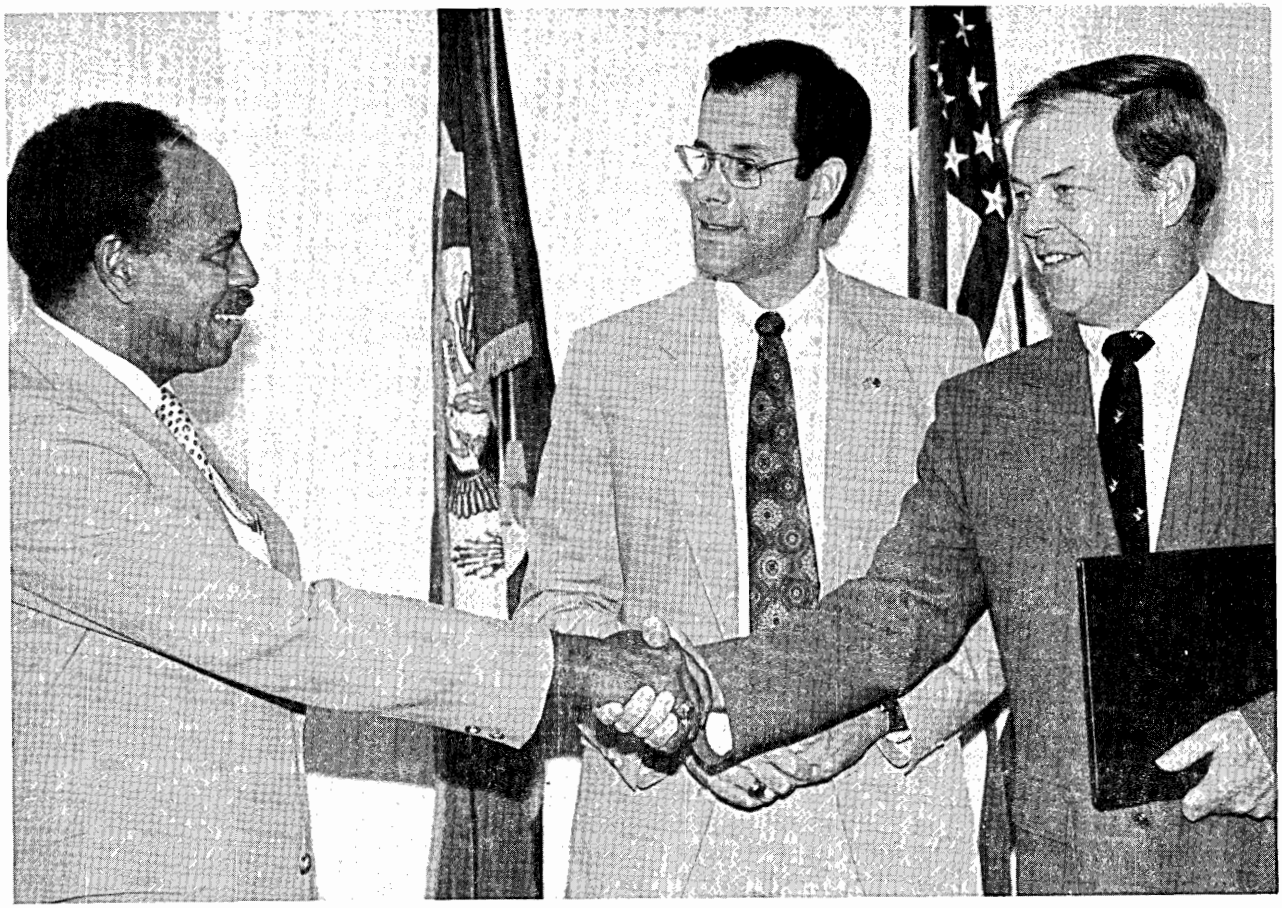
PFM/PM/BACKSTOPPING RESPONSIBILITIES

BS	CATEGORY	PERS OFF./PERS ASST. CAREER DEVL OFF	ROOM #		TELEPHONE
01	Mission Directors & Executive Levels (EPAP)	Hank Johnson, Sr Mgt Trg	316	SA-2	663-2252
		Carole Tyson	1418	SA-1	663-1314
		Verna Reynolds	1426	SA-1	663-1302
		Susan D. Maltese	1426	SA-1	663-1549
		Irma J. Marshall	1426	SA-1	663-1305
02	Program Analysis	Sylvia Matthews/	1101C	SA-1	663-1463
		Ken Martin - CD	1108	SA-1	663-1369
03	Administrative Mgt	Ed Lundquist/	1145	SA-1	663-1478
		Stephen Ryner - CD	1110	SA-1	663-1366
04	Financial Mgt	Gwen Marcus/	1101	SA-1	663-1497
		Ken Martin - CD	1108	SA-1	663-1369
05	Secretarial Support	Ed Lundquist/	1145	SA-1	663-1478
		Hallie Aiken - CD	1104	SA-1	663-1499
06	General Services	Ed Lundquist/	1145	SA-1	663-1478
		Hallie Aiken - CD	1104	SA-1	663-1499
07	Administrative Support	Ed Lundquist/	1145	SA-1	663-1478
		Hallie Aiken - CD	1104	SA-1	663-1499
08	Audit and Inspection	IG/ADM, Daisy Weaver	410	SA-16	875-4325
10	Agriculture	Jim Falconer/	1147	SA-1	663-1495
		Tom Ward - CD	1108A	SA-1	663-1368
11	Economics	Sylvia Matthews/	1101C	SA-1	663-1463
		Ken Martin - CD	1108	SA-1	663-1369
12	Program Mgt.	Gwen Marcus/	1101	SA-1	663-1497
		Cecilia Pitas - CD	1106	SA-1	663-1378
14	Rural Development	Jim Falconer/	1147	SA-1	663-1495
		Tom Ward - CD	1108A	SA-1	663-1368
15	Food for Peace	Robin Galery/	1103	SA-1	663-1490
		Tom Ward - CD	1108A	SA-1	663-1368
20	Housing, Urban & Community Develop.	Joycelyn Scriber/	1148	SA-1	663-1489
		Hallie Aiken - CD	1104	SA-1	663-1499

BS	CATEGORY	PERS OFF./PERS ASST. CAREER DEVL OFF	ROOM #		TELEPHONE
21	Business, Industry & Private Enterprise	Ed Lundquist/	1145	SA-1	663-1478
		Stephen Ryner - CD	1110	SA-1	663-1366
25	Engineering	Robin Galery	1103	SA-1	663-1490
		Hallie Aiken - CD	1104	SA-1	663-1499
30	Natural Resources & Energy Mgt	Robin Galery/	1103	SA-1	663-1490
		Tom Ward - CD	1108A	SA-1	663-1368
50	Health Science, Medical & Population	Joycelyn Scriber/	1148	SA-1	663-1489
		Cecilia Pitas - CD	1106	SA-1	663-1378
60	Human Resources, Education & Participant Trng	Robin Galery/	1103	SA-1	663-1490
		Cecilia Pitas - CD	1106	SA-1	663-1378
72	Social Services	Robin Galery/	1103	SA-1	663-1490
		Cecilia Pitas - CD	1106	SA-1	663-1378
75	Physical & Social Science	Robin Galery/	1103	SA-1	663-1490
		Tom Ward - CD	1108A	SA-1	663-1368
85	Legal	Gwen Marcus/	1101	SA-1	663-1497
		Hallie Aiken - CD	1104	SA-1	663-1499
92	Commodity Mgt	Robin Galery	1103	SA-1	663-1490
		Hallie Aiken - CD	1104	SA-1	663-1499
93	Contract Mgt	Robin Galery	1103	SA-1	663-1490
		Hallie Aiken - CD	1104	SA-1	663-1499
94	Project Development	Carolyn Redman (Temp)	1101	SA-1	663-1481
		Stephen Ryner	1110	SA-1	663-1366
95	International Development Intern (IDI)				
	- Developing Training Plan - Monitoring Progress	Career Dvl Counselors (according to backstop)		SA-1	
	- Personnel Support Services	Personnel Officers (according to backstop)		SA-1	
New Hire Processing		Marge Kelley	1109	SA-1	663-1376
Employee Relations Specialist		Sarah Morrison	1114	SA-1	663-1454

BS CATEGORY	PERS OFF./PERS ASST. CAREER DEVL OFF	ROOM #		TELEPHONE
Diplomatic Title Requests:				
- EPAP	Irma J. Marshall	1426	SA-1	663-1305
- Non-EPAP	Fabiola C. Rodman	1109	SA-1	663-1373
SFS Awards	Irma J. Marshall	1426	SA-1	663-1305



Picture Caption

John Walsh, USAID/Yaounde GSO, is shown above being congratulated by Mission Director Jay Johnson after receiving AID GSO Self-Study Course completion Certificate from Ambassador Mark Edelman (center), former Assistant Administrator for Africa.

GSO SELF-STUDY COURSE GRADUATES

M/SER/MS commends Emmanuel Omerda, USAID/Nairobi, and John Walsh, USAID/Yaounde, on completing all three series of the General Services Office (GSO) Self-Study Course and with grade scores of 90% or better on each course! The three series completed by both employees were: (1) Personal Property Management; (2) Requisitioning Sources and Procedures; and (3) Freight Transportation Management.

Rumor has it that Emmanuel Omerda and John Walsh might be available for short consultations for any executive officers that need a little brush-up on GSO procedures.

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SMOKE DETECTORS

Smoke detectors, as marketed today, come in many variations. Some will talk to you and tell you which way to go in the event of fire. Some have multiple alarms for motion detection and smoke detection. And some even come with a built-in flashlight to assist in escape. All of these are practical and most are reasonably priced but the most important feature is that all of these devices provide the early warning necessary to escape a fire before you are overcome with smoke and unable to help yourself.

As with any piece of equipment, it must be properly positioned to provide the best warning and after installation, must be maintained to ensure proper operation. The following will provide you with some suggestions regarding smoke detectors to help you with installation and maintenance.

1. Always buy a smoke detector that has been approved by Underwriters Laboratories.

2. Always place your smoke detector on the ceiling or within six inches of the ceiling.

3. Place your smoke detector in the corridor outside the sleeping area.

4. Replace the battery at least annually or more frequently if the detector warns you that the battery is getting weak.

5. Carefully vacuum the detector to remove dirt or dust to ensure proper operation.

6. Place a smoke detector on every level of your house and place one at the top of each stairwell.

7. Always provide yourself with a secondary exit in the event the primary exit is blocked with smoke and/or heat.

8. Practice fire safety whereever you are. A few seconds can make the difference between safety and becoming a sad statistic.

For further information, please contact:

U.S. Department of State
Foreign Buildings Operations
P.O. Box 12248
Rosslyn Station
Arlington, Virginia 22209
Telephone: 703-875-6988

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M/SER/MS CLEARANCE ON REAL PROPERTY USE AGREEMENTS

Effectively immediately, all agreements between USAIDs and other agencies at posts on the use of AID real properties must be cleared in advance by M/SER/MS. The purpose of this requirement is to assure uniformity and compliance with current Agency standards and concerns. This new policy became necessary because of a conflictive issue in one country where a long-standing Use Agreement between USAID and another USG agency was not honored by the other agency. M/SER/MS wants to ensure to the fullest extent possible that this type of problem is avoided in the future.

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LEASE/PURCHASE PLANNING

A new requirement now exists that the Office of Management and Budget (OMB) approve lease/purchase arrangements from the outset.

Further to M/SER/MS's worldwide cable (State 034094) -- Annual Plan for 636 (c) Requirements for FY 89 -- M/SER/MS, PFM/FM and GC reviewed the requirement on entering into lease purchase arrangements, and have updated interim guidance for missions pending any further changes/interpretation in this policy. AID/W cannot approve new lease/purchase arrangements, even on a case-by-case basis unless the specific lease/purchase has been authorized by OMB during the budget process. Accordingly, all new lease purchase requests must be included in the Annual Budget Submission (ABS) effective immediately with the FY 1991 ABS currently under preparation in overseas missions. This OMB requirement actually went into effect in October, 1988 with the submission of the FY 1990 agency budget, rather than with the FY 1991 budget. However, USAIDS had already submitted their FY 1990 ABS's prior to this new requirement. M/SER/MS recognizes how difficult it will be for missions to make definitive commitments on starting dates for such

arrangements. In addition, a clear advantage to the U.S. Government (i.e., the 7-year payback lease versus buy analysis) must exist before approval will be considered for any missions entering into a lease purchase arrangement. However, USAID missions should not assume that a 7-year payback, or even a shorter payback, will automatically result in OMB approval. Finally, missions having potential lease/purchase plans must provide justifications as to the benefits of lease/purchase versus outright purchase.

Please contact M/SER/MS if further information or assistance is needed.

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MANAGEMENT AND DOCUMENTATION OF SHORT TERM LEASES

State/FBO was criticized in a recently published GAO audit of residential real property management practices overseas. Among other things, the audit revealed that almost one-third of all employees were overhoused by Airgram A-1093 standards! The report led to more criticism from the Hill in hearings on this issue. The report stated in part that most leases which exceeded the $25,000 per year rental limit and/or space standards were not documented. Posts did not bother to obtain Washington approval in advance, or if they did, approval was not in the file. It may be that no other suitable houses were available in the countries audited. However, lack of documentation leads critics to charge that we are living excessively overseas with no controls on our lifestyles.

The unfortunate result of the audit is that FBO, to defend itself from Congressional criticism and to demonstrate its oversight effectiveness, is overreacting by instituting a series of changes in its real property management requirements which adds to the workload of already over-burdened Administrative Officers (Airgram A-105 dated 4/13/89). Another example is that in the future, Administrative Officers will be required to report the name, rank, and size of family of every occupant of every leased house in the world -- a move to police administrative operations closely to assure compliance to housing regulations (State manages some 5,000 short-term leases, most of which are residential).

The FBO's orders come at a time when we in AID are studying an opposite approach, i.e., how to avoid the centralized, micro-management, "policeman" approach and to reduce reporting requirements for our field managers. We trust the judgement of our Executive Officers and want to give them more authority. Although the GAO audit report did not say so, FBO tells us that GAO audited the leases of all USG agencies at the seven posts they audited, including AID-negotiated leases. If that is true, and if our leases are representative of what they found, then we may be subject to the same criticism, with the same results. To avoid that possibility, all leasing officers are urged to review your leasing files now to assure that they will

pass a similar review. Posts should request waivers in accordance with State 303434 dated 9/29/87 (except that requests for AID waivers are to be sent to AID/M/SER/MS, not FBO) even for those active leases where there is no waiver in the file. M/SER/MS never has denied a well-presented and documented waiver request, so clean up your files now, or you may be telling us how many blue-eyed, left-handed employees are in AID housing, including zodiac signs of dependents, blood types, and who knows what next.

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COST SAVING RESPONSES TO O.E. CUTBACKS

The following is a comprehensive list of various USAID cost saving reponses to O.E. budget constraints. Two executive officer IDIs rotating through AID/W, Margaret Healey and Mike Fritz, performed reviews of Action Plans and Annual Budget Submissions to compile these costs saving responses. They have been grouped as closely as possible to functional areas within the O.E. budget.

Communications/Office Equipment

1. Installation of PBX and FAX machines to cut communications costs.

2. Develop a monitoring and billing system for long distance telephone calls and copy machine usage to charge contractors and projects. This system can be used for other O.E. services as well.

3. Reduction of maintenance costs for copy machines, typewriters, etc., by hiring local technicians.

4. Purchasing office equipment in some missions may be more cost effective than renting.

Data Processing

1. Expanded computer use in the areas of property control, office supplies, the budget, etc. for increased efficiency and control.

2. Exchanging underutilized computer equipment with other missions can result in costs savings for both missions.

Funding

1. Many missions are expanding their search for Trust Funds or other host government funding such as direct budget allocations.

2. Some missions have created Project Support Groups to supply O.E. services.

3. Indonesia is developing a plan to obtain AID/W funds for a data processing upgrade.

4. Nigeria obtains project funds through the donation of blocked local currency from U.S. firms.

5. PVOs in some countries provide matching funds for grants from AID.

6. Some missions have reduced their FAAS expense by negotiating payment on an itemized cost basis rather than the method of estimated overhead/distribution.

Transportation

1. A computerized vehicle maintenance program has significantly reduced maintenance costs for one mission.

2. Permanent assignment of vehicles to specific drivers has increased accountability as well as providing a greater sense of responsibility and pride on the part of the drivers.

3. A temporary solution to replacing unsafe vehicles for one mission was complete engine replacement.

4. Staggering drivers hours has reduced or eliminated overtime for some missions.

5. Liberia reduced fuel consumption through a fuel monitoring system. A fuel contract further reduced costs.

6. Gambia installed their own fuel tanks and established a fuel depot reducing costs significantly.

7. Some posts have reduced vehicle and maintenance costs through the purchase of foreign (with approved waiver) rather than U.S. vehicles. Fleet standardization, which further reduces costs for both spare parts and service, was utilized for both foreign and U.S. fleets.

8. Closing field offices not only eliminated the costs of operating those units but allowed Mali to concentrate on programs near the capital reducing transportation costs significantly.

9. Missions can realize costs savings through the use of a travel agent who gives discounts.

10. Streamlining internal mission travel authorization documentation and the use of flat per diem rates reduced costs for another mission.

Personnel

1. Peace Corps volunteers have been used in some missions as project implementors. The possibility of using personnel from PVOs in administrative areas should be explored.

2. Increased donor coordination has allowed for more effective use of O.E. as well as project funds in some missions.

3. Some missions are using Washington-based support teams, IDIs, and REDSOs to make up for a shortage of personnel and services at the mission level.

4. Many missions are consolidating positions or reallocating management responsibilities.

5. Chad pays most local professionals directly under PSCs rather than placing them under a manpower contract.

6. Most missions have curtailed the use of U.S. PSCs.

7. Missions employ FSNs to provide customs clearances and household goods packing services as well as other professional services.

8. Mission personnel should schedule a TDY in Washington, whenever possible, for consultation and training in conjunction with home leave.

Services/Vendors

1. One mission eliminated its audio visual unit, another its library services.

2. Many missions have negotiated more favorable service contracts in the areas of customs, shipping and security. For some missions, this is less expensive than using FSN staff or the GSO for the same services.

Property Management

1. Bolivia has made advance lease payments to reduce rental costs.

2. Missions in the Far East have been purchasing locally-made furniture at a substantial savings over U.S.-purchased items.

3. Mission personnel have been used to upgrade buildings.

4. Residential use of solar units has provided substantial savings.

5. Several missions have begun office construction and consolidation programs even though it is easier to continue a rental program than to obtain approval for a purchase or a lease/purchase agreement.

6. Chad installed timers on residential hot water heaters.

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SURVEY OF ADMINISTRATIVE MANAGEMENT OPERATIONS

As this SERLETTER goes to press, M/SER/MS has received only 13 survey responses from missions (ironically, some of the busiest of our field personnel found time to reply).

Due to the small number of responses, no statistically valid conclusions can be made at this time. However, these trends are noted:

1. AID's Administrative Management Systems are usually effective, sometimes efficient and generally understood by administrative personnel.

2. Respondents viewed OE monitoring, cost control, customs/shipping, building/maintenance operations, and personal services contracting as strong areas at their USAIDs.

3. Respondents cited operational weaknesses in information management, inventory management, effectiveness of meetings, housing/leasing and warehouse operations.

4. Those who responded cited computers and information as an area of high challenge, but one where they lacked confidence, competence or were in need of training.

5. Other areas cited were:

    a) Most challenging - Personnel Management, FAAS

    b) Low skill confidence in - Communications, Records Management, reporting

    c) High skill confidence in - Personnel management, OE monitoring, PSC contracting

    d) Training most needed in - Procurement and OE budget monitoring and cost control.

Please send your responses soonest to M/SER/MS to help lend reliability and validity to this important survey. More details will be provided in the next SERLETTER.

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Introduction to Management Analysis

1. Concept of Management Analysis

a. The magnitude and complexity of operations have become so great that it is common practice for activity heads and managers to employ a small, highly qualified staff to provide them with management advice and assistance. The function of such a staff is called management analysis. Its objective is to help managers and supervisors find and install better, faster and cheaper ways to carry out their programs and missions. The management analysis staff aids the manager in the design and improvement of organizational structure, administrative policies, management systems, operating methods, and procedures. This staff activity relies on the application of scientific methods and special techniques which call for particular knowledge and skills on the part of management analysts.

b. To be effective, management analysts must concern themselves with the manager's problems, that is, with the business of "top management" and with the policies, systems and procedures used by management in carrying out the agency's mission. In addition, the staff is on call and available to any activity chief who wants assistance in improving his own activities. The products of the management analysis function are recommendations and advice. Credit for an improvement goes to the line manager or the official who adopts it.

2. Services Performed

Management analysis staffs provide a wide variety of services to top management and its operating chiefs. Generally, these services are:

a. Designing and improving systems of management.

b. Developing ways to evaluate the effectiveness of organizational elements in accomplishing missions, and to measure efficiency of use of resources.

c. Studying the division of work and responsibilities within an installation or agency to find the most effective organizational structure to perform the assigned mission.

d. Making studies and analyses aimed at finding solutions to special management problems, analyzing procedures and operating methods that are in need of improvement, and recommending appropriate action to bring about such improvement.

e. Assisting management in establishing and administering improvement programs, work simplification training programs, cost reduction programs, and other special efforts.

f. Assisting line management in (1) creating a favorable "climate" within the organization for making innovations; (2) motivating personnel to recognize and take advantage of opportunities for effecting improvements; and (3) communicating ideas and information about new and improved methods, systems, procedures, and equipment.

g. Providing an objective analysis of management problems cutting across two or more units within the organization when a study by any one might not be favorably received by the other.

h. Conducting research to find and evaluate new management techniques, practices and systems, and testing such new ideas.

i. Identifying opportunities for improvement and bringing them to the attention of the appropriate official who can take action.

j. Providing advice on the management implications of proposed legislation, requirements of the Congress, Office of Management and Budget, and the Office of Personnel Management; also, providing advice on the interpretation and implementation of departmental policy and the findings and recommendations of the General Accounting Office and other inspection and audit agencies.

3. Location of a Management Analysis Staff

A management analysis staff may be established wherever a manager has a need for such advisory service. There may be management analysis staff at different levels of an organization, depending on the need. However, such a staff should be in the office of an official of such stature and authority, or influence, that improvements which are recommended and accepted will be implemented.

4. Management Improvements

Although the objective of management analysis is to bring about improvements, it is wrong to assume that all innovations in an agency are generated by a management analysis staff. All personnel, particularly staff elements and the activity heads and supervisors of operations, have an inherent responsibility to improve their own work methods. Normally, the management analysis staff assists the manager in developing improvement plans and providing general guidance to those involved. Thus management analysis is one element of a manager's management improvement program.

5. Disciplines Used in the Management Analysis Function

Management analysis embraces a range of work calling for individuals with a variety of backgrounds and occupational disciplines. In addition to general management analysts, a management analysis staff may be comprised of persons from recognized disciplines or fields, such as industrial engineering, statistics, and operations research; specialists or technicians in specific activities, such as work measurement, directives management, forms management, data processing systems, and office methods and procedures; and professionals or technicians competent in particular program fields of the agency. Thus, a management analysis staff may be composed of a number of persons from different occupational series under OPM standards, but the key person or persons

will be a general management analyst. Here is a semantic difficulty. The function, management analysis, is staffed by persons in different occupations, yet is called after the job title of one of the occupations. Thus the whole is known by the name of one of its parts; yet the whole has greater scope than any of its parts.

The General Management Analyst

1. Introduction

This part describes the knowledge and skills needed by a general management analyst to provide the manager with the type of consultative services described above. More specialized members of the management analysis staff will need some and perhaps all of the knowledge and skills listed here for the generalist. Once the basic requirements of the generalist are identified, then the requirements in the way of knowledge and skills for the other members of the staff can be established. A management analysis staff may have one or several generalists, or all staff members might be generalists depending on the character of the work undertaken.

2. Knowledge Required

To be really useful to line management the general management analyst needs to possess four primary kinds of knowledge: (a) thorough knowledge of the art and science of managing; (b) general knowledge of the structure and processes of government; (c) general knowledge of the management support functions common to most agencies; and (d) thorough knowledge of the role of management analysis as a staff function. Experience has shown that a person well equipped with these basic areas of knowledge can rather quickly obtain a working understanding of the missions and management methods of an agency if he is not already familiar with them.

a. The art and science of managing

(1) The elements involved in the art and science of managing have been identified in various ways. Basically they are described as continuing actions of planning, organizing, directing, coordinating, and controlling the use of resources. Another aspect is the decision making process covering the full range of activities from determining programs and goals to the delivery of the end-product within time and resource constraints. The complexity of these elements varies with the size, scope, and nature of the operation being managed, and with the experience and capability of the manager, but the elements are implicit in every managerial job from top management down to the supervisor of a unit.

(2) The management analyst who possesses a solid understanding of the management process will be more useful to the manager than one who lacks this knowledge. The general management analyst needs to be abreast of the developments in management sciences which are taking place at an accelerated pace. It is recognized that there will be varying degrees of competence concerning specific elements of management and their attendant principles, methods, and techniques. Regardless of such specialized competences, however, there is an overriding necessity for general management analysts to have an understanding of the total process of management.

b. Structure and processes of government

The management analyst should have a general knowledge of the structure, responsibilities and functions of the different levels and branches of government, and a specific knowledge of the structure, responsibilities and functions of his or her own agency. The analyst should understand the legislative, legal, and political framework in which the agency operates, and the interrelationships that exist between the agency and other governmental units.

c. Management support functions

The manager or activity head uses a number of common management support functions. Typical of such functions are legal, public relations, budgeting, accounting, personnel, supply, and office services. The general management analyst needs to know the character and substance of such functions, and how the functions can be organized and used effectively.

d. Management analysis function

The general management analyst should understand the role of management analysis as a staff function. This includes the role, objectives, scope, relationships, and the potential of the function. The analyst needs to be conversant with the history of the function and with scientific management in general. The relationship of management analysis to such professions and disciplines as industrial engineering, production engineering, statistics, mathematics, operations research and other management sciences should also be understood. The analyst must know how to adapt the management analysis function so as to best fit it into particular organizational environments, and be knowledgeable concerning the conditions which promote success and spell failure in carrying out the function.

3. Skills Required

In addition to the above areas of knowledge, the general management analyst should be skilled in (a) applying systematic investigation and analysis to a wide variety of management studies; (b) developing and designing systems, procedures, processes and policies which will improve the management of a wide variety of operations; (c) testing and installing innovations; and (d) developing and conducting programs aimed at stimulating management improvement.

a. Analysis

(1) The general management analyst analyzes management problems and searches for their source. To succeed in this endeavor, the analyst needs a broad background in and appreciation for a wide assortment of analytical tools and activities. Some of these tools and activities are:

- evaluating the effectiveness of management
- measuring quantity and quality of work performance
- measuring utilization of resources
- costing performance
- charting processes and procedures, PERT
- analyzing organization (distribution of work)
- applying linear programming, waiting line theory, and other operations research techniques
- ascertaining probabilities through the use of statistics and mathematics
- data processing
- making motion and methods studies
- using work sampling techniques
- rating space and layout situations
- evaluating operating systems and procedures

The general management analyst needs this assortment of skills so that he/she can supervise specialists who use them, evaluate the methodology in applying them, and predict the results.

(2) Many of these techniques are applied in management studies and surveys. As a consequence the analyst should have a thorough-going familiarity with the proper methodology for performing management studies. Involved are considerations related to initial planning, fact finding, analysis, and the development, coordination, presentation, and implementation of recommendations. The generalist should know how to assemble a survey team, organize and supervise it, and direct its effort to a successful conclusion. Since most of the work of a management analysis staff will be done through studies and surveys, it is essential that the general management analyst be particularly skillful in conducting such efforts.

(3) In using these skills and in making studies the analyst needs to be alert to the sociological and psychological impact of the work he is doing upon the productivity of personnel. Thus a different kind of skill is brought into play; one which permits the use of analytical techniques in such a way as to harness the workers in the agency being surveyed into an enthusiastic and constructive group. Thus he/she needs to possess a deep human understanding of the effect of his/her actions upon the personnel of the agency in which they are brought to bear.

(4) In addition to skills identified above, the general management analyst must be able to bring about effective collaboration of others. The collaboration may be at any or all stages of a study, from the initial planning through the actual implementation of recommendations. Collaboration may be for the purpose of bringing into the study the knowledge and experience of others in specialized or program fields, or collaboration may be desirable to facilitate acceptance and endorsement of findings and recommendations, or both.

b. Design

After analysis comes synthesis, another skill needed by the general management analyst. He/she must be able to create out of many pieces whole new systems, organizations, procedures, and policies which will get work done and missions accomplished better than formerly. To design and develop new ways for the manager to accomplish his/her mission calls for conceptual skills such as those that are commonly attributed to the architect, engineer and philosopher. Not just one, but normally several proposed alternatives are required, together with an assessment of the relative advantages and disadvantages of the alternatives. He/she may be called upon to simulate his recommendations and validate them prior to adoption.

c. Test and install

Frequently the general management analyst is requested to test and install a new system or procedure which he/she has had a hand in designing. This calls for a skill in organizing resources and in adapting a going enterprise to a new way of operating. Once the innovation is tested and installed, the analyst needs to phase out of the project, leaving it in the hands of the operators.

d. Presentation

Aside from the technical and conceptual skills already mentioned, the general management analyst should possess a special skill in oral and written communication, particularly as it relates to reports or studies. The analyst needs to be able to design, organize, and develop reports and presentations in different ways as may be dictated by varying communication needs.

e. Stimulation of management improvement

(1) General management analysts need to know how to plan, organize, and conduct various overall and specialized management improvement programs that might be employed by an agency. Overall management improvement programs include management training and seminars, regular dissemination of management literature, and systematic scheduling and reporting of management improvements. Specialized programs include work simplification training, and management improvement programs, and one-time, concentrated efforts by an organization as a whole on a particular subject, such as cost reduction and supply consciousness.

(2) The general management analyst must be able to develop such programs for management and provide central leadership to stimulate personnel into participation. He/she should be sensitive to the needs of an agency and have an awareness of what would be appropriate in light of the management philosophy and environment of an agency.

4. Occupational Characteristics

a. The core

This field is known by other names such as organization and methods analysis, program analysis, systems and procedures analysis, management engineering, and management assistance. The individuals referred to herein are general management analysts. Characteristics of the individuals and the work performed by them are regarded as forming an occupation in the sense that a distinctive class of work of varied levels of difficulty is involved. Such work is the basis of progressive, long-term employment by individuals who need to possess certain common qualifications for successful performance of the work. The general management analysis occupation described in this section does not embrace all of the characteristics of various individuals regarded within particular agencies as general management analysts; those characteristics reflect too many diverse and conflicting notions of both the function and its occupational requirements. Rather, this section outlines the qualifications necessary for competent exercise of responsibilities which comprise the logical role of the general management analyst viewed as constituting a core occupational group in the functional field of management analysis. The role and qualifications delineated are in terms of what is to be expected of a fully developed, general management analyst serving in a principal or senior capacity.

b. Professional characteristics of the occupation

The nature of the work performed by general management analysts and the qualifications required of them describe an occupational group that is truly professional in orientation. The obligations and challenges of a profession are clearly evident: (1) there are theoretical and practical aspects of a complex field of human endeavor about which there is a large body of knowledge; (2) competence in the practice of the occupation demands dedication to increasing one's ability to apply such knowledge; (3) some of the educational springboards by which individuals enter the field are professional in their own right - engineering, accounting, public administration, business administration, political science, law, economics, statistics, etc.; and (4) proper fulfillment of the service which the occupation seeks to render requires the practitioner to be motivated by a high sense of intellectual integrity and ethical standards of conduct.

c. Office of Personnel Management

Personnel assigned to a management analysis staff are usually given a GS-343 Series, Management Analyst.

5. Trends

a. Examination of management analysis offices in the Federal establishment reveals that many are serving management well and some are not; some are staffed with qualified personnel while others are not. The problem before us is to raise the capabilities and competence of the low performers so that all will be of real service to management.

b. Little will come from an interpretation of the Office of Personnel Management Standards for the 343 Management Analysis Series if such interpretation is based on the work of mediocre management analysis staffs. If the sights and capablities of these staffs are to be raised the OPM Standards need to be interpreted in the highest and most forward looking sense. We must look to the future and attempt to set goals to which all can strive in the improvement of the capablities of this function. More explicitly, it is believed that the future of management analysis as a modern staff tool lies in pursuing the following objectives:

(1) Constantly increase the basic capability of the function to solve or contribute to the solution of management problems.

(2) As a special aspect of the above, develop the capacity of the function to serve as an effective medium for putting to practical use the growing products of research concerning the management sciences.

(3) Infuse into the traditional methods of management analysis the new and powerful analytic tools which are becoming increasingly available from other fields.

(4) Develop the attributes of a profession as a means of promoting high standards of competence and appropriate guides of conduct.

c. The public service needs general management analysts who have a thorough understanding of management problems. The generalist needs a broad background of experience and education. In addition, certain positive mental and personal attributes, similar to those possessed by the successful mnnager, are required if the management analysis function is to be successfully performed.

Source:
Management Practices Division Paper
Controller of the Army
Credits:
Association of Consulting Management Engineers
Agency Management Analysis Officers Group

SIX STEP APPROACH TO PROBLEM SOLVING

Management problems tend to appear first as symptoms and these symptoms are often presented to the problem-solver with assumptions about the causes of the symptoms. Mistaking a symptom for a problem results in defining the wrong problem or defining a non-problem. Quite often the assumption about the cause of a problem is expanded to include a recommended solution. The problem-solver has to get behind the stated problem to find out what is really wanted and what is really wrong before he can proceed toward a solution.

Problem definition focuses on establishing the boundaries of the problem. The problem solver separates what he/she has decided to regard as the problem from the overall problem situation. A six step approach to problem solving is summarized below.

1. Objective Clarification

   Determine what you want to happen in action terms: make sure objectives of study (management survey) coincide with those of the organization or operating entity.

2. Diagnosis

   Systematically review all symptoms and find their causes. Establish boundaries (scope) of your study.

3. Data Collection

   Use interviews, questionnaires, work studies etc. to gather pertinent information. Information should be sufficient, workable, transformable and relevant.

4. Alternative Generation

   There should be at least two alternatives in order to make a decision. List all alternatives and weigh each carefully. Check to be sure all alternatives are exhausted.

5. Action Plan

   Decide an alternative to be used. Determine time schedule and method for implementation. Identify possible trouble areas and areas which might change. Be prepared with alternative back-up plans for these areas.

6. Feedback and Evaluation

   Use criteria and standards to evaluate the success (or failure) of the action plan. Evaluation data can then be recycled, or "fedback" to permit improvement upon the original output.

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UPDATE OF HB 23, OVERSEAS MANAGEMENT SUPPORT

The latest HB 23 directive updates since the previous SERLETTER announcement of revisions to HB 23 are as follows:

CHAPTER	TITLE	TRANSMITTAL MEMORANDUM NO. ISSUED UNDER
2	Opening a USAID Mission	23:66 dated 4/3/89
9	Overseas Schools Program	23:65 dated 1/16/89
11	Regional Conferences	23:65 dated 1/16/89
13	Closing a USAID Mission	23:67 dated 4/5/89
14	Purchasing for AID Overseas Activities	23:68 dated 4/6/89
5	Real Property Management (HB Circular 23-5, Section 761.1)	23:69 dated 4/25/89
6	Motor Vehicle Management (Section 6J.10b.)	23:69 dated 4/25/89

USAID Mission and AID/W offices that have not received the above updates can requisition copies of the above directives from M/SER/MO/RM, Rm. 1200F, SA-14, 20523-1410.

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ORDERING 1990 CALENDARS FROM GSA

The General Services Administration (GSA) now has 1990 calendars available for order. We recommend that posts place orders early. GSA will not likely have additional calendars printed after its initial supply is all issued.

Ordering information through fedstrip is as follows:

1990 NSN	APPROX PRICE	STD. U/I	PACK	DESCRIPTION
7510-01-225-9211	.95	EA	100	Calendar Pads, Flipover pad, size 3 x 3-5/8
7510-01-225-9215	1.05	EA	50	Calendar Pads, Executive, Flipover Pad, Size 3-5/8 x 5-7/8

1990 NSN	APPROX PRICE	STD. U/I	PACK	DESCRIPTION
7510-01-226-2955	2.08	SE	40	Pocket Planning Set and Refill, Pocket Size Loose-Leaf Memorandum Book and 12 Monthly Diaries
7530-01-231-6226	1.64	EA	48	Loose-Leaf Appointment Book Refill, for Use with 6-ring Binder NSN 7510-00-285-1765
7510-01-241-0544	.18	EA	360	Wall Calendar, Display 3 Months at a Time on Board, Size 11-5/8 x 8-7/8
7540-01-232-8515	.20	SE	220	Activity Schedule [OF-67] Monthly Sheets, Ruled into Squares for Each Day, Size 8-1/2 x 11, Designed to Fit Standard 3-ring Notebook or Binder, Set of 12 Monthly Sheets
7530-01-233-2433	1.18	EA	40	Weekly Appointment Book, Compact Appointment Guide, Two Pages Display an Entire Week, with Each Day Broken into 15 Minute Intervals, Size 11 x 8-1/2
7510-01-241-0548	.90	EA	60	Calendar Blotter, Calendar Pad, Blotter Size 17 x 22 Monthly Sheets Ruled and Squared for Each Day

The standard pack does not affect the unit of issue -- packs may be broken if you do not wish to buy in the standard quantity.

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ADMINISTRATIVE PURCHASING SUPPORT TO MISSIONS

The Administrative Purchasing Branch, M/SER/MO/RM/AP, has designated an agent to handle all overseas missions' orders for residential furniture and representational items. The agent, who works full-time on these items, will acknowledge requests within five (5) workdays of receipt of action. Missions are requested to review Handbook 17, Chapter 18, sections I.5D and

Handbook 23, Chapter 14 prior to submitting orders. Handbook 23, Chapter 14 was recently revised and reissued via Transmittal Letter (TL) No. 23:68, dated April 6, 1989. M/SER/MO/RM/AP welcomes suggestions to assist them in improving service to the field. Correspondence or cables should be directed to John Lee, M/SER/MO/RM/AP, Room 1200D, SA-14, 20523-1409.

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OVERSEAS CONTRACTED RECORDS MANAGEMENT SERVICES

Occasionally, USAID contracts are awarded for records management services without the knowledge of the AID Records Management Officer (M/SER/MO/PA/RM). In order to keep M/SER/MO/PA/RM abreast of USAID records management services requirements and to ensure USAIDs obtain the critical support and expertise required in accordance with AID records principles and procedures, effective immediately, M/SER/MO/PA/RM is to be contacted for consultation, either by cable or memorandum, prior to USAID initiation and release of a bid for records management services.

Upon the issuance of the contract award, one copy of the contract is to be forwarded to M/SER/MO/PA/RM. This requirement is specified in HB 23, Chapter 14, section 14D. 3 (Trans. Memo. No. 23:68). Thank you for your cooperation.

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DIRECT RELAY CABLES

The Direct Relay caption was introduced several years ago as a vehicle for transmitting messages from field offices to vendors located in the United States.

AID Direct Relay messages are received by State Department Communications and transmitted electronically through Western Union or by State Department Communications courier to addressees.

Often messages are not passed to addressees because of incorrect information in the "TO" line/caption.

The following format is recommended in order to assure that addressees receive field messages:

Name of Vendor
Street Address
City, State Zip Code
Vendor's Rep. (if known)
Telephone Number/FAX Number

For follow-up requests, field messages should include the P.O. number, date of purchase and any other previous references.

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A.I.D. GENERAL NOTICES ISSUED BY M/SER/MO DIVISION

The following items are condensed summaries of the most important A.I.D. General Notices issued by M/SER/MO for the first six months of 1989. If you wish to review the full text of any notice, refer to its Subject and Issue date when requesting the document.

1. Subject: Change in Reimbursement for Educational Travel
M/SER/MO/PA/PB Issue Date: January 26, 1989

Summary: Effective May 22, 1988, dependents may no longer travel on educational travel orders or be reimbursed for travel performed before the date of eligibility.

2. Subject: Air Travel and Personal Security
M/SER/MO Issue Date: February 1, 1989

Summary: Clarification of exceptions to the Fly America Act. The regulations require that all government-financed air travel be performed on U.S. air carriers where such service is available. Exceptions may apply based on the criteria set forth in Section 6 FAM 135.3. of Handbook 22, Chapter 9, Appendix 9A. In cases where specific threats can be cited as the reason for using a foreign flag carrier, documentation in each case by competent authority is required.

3. Subject: Personal Property Claims -- Increase in Limits on Payment From $25,000 to $40,000
M/SER/MO/PA/PB Issue Date: February 2, 1989

Summary: Effective October 31, 1988, payment for losses of personal property incident to federal service have been increased from $25,000 to $40,000.

4. Subject: Mail Addresses — Correction
M/SER/MO Issue Date: February 3, 1989

Summary: Clarification of procedures for transmission of personal and official mail for AID/W and overseas missions. The information in this notice describes the proper addresses for routing and processing mail. New zip-plus four digit numbers are required for all addresses. Improperly prepared mail for A.I.D. employees for overseas diplomatic pouch transmittal will be returned to the A.I.D. Mail room for proper addressing. Delays of at least 2-4 days will result. All other mail improperly prepared will be delayed 2-4 days.

5. Subject: Authorization of Medical Evacuation Travel in Conjunction With Home Leave (HL) Travel
M/SER/MO Issue Date: February 7, 1989

Summary: Medevac travel should be scheduled in conjunction with other official travel whenever appropriate. However, the senior A.I.D. official at post has the authority to approve medevac travel when: (1) medical care is inadequate at post (2) competent medical advice has been obtained and (3) treatment cannot or should not be delayed until HL or other official travel. The senior A.I.D. official is required to cable State (M/MED) with the medevac request and, at that same time, indicate whether or not the employee/dependent has scheduled or is eligible for HL or other official travel.

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IN-COUNTRY TRAVEL PER DIEM CALCULATIONS

The reduction of per diem costs are allowed under certain circumstances. According to A.I.D. Handbook 22, Chapter 9, Appendix 9A, Section 6 FAM 154, USAIDs may reduce per diem within a locality rate. However, no authority is granted to institute a different or new per diem system in order to achieve reductions, i.e. actual subsistence or lodging-plus systems in lieu of the established flat-rate locality system. Reduction in reimbursement rates must be achieved on a case-by-case basis according to 6 FAM 154. 2-2B which provides for the percentage of reduction allowable. Any authorization of actual subsistance expenses must meet the conditions and limitations set forth in 6 FAM 157.1 of HB 22. Reftel. 081053 dated March 15, 1989 contains further information.

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TEMPORARY STORAGE - FOREIGN SERVICE EMPLOYEES

When an A.I.D. Foreign Service (FS) employee retires from the Foreign Service, he/she is authorized temporary storage for an aggregate period of three months for each separate lot of household effects, (a) for effects already in storage in the United States and (b) for effects originating from overseas or in the United States (other than from storage.) Future retirees should give prompt attention to the time limitation for the temporary storage provision. For more information you can contact M/SER/MO/TTM, WATTS (800) 368-0104.

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IMPORTATION OF AMERICAN AND FOREIGN PERSONALLY-OWNED VEHICLES (POVs) INTO THE UNITED STATES

Recent guidance concerning employee's importing American and foreign personally-owned vehicles (POVs) into the United States was issued worldwide via State cable 089841 dated March 22, 1989. USAID Executive and Management Offices should keep a copy of this guidance on hand for reference when needed.

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IMPORTATION OF NON-CONFORMING VEHICLES

Effective July 1, 1988, the Environmental Protection Agency (EPA) issued regulations in the Federal Register, Volume 57, No. 186 concerning the non-conforming vehicles not meeting U.S. safety and air pollution standards. The EPA has identified a list of commercial importers (ICIS) holding valid certificates of conformity from EPA which allows them to import certain non-conforming vehicles into the U.S. from January 1, 1989 to December 31, 1989. The makes and models that an ICIS can import are limited. Overseas employees contemplating importation should contact an ICIS to determine if the vehicle in question qualifies.

ICIS to select from are as follows:

1. Village Imports, Inc.
   112 Daimler Drive
   Chapel Hill NC 27514
   Contact Mr. Wm.D. Rogers Tel: 919-923 8980

2. U.S. Trade Corp.
   1661 Katy Lane
   Fort Mill SC 29715
   Contact Mr. Peter Moes Tel: 803-548-6177

3. Wallace Enviornmental Testing Laboratories
   2140 Wirtcrest
   Houston TX 77055
   Contact Mr. Les Weaver Tel: 713-956-7705

The EPA does not endorse or recommend any particular ICIS. Also, EPA cautions that an ICIS capability of bringing a vehicle into conformity with U.S. emission requirements does not guarantee that in individual cases the ICIS will comply with EPA requirements or that work will be properly performed. For further information, consult cables of August 16, 1988 No. 265574 and March 22, 1989 No. 089450.

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M/SER DIRECTORATE FOR PROGRAM AND MANAGEMENT SERVICES

AA/M	Michael Doyle
M/AAA/SER	
Associate Assistant to the Administrator for Management/Procurement Executive	John F. Owens
Program and Budget Officer	J. Kevin Burke
Agency Competition Advocate	James D. Murphy
M/SER/PPE	
Chief	James D. Murphy
Chief, Policy Branch	Kathleen O'Hara
Chief, Planning & Evaluation Branch	Elizabeth Cordaro
M/SER/MS	
Director	Timothy L. Bertotti (Alan G. Swan, ETA 7/89)
Chief, Overseas Management Div.	Robert O. Weiland
Policy and Procedures	Myron E. Tomasi
ANE/LAC Regional Executive Officer	Warren B. Duerbeck
West AFR Regional Executive Officer	Carolyn M. Moore
East and South AFR Regional Executive Officer	Frank A. Bettucci
Chief, Overseas Property Mgt	George Addison (Gloria C. Kirk, ETA 9/89)
Executive Management Staff	
Executive Officer	Barbara A. Hoggard (Beverly Morton, ETA 9/89)
Deputy Executive Officer	Mary F. Moore

EMS BACKSTOP OFFICERS

AA/M, M/AAA/SER, M/SER/PPE, and M/SER/MS	Diana Lopez
M/SER/OP	Nancy W. Carroll
M/SER/MO	Sheila T. Cunningham
M/SER/IRM	Jean L. Moore

M/SER/MO

Director	Charles D. McMakin
Deputy Director	Ralph A. Williams
Chief, Policy & Analysis Div.	Catherine Allen Smith
Chief, Communications Program Mgt Div.	Elizabeth Baltimore
Chief, Travel & Transportation Mgt Div.	Richard A. Rodman
Chief, Resources Management Division	William F. Miller

M/SER/OP

Director	Terrence McMahon
Deputy Director for Program Opns	Francis J. Moncada
Chief, Overseas Div	Morton Darvin
Chief, A.I.D./W Projects Div	Kathryn Y. Cunningham
Chief, Procurement Support Div	Barry S. Knauf
Chief, Commodity Support Div	Joyce Frame
Chief, Transportation Division	Howard D. Cradick

M/SER/IRM

Director	Barry Goldberg
Deputy Director	Paul P. Spishak
Special Projects Staff	Herbert B. Thompson
Chief, Washington Services Div	William M. Schauffler

Chief, Systems Mgt Div	Eugene M. Dwyer
Chief, Automation Support Div	Joseph E. Heffern
Chief, Mission & Project Serv Div	Lawrence E. Livesay
Chief, Planning & Eval Div	Wayne H. Van Vechten
Chief, Technical Support Div	Steven F. Renz

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REGIONAL BUREAU EXECUTIVE MANAGEMENT STAFFS

AFR/MGT

Director	Caroline D. McGraw
Deputy Director	Bernard J. Block, Acting

ANE/EMS

Director	Jerry M. Jordan
Deputy Director	Alan G. Swan

LAC/EMS

Director	William Granger
Deputy Director	(Elizabeth Mills, ETA 10/89)

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IDIs ON BOARD IN AID/W

Executive Officers	Contract Officers
Corwin Edwards	Timothy Anderson
Edith Humphreys	Raymond Edler
Peter Hubbard	Braden Enroth
Charles Knight	Donna Gray
Larry Foley	Paula Miller
Michael Fritz	
Margaret Healey	
Carole Jones	
Roger Heller	
Dee Ann Smith	
Pamela Brown	
John Tincoff	
Charles Drilling	
R. Douglas Arbuckle	

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CURRENT ROSTER OF A.I.D. MANAGEMENT PERSONNEL AND POSITIONS OVERSEAS

AFRICA REGION

BOTSWANA	
Executive Officer	Mark E. Anderson
BURUNDI	
Executive Officer	Lena Gurley
CAMEROON	
Executive Officer	Douglas Rohn
Contract Officer	Carlton Bennett
CHAD	
Executive Officer	Jerry A. Penno
GHANA	
Executive Officer	Jack Faircloth
GUINEA	
Executive Officer	Linda R. Gregory
*General Services Officer	Virgilio S. Perez
IVORY COAST	
Executive Officer	Thomas K. Jefferson
*Deputy Director, Embassy Admin	Philip J. Buechler
Reg Contract Officer	Gerald Render
Reg Contract Officer	(Vacant)
Reg Contract Officer	(Vacant)
Reg Commodity Mgt Officer	Cornelis Stek
Reg Commodity Mgt Officer	Thomas M. Stephens
Computer Specialist	David Washburn

* Denotes a JAO position.

KENYA

Executive Officer	John Steele
Dep Exec Officer	Bruce G. Gatti
IDI Admin Officer	Penelope Hong
Gen Serv Officer	Paul Guild
Reg Contract Officer	Peter Shirk
Reg Contract Officer	Clement J. Bucher
Reg Contract Officer	Maryanne Hoirup-Baclod
Reg Commodity Mgt Officer	Robert Stader
Reg Commodity Mgt Officer	John Peevey
Computer Specialist	James Bossard

LESOTHO

Executive Officer	Cynthia Bryant

LIBERIA

Executive Officer	Mildred Taylor
Dep Exec Officer	Roy H. Johnson
IDI Admin Officer	Ray Reddy
Gen Serv Officer	Linda Wauchope
Contract Officer	Robert Weissberg

MADAGASCAR

Executive Officer	(Vacant)

MALAWI

Executive Officer	Steve Callahan

MALI

Executive Officer	Michael J. Ireland
IDI Admin Officer	Nancy Hoffman

MAURITANIA

Executive Officer	Joseph M. Varley
IDI Admin Officer	Michael Fritz, ETA 9/89

MOZAMBIQUE

Executive Officer	Jairo J. Granados
Commodity Mgt Officer	Judi A. Shane

NIGER

Executive Officer	James E. Mayer

SENEGAL

Executive Officer	Stephen F. Wallace
IDI Admin Officer	Yashwant Kainth

SOMALIA

Executive Officer	(Vacant)
Deputy Executive Officer	Scott Bellows
Commodity Mgt Officer	Christine Lyons
Contract Officer	Alvera Sweet

SUDAN

Executive Officer	Bruce Gatti, ETA 9/89
Deputy Executive Officer	Joseph Dorsey
Personnel Officer	Carol Snowden
Contract Officer	Jaroslaw Kryschtal
Contract Officer	David Osinski

SWAZILAND

Executive Officer	Michael C. Trott (Corwin Edwards, ETA 8/89)
Reg Contract Officer	Michael Kenyon

TANZANIA	
Executive Officer	John Garney, PSC
UGANDA	
Executive Officer	Raymond Dunbar
ZAIRE	
Executive Officer	R. Max Walton
*General Services Officer	Gloria Kirk (until 7/89)
Commodity Mgt Officer	(Vacant)
Contract Officer	(Vacant)
ZAMBIA	
Executive Officer	William R. MacLaughlin
Commodity Mgt Officer	James Harmon
ZIMBABWE	
Executive Officer	Darma Wright

* Denotes a JAO position.

* * * * * * * *

ASIA/NEAR EAST REGION

BANGLADESH	
Executive Officer	Jack C. Gunther, Jr.
Contract Officer	Michael Walsh
INDIA	
Executive Officer	James A. Leo
IDI Admin Officer	Denise Awad
Contract Officer	Michael Snyder
INDONESIA	
Executive Officer	Beverly C. Morton, Jr. (John W. Greenough, ETA 8/89)
*Personnel Officer	Patricia Smith
Contract Officer	Marcus Stevenson
JORDAN	
Executive Officer	Dave Lockhart (PSC)
Commodity Mgt Officer	Francis A. Donovan
NEPAL	
Executive Officer	William E. Wanamaker
Contract Officer	Allen Eisenberg
PAKISTAN	
Executive Officer	Michael M. Curtis (John R. Martin, ETA 6/89)
Dep Exec Officer	(Vacant)
IDI Admin Officer	W. Brent Schaeffer
Contract Officer	(Vacant)

* Denotes a JAO position.

Contract Officer	John May
Contract Officer	Sharon Lee Cromer
Commodity Mgt Officer	Stephen Klaus
PHILIPPINES	
Executive Officer	Dan F. Sutton, Jr.
Contract Officer	Stanley Heishman
SRI LANKA	
Executive Officer	Anne L. Dahlstedt
IDI Admin Officer	Carole Jones, ETA 8/89
THAILAND	
Executive Officer	Karl L. Mahler
IDI Admin Officer	Bruce Kellogg
Reg Contract Officer	Neil Edin
EGYPT	
Associate Dir for Management	Clyde C. Laursen (Harold S. Daveler, ETA 7/89)
Supervisory Executive Officer	Theresa A. Stephan
Personnel Officer	Elizabeth Mills
Comm/Rec Officer	Barbara Blacker
Asst Comm/Rec Supervisor	Effie A. Hunter
*Gen Serv Officer	Cecile A. Williams
*Personnel Officer	Audrey Moore
IDI Admin Officer	Neil Kester
Contract Officer	(Vacant)
Contract Officer	Michael Nicholas

* Denotes a JAO position.

Contract Officer	Orion Yeandel
Contract Officer	Richard Womack
IDI Contract Officer	Kimberly Kester
Commodity Mgt Officer	Arthur J. Laemmerzahl
Commodity Mgt Officer	Paul Rusby
Commodity Mgt Officer	Charles Signer
Commodity Mgt Officer	Lynn Dunn
Commodity Mgt Officer	Girard Labombard
Commodity Mgt Officer	Macalan Thompson
Computer Specialist	William Ruotola
MOROCCO	
Executive Officer	(Vacant) (Edward P. Rhatigan, ETA 7/89)
Contract Officer	Christine Faschini
TUNISIA	
Executive Officer	Gilbert D. Dietz
YEMEN	
Executive Officer	Mary Ann Epley (Gerald R. Johnston, ETA 8/89)
Dep Exec Officer	Gerald R. Johnston (Charles Knight, IDI Admin, ETA 8/89)
Contract Officer	Steve Wisecarver

* * * * * * * *

LATIN AMERICA AND CARIBBEAN REGION

BARBADOS	
Executive Officer	Jeremiah E. Parson
Reg Contract Officer	James Dzierwa
BELIZE	
Executive Officer	Sammie Jones
BOLIVIA	
Executive Officer	John J. Leibner
IDI Admin Officer	(Lawrence Foley, ETA 11/89)
COSTA RICA	
Executive Officer	John S. Johns
Computer Specialist	Lawrence E. Clark
DOMINICAN REPUBLIC	
Executive Officer	Doug Owens
Reg Contract Officer	(Vacant)
ECUADOR	
Executive Officer	Ron Olsen
Reg. Contract Officer	James Dunlap
EL SALVADOR	
Executive Officer	Gerald L. Nell
Deputy Exec Officer	Barbara B. Williams
Contract Officer	Laura McGhee
IDI Contract Officer	Carol Derrick
IDI Admin Officer	Ann Heard

GUATEMALA

Executive Officer	Ed Aker
Dep Exec Officer	Linda Whitlock (IDI Admin)
Reg Commodity Mgt Officer	Robert A. Van Horn
Contract Officer	John McAvoy
IDI Contract Officer	Leonel Pizarro

HAITI

Executive Officer	Kent B. Hickman
Deputy Executive Officer	Pamela White
Reg Contract Officer	Martin Napper

HONDURAS

Executive Officer	James P. Donnelly
Deputy Executive Officer	Audrey Kizziar
Contract Officer	James Athanas
IDI Contract Officer	Anna Marie Scott
Commodity Mgt Officer	(Vacant)

JAMAICA

Executive Officer	Floyd R. Spears

PERU

Executive Officer	Jack E. Thrower
Deputy Executive Officer	Barbara Court

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SUPPORT SERLETTER SERVICE

Management Information Bulletin

Agency for International Development Washington, D.C. 20523

AID/W ISSUE 14
August 1990

Cover Photo: A typical Aymara woman of the Bolivian altiplano (highlands) sports the popular derby hat.

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PHARMACEUTICAL PROCUREMENTS BY AID MISSIONS

Your attention is invited to rules in AID HB 1, Supplement B, Chapter 4C applicable to AID-financed pharmaceutical procurements. Recently, several USAID missions requested the Office of Procurement, Commodity Support Division (MS/OP/COMS), to approve waivers for pharmaceuticals to be purchased from other than U.S. manufacturers.

As pharmaceuticals are an important part of AID health programs/projects, it is imperative that AID financing be restricted to pharmaceuticals that are safe, efficacious, of good quality, properly labeled for intended use, and do not infringe upon U.S. patents. Additionally, U.S. pharmaceutical products must comply with U.S. laws and regulations governing them and enforced by the U.S. Food and Drug Administration.

The Office of Procurement, Commodity Support Division (OP/COMS), has qualified personnel to deal with the approval process should a mission contemplate procurement of pharmaceuticals. Guidelines, including those for the AIDS HIV test kits and related products, may be obtained from MS/OP/COMS prior to initiation of procurements. Also, AID HB 15, Part II - Eligibility Criteria for Certain Commodities in Section II.D (pages 122-126), provides guidelines for project/program officers on pharmaceutical procurements.

In any event, USAID missions contemplating procurement of pharmaceuticals should check with MS/OP/COMS for guidance on how best to proceed.

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1990 EDITION OF FEDERAL SUPPLY SCHEDULE CLAUSES

The 1990 edition of GSA Form 2891, Federal Supply Schedule Clauses, is now available through GSA's Centralized Mailing List Service (7CAFL) on FTS 334-4040 or COM (817) 334-4040.

This form provides standard terms and conditions applicable to all Federal Supply Schedules as well as some specific and pertinent terms and conditions applicable only to multiple award schedules or single award schedules. The information is instructional and provides procedures to follow when activities discover discrepancies or deficiencies in shipment (#41), or have complaints involving the quality of the merchandise received (#66). Other features of the form include information regarding the fact that activities need not seek further competition (#8) or test the market for alternate sources (#24); prompt payment act/invoice requirements (#52); justification to support procurement at other than lowest price (#60) and authorization to purchase identical items when available at lower prices (#57).

Activities ordering from Federal Supply Schedule contracts should order a copy from GSA, if you haven't already received one.

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INTEGRITY AWARENESS - BRIBES AND GRATUITIES

by
Gene Richardson
The Assistant Inspector General for Investigations

During the past several years, I have become increasingly disturbed by the number of allegations made to the Office of Investigations concerning employees who have accepted gratuities and/or bribes in the course of their official duties. Bribery is not a pleasant subject, but it is a reality. As a matter of record, AID recently terminated or disciplined several employees for accepting gratuities. On a more serious note, several others are now convicted felons and are serving prison sentences.

Because of these recent events, I want to discuss integrity awareness, as it relates to the acceptance of bribes or gratuities, and to help employees recognize the potential conflicts of interest that may arise from these situations. In particular, I want to draw attention to what action an employee should take in the event of a bribe offer.

First, I will define the word "bribe." A bribe is an offer or promise of something of value to an employee to do or omit doing any act in violation of his/her official duty. The "something of value" is rarely money. It can be anything of value. More often, a bribe is in the form of a portable television, free tickets to a sporting event or a weekend at a company's vacation cabin in the mountains. While a bribe may start as a small matter, like a free lunch, it could turn out to be a very costly affair. Many people who accept a bribe or gratuity initially do not recognize the real significance of their act and how it will impact upon the performance of their duties.

How does a bribe start? A bribe generally does not start with a major cash payment or a large gift. The process usually begins with a contractor approaching an AID employee and proposing a "getting to know you" type of meeting. Over dinner or drinks the contractor may simply question the employee about the operations of AID, whom to deal with in procuring contracts, and how contractors may become involved. The contractor's real intent is to "feel out" the employee for a possible bribe offer at a later date. Remember, there is no such thing as a free meal. People who offer bribes are generally very astute and aware individuals. A blatant proposal is a rarity. Generally, the bribing party, in a conventional fashion, will make a subtle overture by discussing the employee's lifestyle, his/her family or salary. The contractor is actually looking for a vulnerable area he/she can exploit. The discussion may reveal that the employee is interested in sailing, exotic vacations or a particular kind of automobile. The offeror just might have a friend who can get the employee a "special deal." Remember, the preliminary conversations are an attempt to "feel out" the employee. If a strong willed employee is approached with an offer, he/she will generally say

something to discourage the potential bribe. At that point, the offeror, who fears getting caught, will probably make no further overture to that particular employee. The matter should never end there though, an employee who does nothing but turn away from a potential bribe allows the offeror to continue and search for weaker-minded employees.

What should you do if you suspect a bribe is being offered? The first goal should be to clarify the nature of the offeror's remarks. Once an employee determines a bribe attempt is made, the employee should negotiate his/her way out of the situation and immediately report the incident to the Office of the Inspector General. (The IG phone numbers are in your telephone book or on the Hotline poster in each of your offices.) If necessary, the employee can consult his/her supervisor to expedite reporting this matter to the nearest IG Office. It is best to minimize the number of people involved, ideally the approached employee should report the matter directly to the IG's Office. Overseas cables should go to the Regional Inspector/I, info to AIG/I in **"EYES ONLY"** format. The fewer people that know about the situation, the better chance the IG/I's Office has of making a good case. It is absolutely essential that an IG investigator be involved immediately.

How do you excuse yourself from the situation and close out your business without making the briber suspicious? The employee must make a noncommittal response to the bribe offer. This allows the employee to break off the contact and return with an answer at a later meeting that can then be monitored by an investigator. Granted, it can be more difficult to be discreet if the offer is very blatant or direct. A noncommittal answer like the following may be appropriate: 1) "I do not know, I have never done anything like this before. I need to think about it;" 2) "I would really need to look at some more information first. Let me think about it;" 3) "I have to think about this very carefully;" 4) "First, I need to figure out what is involved here. I will get back to you."

Why not accept the bribe? The clear answer to this question is that it is a criminal act for an employee to accept a bribe, possibly resulting in embarrassment, dismissal, fines, and prosecution. In addition, accepting a bribe always leaves the employee at the mercy of the person who paid it.

Remember, there is no such thing as a one-time favor for someone who accepts a bribe. Having committed a felony, an employee could be blackmailed for further information. The offeror can also claim that the employee solicited the bribe and threatened exposure.

Why not refuse the bribe and not report it? The mere offer of a bribe is a felony! When an employee rejects the bribe, the offeror of the bribe, concerned that the employee will report the attempt, may decide to report the employee first with an allegation that the bribe was solicited. This is another important reason to report the meeting to the Inspector General as soon as possible. An employee should not use the cable system to explain any

details of a bribery situation unless instructed by an IG investigator to do so. Remember, the only people who should be informed initially are the Inspector General investigators. At the proper time, the IG/I will notify AID management personnel on "a need to know" basis. If an employee fails to report an attempted bribe, the offeror is free to try the scheme again with another AID employee who may not be able to resist the offer. There is no deterrent effect by a mere refusal to accept the offer. The investigation and prosecution of those who try to corrupt AID employees are the only ways to deter those who believe that this is acceptable business with the Agency for International Development.

What is the difference between a bribe and a gratuity? A bribe is an offer of something of value to entice an employee to do or omit to do something in the course of his/her official duty. A gratuity is generally distinguished from a bribe in that no request for specific or improper action has been made. Gratuities are often given when the potential offeror is "getting to know you." Offering or accepting a gratuity is also a federal felony.

What are the penalties for bribery? Both the offeror or the recipient of a bribe can be fined up to $250,000 and imprisoned for fifteen years per incident under the Federal Criminal Statutes. When Congress passed this law, it intended to send a very strong message to persons who would try to corrupt government employees in the course of their business.

Summary. Briefly, I have described what bribes and gratuities are and what one's actions should be when confronted by such activities. This is not the most pleasant subject but neither is it something that only happens in the Department of Defense or in other Federal agencies. Bribery is something that has happened all too often right here in AID. This agency barred a contractor from doing business with AID for three years because the company's officials gave gratuities to two AID employees in the form of airline tickets, meals, hotel expenses and golfing fees. In the upcoming Inspector General Semiannual Report, more details will be available concerning specific cases of bribes and gratuities and what actions were taken. AID employees must all work together to see that this agency is not victimized by unscrupulous contractors trying to undermine the integrity of our employees.

Remember the following steps if you believe that you have been offered a gratuity or bribe:

1. Clarify the Offer. Attempt to discreetly obtain clarification of the offer to determine what the offeror wants done for the "thing of value."
2. Stall, Keep the Door Open. Do not accept or refuse the offer. Do not press for too many details. Delay the briber.
3. Terminate the Discussion Carefully. Calmly close the meeting. Tell the offeror that you will be in touch with him or her soon.
4. Contact the Inspector General's Office of Investigations Directly and Immediately. It is your duty as an employee or manager to report anything that you suspect as being a bribe offer or gratuity to the IG/Office of Investigations, as soon as possible. If you are in the United States, contact your Regional Inspector General for Investigations in Washington.

For overseas locations, contact the Regional Inspector General for Investigations in your particular region. Whether calling or cabling, give no details of the situation unless otherwise instructed. The Office of Investigations will instruct you via telephone or cable about any details needed in an "EYES ONLY" cable.

5. Write Up Your Notes. Write down what you remember of the conversation and/or the incident as soon as possible. Also, provide a physical description of the offeror. IG/I will need to know the who, what, when, where, why and how concerning this matter.
6. Keep the Matter Confidential. Do not discuss this matter with anyone; contact the Office of the Inspector General. You may call collect worldwide to area code (703) 875-4100.

The following examples of bribery and gratuity situations are taken from the files of the Office of the Inspector General:

- The Head of AID's Malaria Research program was convicted of accepting over $100,000 from a contractor.
- The Deputy in charge of the Humanitarian Assistance to the CONTRAS in Honduras was videotaped admitting to receiving over $94,000 in bribes over a six-year period. And in a related case, another former AID employee admitted on videotape to accepting bribes from the same company. Both former employees and the company president were sentenced to prison.
- In Africa, a businessman offered an AID employee a bribe for information which would help gain a contract. AID subsequently barred the offeror from AID-related business.
- A refugee relief worker in the Far East was bribed to perform certain "official" duties. As a result of the investigation, the employee resigned from AID, paid a $10,000 fine, $30,000 in civil claims and was also sentenced to prison.
- In a joint investigation with Egyptian officials, an American businessman was convicted of bribing an Egyptian government official. The American was sentenced to serve three years in an Egyptian prison.
- In Washington, two high level AID employees substantially affected their careers by accepting gratuities of meals, airline tickets, lodging and green fees from an AID contractor. The contractor, who received over 20 million dollars in AID funding, was barred from AID contracting.

AID supervises nearly 2,000 projects worldwide and deals with hundreds of contractors and sub-contractors. Most of the work is in the overseas atmosphere where "pay offs" are an accepted business practice. Like it or not, AID employees are all vulnerable to bribery situations.

HELP THE NEEDY ELIMINATE THE GREEDY.
Remember: Integrity is everybody's business.

* * * * * * * *

TASK FORCE DEPUTY DIRECTOR SENTENCED FOR TAKING BRIBES

In October 1988, the IG's Office of Investigation in Tegucigalpa, Honduras received information that in 1987 a New York contractor, George Kraus, President of Kraus International (KI), had received inside contract information, specifically the "guts" of a Project Implementation Order (PIO) written by Donald F. Enos. This event occurred in El Salvador and it was alleged that Enos personally gave the information to Kraus. It was also alleged that Enos had received "loans" from Kraus and that Kraus had helped finance the purchase of a condominium in Panama for Enos.

Following the receipt of the above allegation, the IG's Case Inspector Richard L. Boggs and Prosecutors James M. Cole and David E. Green at the Department of Justice, Public Integrity Section, agreed on a plan to recruit an undercover operative to penetrate the K.I. company and obtain conclusive evidence of the alleged bribery scheme between Kraus and Enos.

Beginning in November 1988, a series of electronic recordings were made in Guatemala and El Salvador by Inspector Boggs' undercover operative. The recordings produced evidence which supported the initial allegation that Kraus had been paying Enos for inside contract information and for helping Kraus obtain AID contracts.

In early 1989, a USAID/Guatemala contract was put under the control of Inspector Boggs' undercover operative. During the early stages of the USAID contract process, Kraus offered to split the profits on the contract with the undercover operative, if the operative could supply sufficient information to Kraus to assure him of winning the USAID contract. Throughout 1989, the Inspector General's (IG) undercover operative continued to collect electronically recorded evidence of Kraus' mode of operation in obtaining and playing the inside for contract information. Eventually the contract was awarded to and completed by Kraus. In January of 1990, Kraus was videotaped in Guatemala making a cash payment to the IG's undercover operative.

In February of 1990, Inspector Boggs and Prosecutors Cole and Green approached Kraus in N.Y. and offered him the opportunity to cooperate with the Government in its continuing investigation of Enos and other USAID employees with whom Kraus had dealt. Kraus accepted the deal proposed by the prosecutors. On February 15, 1990, Enos was videotaped by Inspector Boggs in Tegucigalpa, Honduras as he accepted a partial cash payment from Kraus in connection with a previously agreed bribe of $33,000. The $33,000 bribe had been agreed to in connection with two USAID contracts performed by Kraus for the Humanitarian Assistance for the CONTRAS in Honduras. Enos was the Deputy Director of the Task Force for Humanitarian Assistance to the CONTRAS in Honduras. The video captured detailed conversations of the agreed $33,000 bribe, as well as previous bribes in excess of $60,000 paid to Enos in El Salvador between 1985 and 1987.

Enos pleaded guilty last March to giving Kraus confidential AID information and arranging for the New York company to win a $57,000 contract to study the administration of medical services to the Nicaraguan resistance in 1988 and 1989. On May 25, 1990, Enos was sentenced to one year in prison on each of two counts of bribery and fined $6,000. His sentences are to run concurrently. Following his confinement he will be on probation for two years.

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NONEXPENDABLE PROPERTY MANAGEMENT SYSTEM (NXP) - RELEASE 5.2 AFRICA REGION TRAINING

In conjunction with the announcement of Release 5.2 of the Nonexpendable Property Management System (NXP), MS/IRM prepared a training course for personnel who use the system. During May and June, MS/IRM analysts conducted NXP training courses in Africa. Formal training classes were held in Abidjan and Harare. On-site implementation assistance was conducted in Chad.

Six missions were represented at the Abidjan training workshop. None of the missions had been using NXP, but all plan to implement the barcode version of the system in the near future. Specific conversion issues were addressed, such as how to convert from the Department of State NEPA system to NXP and how to best implement the barcode version of the system. Three participants from REDSO/Abidjan who attended the workshop had been providing inventory-related assistance to missions in the area; this NXP training will help them continue their supporting role to other missions in West Africa.

Representatives from five missions attended the Harare training. Two had already been using the NXP system; the other missions plan to implement the barcode version of the system directly from the Cardex system.

The formal classroom training helped the attendees become acquainted with NXP functions without the interruptions generated by their everyday responsibilities. It also allowed those who had not yet implemented barcoding an opportunity to see a 'live' barcoding system. The attendees practiced manipulating this system data and using the barcode readers.

On-site NXP training in N'Djamena allowed the Mission staff to learn how to use the system using its own data. N'Djamena had been using a non-IRM system to maintain its barcoded inventory, but recently converted to NXP 5.2 barcode version. During the training, Mission specific issues, such as options for organizing the computer equipment, alternatives for security access and miscellaneous conversion problems from the Mission's previous nonexpendable property management system were addressed. In addition to the formal training sessions which covered specific NXP functions and use of the barcode readers, the inventory reconciliation process was demonstrated through a physical inventory of one residence. The physical inventory and reconciliation process allowed questions that would normally arise during the annual inventory.

MS/IRM extends its thanks to the missions in Harare and Abidjan for their hospitality in hosting the regional training classes. Training for the other regions will be coordinated in the near future.

Any mission interested in further information on Release 5.2 of NXP or training and technical assistance related to NXP implementation should contact Sue Buzzard, MS/IRM, phone 703-875-1468.

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CALENDAR FOR 1991/92 ASSIGNMENT CYCLE

For the 1991/92 Assignment Cycle, PM/FSP has scheduled two full Assignment Boards prior to the holidays. The first Board, for action on Backstops 04/12, 20/50/85, and 10/14 will take place October 31th; Backstops 01 (non-SMG)/02/11, 03/05/06/07, 15/21/30/72/75, 25/60/92/93 and BS 94 will take place on November 7th. Update No. 3 is scheduled for dispatch November 29th, after which the second full Board (review of all backstops) will take place on February 20, 1991.

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EXTRA SERVICE CREDIT

Extra Service Credit (ESC) toward retirement has been eliminated!

This means FS employees CANNOT elect to waive post differential in place of extra service credit toward retirement. This was effective on February 16, 1990. A General Notice was issued on this change on April 25, 1990.

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RETIREMENT APPLICATION PACKAGES

PM/FSP/ERB has been receiving retirement applications that do not contain all required forms. The four forms that MUST be submitted in order to have a retirement application processed are:

A. OF-136, Application for Retirement

B. OF-126, Residence and Dependency Report

C. Employee Acknowledgement Form

D. International Organization Affidavit

There are other forms and information in the retirement application package, but these four forms are required. Missions were sent a supply of retirement application packages. Any mission that needs more should contact PM/FSP/ERB.

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OPEN SEASON HEALTH BENEFITS

Open Season for Health Benefits is just around the corner. Missions are reminded to be sure to have an adequate supply of Standard Forms (SF)-2809, Health Benefits Registration, on hand. These forms must be ordered through the FEDSTRIP. PM/FSP/ERB will not supply forms to missions. Order now, as supplies often run short in October and November.

When completing Part G of the SF-2809, be sure to use the following address:

Agency for International Development
Washington DC 20523-0115

Do NOT use the post address.

AID POSTS SUMMARIES

CAUTION: This information is provided as an aid in bidding and it should be confirmed by reference to the Standardized Regulations, Post Reports, the Office of Overseas Schools and the Family Liaison Office

Duty Post	1-tour Posts	2-tour Posts	Post Differential-% 0	10	15	20	25	Danger Pay-%	Consumables	R & R	Schools at Post
Asia & Near East Bureau (ANE):											
Bangladesh, Dhaka*	x						25			x (Sydney)	N-11 (American)
Egypt, Cairo		x			15					x (London)	K-12 (American)
India, New Delhi		x			15					x (London)	N-12 (American)
Indonesia, Jakarta		x			15					x (Sydney)	PK-12 (Int'l)
Jordan, Amman		x		10						x (London)	N-12 (American)
Lebanon, Beirut **	x						25	25		x (London)	
Morocco, Rabat		x	0								N-12 (American)
Nepal, Kathmandu		x					25			x (London)	N-12 (Int'l/Lincoln)
Oman, Muscat		x				20				x (London)	N-11 1/
Pakistan, Islamabad		x				20				x (London)	N-12 (Int'l)
Peshawar		x					25			x (London)	K-8 (Int'l)
Quetta		x					25			x (London)	
Philippines, Manila		x			15			15		x (Sydney)	N-12
Portugal, Lisbon		x	0								PK-12 (American)
RDO/S Pacific (Fiji)		x			15					x (Sydney)	K-12 (Int'l)
Sri Lanka, Colombo		x					25		x	x (London)	N-13 (Int'l)
Thailand, Bangkok		x		10						x (Sydney)	N-12 (Int'l)
Tunisia, Tunis		x		10						x (London)	PK-9 (American)
Yemen, Sanaa	x						25		x	x (London)	PK-12 (Int'l)
FAO, Rome		x	0								PK-13 (American/English)
FODAG, Rome		x	0								PK-13 (American/English)

1/ American British N-10; English speaking K-11
* Eff. 5/1/90; as of 3/25/90
** Two R&R Post
x = YES
Schools: N=Nursery; PK= Pre-kinder; K=kinder

AID POSTS SUMMARIES

CAUTION: This information is provided as an aid in bidding and it should be confirmed by reference to the Standardized Regulations, Post Reports, the Office of Overseas Schools and the Family Liaison Office

Duty Post	1-tour Posts	2-tour Posts	Post Differential-% 0	10	15	20	25	Danger Pay-%	Con-sum-ables	R & R	Schools at Post
Africa Bureau (AFR):											
Africa Regional:											
Paris		x	0								PK-13
RHO/EA, Nairobi		x	0							x (London)	N-13 1/ (Int'l)
RHO/WA, Abidjan		x			15					x (Paris)	PK-12 (Int'l)
Botswana, Gabarone		x		10						x (London)	K-13 2/
Burkina Faso, Ouagadougo	x						25		x	x (Paris)	PK-8 (Int'l) 8/
Burundi, Bujumbura	x					20			x	x (Brussels)	N-12 3/
Cameroon, Yaounde		x			15				x	x (Paris)	N-9 (Int'l)
Cape Verde, Praia		x				20			x	x (Paris)	N-K Portuguese
Chad, Ndjamena **	x						25		x	x (Madrid)	PK-12 4/
Ethiopia, Addis Ababa	x						25		x	x (Frankfurt)	N-12 (Int'l)
Gambia, Banjul		x				20				x (London)	PK-9 (American)
Ghana, Accra	x						25		x	x (London)	N-12 (Int'l)
Guinea, Conakry	x						25		x	x (Paris)	N-8 (Int'l)
Guinea Bissau, Bissau	x						25		x	x (Paris)	K-5 (American)
Kenya, Nairobi		x	0							x (London)	N-13 5/
Lesotho, Maseru		x		10						x (London)	1-12 6/
Liberia, Monrovia	x					20		25	x	x (Paris)	N-12 (American)
Madagascar, Antananarivo		x					25		x	x (Paris)	PK-8 (American)
Malawi, Ligongwe		x		10					x	x (Paris)	N-12
Mali, Bamako	x						25		x	x (Paris)	K-8 7/ (Int'l)

1/ French 9-12; Int'l K-13
2/ Primary K-7; Boarding 8-13
3/ French & Belgian PK-12; Int'l PK-12
4/ Int'l PK-8, tutoring 9-12; French K-12
5/ Int'l K-13; French 9-12
6/ Medium Prep 1-6, High Sch. boarding 6-12
7/ K-8 English; PK-12 French
8/ PK-8 Int'l; PK 13 Lycee St Exupery

x = YES
** = 2 R&R Posts
Schools: N=Nursery; PK=pre-kinder; K=kinder

AID POSTS SUMMARIES

CAUTION: This information is provided as an aid in bidding and it should be confirmed by reference to the Standardized Regulations, Post Reports, the Office of Overseas Schools and the Family Liaison Office

Duty Post	1-tour Posts	2-tour Posts	Post Differential-% 0	10	15	20	25	Danger Pay-%	Con-sum-ables	R & R	Schools at Post
Africa Bureau (AFR):											
Mauritania, Nouakchott	x						25		x	x (Paris)	PK-8 (American)
Mozambique, Maputo	x						25		x	x (London)	K-11 (Int'l)
Niger, Niamey	x						25		x	x (Paris)	PK-12 (American) 9/
Nigeria, Lagos	x						25			x (London)	PK-9 (American Int'l)
REDSO/ESA, Nairobi		x	0							x (London)	N-13 1/
REDSO/WCA, Abidjan		x			15					x (Paris)	PK-12 (Int'l)
Rwanda, Kigali*	x					20			x	x (Paris)	PK-12 10/
Senegal, Dakar		x			15					x (Paris)	N-10 11/
Somalia, Mogadishu	x						25		x	x (London)	N-8 12/ (American)
South Africa, Pretoria		x	0							x (London)	N-12
Sudan, Khartoum **	x						25		x	x (London)	PK-9 (American)
Swaziland, Mbabane		x	0							x (London)	N-13
Tanzania, Dar-Es-Salaam*	x					20			x	x (Zurich)	N-13 (Int'l)
Togo, Lome		x				20				x (Paris)	N-8 13/ (American/Int'l)
Uganda, Kampala **	x						25		x	x (London)	PK-11 (Int'l)
Zaire, Kinshasa		x				20				x (Paris)	N-12 (American)
Zambia, Lusaka		x			15				x	x (London)	N-13 14/
Zimbabwe, Harare		x		10						x (London)	N-13

* = As of 4/22/90
** = Two R & R Posts
x = YES
Schools: N=nursery; PK=pre-kinder; K-kinder

9/ PK-9; 10-12 correspondence
10/ PK-12 Belgian; N-9 French
11/ 2 N-12 French; Int'l N-9, Supervised Corresp Prog 10-12
12/ Grade 9: Correspondence
13/ N-8 American/Int'l; K-13 French
14/ American K-9; Int'l 1-13; French N-12

AID POSTS SUMMARIES

CAUTION: This information is provided as an aid in bidding and it should be confirmed by reference to the Standardized Regulations, Post Reports, the Office of Overseas Schools and the Family Liaison Office

Duty Post	1-tour Posts	2-tour Posts	Post Differential-% 0	10	15	20	25	Danger Pay-%	Con-sum-ables	R & R	Schools at Post
Latin America & Caribbean Bureau (LAC):											
Belize, Belize City		x				20				x (Caracas)	PK-12
Bolivia, La Paz	x						25		x	x (Nassau)	N-12
Brazil, Brazilia		x		10						x (Nassau)	N-12
Chile, Santiago		x		10						x (Rio de Janeiro)	PK-12
Colombia, Bogota		x			15			20		x (Nassau)	PK-12
Costa Rica, San Jose		x	0								PK-12
Dominican Republic, Santo Domingo		x			15					x (Nassau)	N-12
Ecuador, Quito		x			15					x (Nassau)	N-12
El Salvador, San Salvador	x				15			20		x (Nassau)	N-12
Guatemala, Guatemala		x			15					x (Nassau)	N-12
Haiti, Port-au-Prince		x				20				x (Nassau)	N-12
Honduras, Tegucigalpa		x				20				x (Nassau)	N-12
Jamaica, Kingston		x			15					x (Nassau)	N-13
Mexico, Mexico, D.F.		x		10							N-12
Nicaragua, Managua	x					20				x (Nassau)	PK-12
Panama, Panama City		x		10						x (Nassau)	N-12 2/
Paraguay, Asuncion		x		10						x (Nassau)	N-12
Peru, Lima	x				15			15		x (Nassau)	N-12
RDO/C, Bridgetown		x	0							x (Nassau)	N-10 1/
ROCAP, Guatemala City		x			15					x (Nassau)	N-12
Uruguay, Montevideo		x	0								N-12

1/ NK-10 Boys and Girls; 11 Boys only
2/ Int'l Schhol (1988) K-10; Balboa High School (DoDDS) 10-12
- Schools: N=nursery; PK=pre-kinder; K=kinder

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PM/BACKSTOPPING RESPONSIBILITIES

Executive Level Foreign Service Personnel

BS	CATEGORY		ROOM	BLDG	TELEPHONE
01	Mission Directors & Executive Levels (SMG)	Robert F. McDonald	1426	SA-1	663-1308
		Susan Carr	1426	SA-1	663-1549
		Gerda Competello	1426	SA-1	663-1303
-Diplomatic Title Requests-SMG:		Gerda Competello	1426	SA-1	663-1303
-SFS Awards		Gerda Competello	1426	SA-1	663-1303

Non-Executive Level Foreign Service Personnel

	Assgt Branch Chief (Acting)	Elizabeth Borcik	1101A	SA-1	663-1493

BS	CATEGORY	PERS OFF./PERS ASST. CAREER DEVL OFF	ROOM #	BLDG	TELEPHONE
01	Executive Management Non-EPAP	Sylvia Matthews/	1101C	SA-1	663-1463
		Azalea Wise	1147	SA-1	663-1483
		Graham Thompson - CDO	1112	SA-1	663-1455
02	Program Analysis	Sylvia Matthews/	1101C	SA-1	663-1463
		Azalea Wise	1147	SA-1	663-1483
		Kenneth Martin - CDO	1108	SA-1	663-1369
03	Administrative Management	Edward Lundquist/	1145	SA-1	663-1498
		Sherri Fennell	1101A	SA-1	663-1456
		Hallie Aiken - CDO	1104	SA-1	663-1499
04	Financial Management	Gwendolyn Marcus/	1101B	SA-1	663-1497
		Jacob Carroll	1109	SA-1	663-1373
		Graham Thompson - CDO	1112	SA-1	663-1455
05	Secretarial Support	Edward Lundquist/	1145	SA-1	663-1498
		Sherri Fennell	1101A	SA-1	663-1456
		Hallie Aiken - CDO	1104	SA-1	663-1499
06	General Services	Edward Lundquist/	1145	SA-1	663-1498
		Sherri Fennell	1101A	SA-1	663-1456
		Hallie Aiken - CDO	1104	SA-1	663-1499

BS	CATEGORY	PERS OFF./PERS ASST. CAREER DEVL OFF	ROOM #	BLDG	TELEPHONE
07	Administrative Support	Edward Lundquist/	1145	SA-1	663-1498
		Sherri Fennell	1101A	SA-1	663-1456
		Hallie Aiken - CDO	1104	SA-1	663-1499
08	Audit and Inspection	IG/ADM, Daisy Weaver	410	SA-16	875-4325
10	Agriculture	James Falconer/	1147	SA-1	663-1495
		Vacant			6
		Thomas Ward - CDO	1108A	SA-1	663-1368
11	Economics	Sylvia Matthews/	1101C	SA-1	663-1463
		Azalea Wise	1147	SA-1	663-1483
		Kenneth Martin - CDO	1108	SA-1	663-1369
12	Program Management	Gwendolyn Marcus/	1101B	SA-1	663-1497
		Jacob Carroll	1109	SA-1	663-1373
		Cecilia Pitas - CDO	1114	SA-1	663-1378
14	Rural Development	James Falconer/	1147	SA-1	663-1495
		Vacant			
		Thomas Ward - CDO	1108A	SA-1	663-1368
15	Food for Peace	Robert Harrison	1149	SA-1	663-1488
		Cecilia Pitas - CDO	1114	SA-1	663-1378
20	Housing, Urban &	Joycelyn Scriber/	1148	SA-1	663-1489
	Community Develop.	Sanna Solem	1101A	SA-1	663-1462
		Hallie Aiken - CDO	1104	SA-1	663-1499
21	Business, Industry &	Robert Harrison	1149	SA-1	663-1488
	Private Enterprise	Graham Thompson - CDO	1112	SA-1	663-1455
25	Engineering	Robin Galery	1103	SA-1	663-1490
		Gladys Brooks	1101A	SA-1	663-1457
		Hallie Aiken - CDO	1104	SA-1	663-1499
30	Natural Resources &	Robert Harrison	1149	SA-1	663-1488
	Energy Mgt	Thomas Ward - CDO	1108A	SA-1	663-1368
50	Health Science,	Joycelyn Scriber/	1148	SA-1	663-1489
	Medical & Population	Sanna Solem	1101A	SA-1	663-1462
		Cecilia Pitas - CDO	1114	SA-1	663-1378
60	Human Resources, Education	Robin Galery/	1103	SA-1	663-1490
	& Participant Trng	Gladys Brooks	1101A	SA-1	663-1457
		Thomas Ward - CDO	1108A	SA-1	663-1368

BS	CATEGORY	PERS OFF./PERS ASST. CAREER DEVL OFF	ROOM #	BLDG	TELEPHONE
72	Social Services	Robert Harrison	1149	SA-1	663-1488
		Cecilia Pitas - CDO	1114	SA-1	663-1378
75	Physical & Social Science	Robert Harrison	1149	SA-1	663-1488
		Thomas Ward - CDO	1108A	SA-1	663-1368
85	Legal	Joycelyn Scriber/	1148	SA-1	663-1489
		Sanna Solem	1101A	SA-1	663-1462
		Hallie Aiken - CDO	1104	SA-1	663-1499
92	Commodity Management	Robin Galery	1103	SA-1	663-1490
		Gladys Brooks	1101A	SA-1	663-1457
		Hallie Aiken - CDO	1104	SA-1	663-1499
93	Contract Management	Robin Galery	1103	SA-1	663-1490
		Gladys Brooks	1101A	SA-1	663-1457
		Hallie Aiken - CDO	1104	SA-1	663-1499
94	Project Development	Carolyn Redman	1101D	SA-1	663-1481
		Ghytana Carr	1109	SA-1	663-1374
		Graham Thompson - CDO	1112	SA-1	663-1455
95	International Development Intern (IDI)				
	- Developing Training Plan - Monitoring Progress	Career Dvl Counselors (according to backstop)		SA-1	
	- Personnel Support Services	Personnel Officers (according to backstop)		SA-1	
	Employee Relations Specialist	Vacant	1106	SA-1	663-1454
	Diplomatic Title Requests: - Non-EPAP	Fabiola C. Rodman	1109	SA-1	663-1376

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MANAGEMENT SERVICES REVIEW SURVEY PROGRAM

Each USAID mission and AID representative office should possess by now a management survey titled Management Services Review - Guidelines for Overseas Missions, dated July, 1990. This survey was mailed to USAID missions and AID representative offices on August 27, 1990.

The survey will be used by AID/W evaluators (in-house and contracted retired executive officers) to review USAID missions' and AID representative offices' management operations in detail to identify problems and vulnerabilities before they become the subject of audit or management concern. Surveyed missions will be provided with a report of the evaluators' findings, including recommendations for action. The strengths and weaknesses of missions surveyed will form a pool of knowledge early on to be shared on a global basis.

The first four missions - - Santo Domingo, Guatemala City, Port-au-Prince, and Jakarta--are scheduled for survey in FY 90. These surveys will be the spring-board for a more active program in FYs 91, 92 and beyond. Recent management assessments or audits on USAID missions management operations will serve as alternatives to the review surveys. This also extends to scheduled assessments or audits to take place during the review cycle.

In the interim period prior to reviews at posts, MS/MS encourages USAID missions and AID representive offices to use the survey guidelines for limited-scale reviews of your own operations and as a general ready reference for day-to-day executive management operations.

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UPDATE OF 6 FAM 500 - EMPLOYEE-OPERATED FACILITIES AND SERVICES

Policy revisions have been proposed to 6 FAM 500 titled Employee-Operated Services and Facilities by State and AID. Substantive policy revisions were made in the areas of commissary access, logistical support, voting rights and control of employee associations, U.S.G. employees, TCN employees, and alternative source of procurement. In addition, a new section regarding employee association-owned or-leased TDY facilities and properties has been added to the directive.

The proposed revisions are intended to refine and clarify existing policies relative to the management and operation of commissaries and recreation associations. Many of the revisions were made to address the concerns expressed by employee associations and overseas U.S. agencies, while the remaining revisions are to promulgate chartering regulations.

The proposed 6 FAM 500 update has been cleared by all agencies and is expected to be issued world-wide shortly. WATCH FOR THE REVISED DIRECTIVE IN THE VERY NEAR FUTURE!

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Update of HB 23, Chapter 4, Overseas Personal Property Management

The revision and issuance of HB 23, Chapter 4 (6 FAM 220) titled Personal Property Management (Overseas) has occurred at last. The revised Chapter 4 was issued AID-wide under AID Transmittal Memorandum No. 23:74 dated March 27, 1990. Outlined below are the substantive changes incorporated into Chapter 4 of HB 23.

1. Section 221.5-3c., Capitalized Personal Property, is now applicable to AID. Previously this section stipulated that it was only applicable to State.

2. Section 221.5-3g. has an added clause which emphasizes trust fund property is to be restricted to AID related activities.

3. Section 221.5-3i.(2) is new; it references section 225.1.1c. which applies when recording the acquisition cost of property.

4. Section 221.6-2 has been further expanded to emphasize that exceptions to designating U.S. citizens as accountable property officers must be approved in writing by the responsible agency.

5. Sections 221.6-5 through 221.6-9 are new AID only material. These sections outline the responsibilities of the USAID Regional Inspectors General, AID/IG/SEC/PS (Physical Security), Regional Housing and Urban Development Offices (RHUDO), Office of Foreign Disaster Assistance (OFDA), and offices separately-funded from AID.

6. Section 222.5-1 has an added clause regarding AID deviations from property use standards.

7. Section 222.7-3 has been revised in its entirety to clarify joint AID/STATE/USIA policy on loan of property.

8. Section 223.5d. has been expanded to include IG/SEC/PS and MS/MS/OM for copies of OF-127 forms upon the receipt of USAID nonexpendable and security property. (Note: Per State 348524, copies of OF-127 forms for non-expendable property no longer need to be submitted to AID/W. OF-127 forms are still required for security property and must be submitted to IG/SEC/PS. This information will be specified in a forthcoming chapter 4 revision).

9. Section 223.5e. is new AID only guidance concerning security property shipments.

10. Section 224.3-1b. is new AID only guidance on AID approved automated property record systems.

11. Section 224.4 has been revised to focus on the requirement to record property loans on OF-130.

12. Section 225.1-1 has been expanded to note that property under trust accounts may be recorded in local currency.

13. Section 225.2-1c. provides AID guidance for reporting capitalized property.

14. Section 226.2-3(c) is new material concerning AID form 540-4.

15. Section 226.4-1a., second sentence, emphasizes that AID form 540-4 may be substituted for exhibit 226.4-1.

16. Section 226.4-2b.(2)b. is new AID only material which instructs USAIDs to prepare disposal forms, OF-132 and AID 5-73, when inventory shortages are found and therefore are dropped from records. (Note: Per State 231980, OF-132 forms no longer need to be submitted to AID/W. This information will be specified in a forthcoming Chapter 4 revision.)

17. Section 226.4-2b.(3)b. is new AID only material which provides guidance for reporting inventory overages.

18. Section 226.4-2b.(6) is new AID only material which provides guidance on AID inventory posting.

19. Section 227.1-3b. is new AID only policy concerning the classification of AID property as foreign excess.

20. Section 227.1-7 has been expanded to emphasize that the provisions of project agreements will determine whether contractor property is granted to the host government or retained by the USAID.

21. Section 229.2-1e. has been revised. It provides AID only guidance for reconciliation of the annual inventory report and certification of inventory reconciliation.

22. Section 229.3-2 is new AID only policy concerning the requirement for USAID reporting of capitalized property.

The 6 FAM 220 exhibits will be issued soon via an AID Transmittal Memorandum.

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ORDERING 1991 CALENDARS FROM GSA

The General Services Administration (GSA) now has 1991 calendars available for order. We recommend that posts place orders early. GSA will not likely have additional calendars printed after its initial supply is all issued.

Ordering information through FEDSTRIP is as follows:

1991 NSN	APPROX PRICE	STD. U/I	PACK	DESCRIPTION
7510-01-225-9212	1.05	EA	100	Calendar Pads, Flipover pad, size 3 x 3-5/8
7510-01-225-9216	1.21	EA	50	Calendar Pads, Executive, Flipover Pad, Size 3-5/8 x 5-7/8
7510-01-226-2956	2.49	SE	40	Pocket Planning Set and Refill, Pocket Size Loose-Leaf Memorandum Book and 12 Monthly Diaries
7530-01-229-1610	1.85	EA	48	Loose-Leaf Appointment Book Refill, for Use with 6-ring Binder N SN 7510-00-285-1765
7510-01-242-1046	1.60	PG	36PG	Wall Calendar, Display 3 Months at a Time on Board, Size 11-5/8 x 8-7/8
7540-01-232-8516	1.99	PG	22PG	Activity Schedule [OF-67] Monthly Sheets, Ruled into Squares for Each Day, Size 8-1/2 x 11, Designed to Fit Standard 3-ring Notebook or Binder, Set of 12 Monthly Sheets
7530-01-233-2434	1.11	EA	40	Weekly Appointment Book, Compact Appointment Guide, Two Pages Display an Entire Week, with Each Day Broken into 15 Minute Intervals, Size 11 x 8-1/2
7510-01-241-0549	.81	EA	60	Calendar Blotter, Calendar Pad, Blotter Size 17 x 22 Monthly Sheets Ruled and Squared for Each Day

The standard pack does not affect the unit of issue -- packs may be broken if you do not wish to buy in the standard quantity.

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RECEIPT AND DISPOSITION OF GIFTS

Following is an excerpt from a recent memorandum from GC/EPA concerning gifts from foreign governments and other sources:

"There are basically two types of gifts:

1. Gifts from foreign governments. Under $200 the employee keeps the gift. Over $200 the gift belongs to the Government and has to be sent to AID's depository which is MS/MO. NOTE: This $200 limit only applies to gifts from foreign governments. Gifts from nongovernmental institutions or individuals, e.g., a local PVO, come under 2 below.

2. Gifts from all others doing business with the agency.

a. The employee can keep the gift only if it falls within an exception. There are basically two exceptions: one for gifts based on personal friendship and one for promotional material under $35.

b. If the gift does not come within one of the exceptions, it should not be accepted or be returned. If it would be impractical or impolite to return, the employee can accept on behalf of the agency.

c. If the employee accepts on behalf of the agency, the gift becomes the property of the agency. Unlike gifts from foreign governments, the gifts stay right in the mission as part of the mission's property inventory. As such they are disposed of just like any other piece of Government property."

Missions with questions or concerns should contact Jan Miller, GC/EPA.

WHAT'S WITS?

Some Federal agencies that you do business with in the Washington, D.C. area may be getting new telephone numbers. The General Services Administration (GSA) is installing a new digital telephone switching system called WITS (Washington Interagency Telecommunications System) to serve many, but not all, Federal agencies in the Washington metropolitan area.

AID's numbers will not change. We will not be a participating WITS agency.

The cutover to WITS will be a monumental exercise. GSA began the cutover in April 1990. Over a three-year period, approximately 130,000 lines will be changed. As each location is cutover to WITS, it will be assigned new local (WITS) and long-distance (FTS) telephone numbers. A 90-day intercept service will be provided to give callers both the new local and FTS telephone numbers. The Office of Management Operations' Resources Management Division (MS/MO/RM) will be receiving from GSA a limited supply of the WITS telephone directories. If a Mission Executive/Management Office would like to be placed on the distribution list for the forthcoming WITS directories, it may send its requests (via cable, memo, or Supplies/Equipment/Service Requisition Form [AID Form 5-7]) to MS/MO/RM/PPM, Room 1200F, SA-14.

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CORRECTION - MINIMUM HOME LEAVE ARTICLE PUBLISHED IN PREVIOUS SERLETTER

The "Minimum Home Leave" article published in the February 90 SERLETTER, Issue No. 13, specifies that employees will be liable for repayment costs of home leave travel if less than twenty "days" are spent in the U.S. on home leave. The word "days " is incorrect. The word "workdays" should be substituted in place of "days".

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QUESTIONS CONCERNING TRAVEL AND TRANSPORTATION POLICIES WHERE TO FIND THE ANSWERS

The Office of Management Operations' (MS/MO) travel and transportation policy function temporarily has been transferred from MS/MO's Policy and Analysis Division (MS/MO/PA) to its Travel and Transportation Management Division (MS/MO/TTM). This experimental reorganization was effective July 15th. It is expected to run through November 6th.

If you have any questions related to travel and transportation policies and issues, contact Ms. Diane Carter in MS/MO/TTM. Ms. Carter is no stranger to USAID mission personnel. She is an experienced travel specialist who has assisted many AID employees in the past. Ms. Carter is located in Room 1253, Main State. Her telephone number is 202-647-8426.

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SWITCH TO A WORLD-WIDE LODGING-PLUS PER DIEM REIMBURSEMENT SYSTEM

A world-wide lodging plus per diem reimbursement system is scheduled to become effective October 1, 1990. Under this system, it is expected that reimbursements will be made in accordance with the Federal Travel Regulations promulgated by the General Services Administration or other applicable travel regulations. WATCH FOR DETAILED GUIDANCES AS OCTOBER APPROACHES!

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PUBLICATION OF PER DIEM RATES

MS/MO will soon begin publishing the State Department's Maximum Per Diem Allowances for Foreign Areas and the Department of Defense's Non-Foreign Locality Per Diem Rates in a monthly AID General Notice. They are currently published as attachments to AID's Travel and Transportation Handbook, Handbook 22. This new approach will result in wider and timelier distribution of this much-needed information and will eliminate the need to revise Handbook 22 on a monthly basis. MS/MO will continue to publish the GSA's Maximum Per Diem Rates for the Continental United States in Handbook 22. These rates are revised yearly.

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BUREAU FOR MANAGEMENT SERVICES

AA/MS	
Assistant to the Administrator for Management Services	Michael Doyle
DAA/MS	
Deputy Assistant to the Administrator for Mgmt Services/Procurement Executive	John F. Owens
Senior Program Analyst	David L. Johnson
Program and Budget Officer	Linda Cope
Agency Competition Advocate	James D. Murphy
MS/PPE	
Chief	James D. Murphy
Chief, Policy Branch	Kathleen O'Hara
Chief, Planning & Eval Branch	Elizabeth Cordaro
MS/OMS	
Chief, OMS	Beverly C. Morton, Jr. (Acting)
Deputy Chief	Robert O. Weiland
Policy and Procedures	Myron E. Tomasi
ANE/LAC Regional Executive Officer	Warren B. Duerbeck
AFR Regional Executive Officer	Barnett Chessin
Chief, Overseas Property Mgt	Gloria C. Kirk
MS/EMS	
Chief Executive Management Staff	Mary Francis Moore
Administrative Officer	Diana Lopez

MS/MO

Director	Thomas E. Huggard
Deputy Director	Ralph A. Williams
Chief, Policy & Analysis Div	Catherine Allen Smith
Chief, Communications Program Mgt Div	Elizabeth H. Baltimore
Chief, Travel & Transportation Mgt Div	Mark E. Anderson (ETA 9/23/90)
Chief, Resources Management Division	William F. Miller

MS/OP

Director	Terrence J. McMahon
Deputy Director	vacant
Chief, Overseas Div	Morton Darvin
Chief, AID/W Projects Div	Kathryn Y. Cunningham
Chief, Procurement Support Div	Barry S. Knauf
Chief, Commodity Support Div	Joyce E. Frame
Chief, Transportation Div	Howard D. Cradick

MS/IRM

Director	Barry D. Goldberg
Deputy Director	Linda N. Lion
Special Projects Staff	Herbert B. Thompson
Chief, Washington Services Div	Timothy C. Crean (Acting)
Chief, Systems Mgt Div	Eugene M. Dwyer
Chief, Automation Support Div	Joseph E. Heffern
Chief, Mission & Project Serv Div	Lawrence E. Livesay
Chief, Planning & Eval Div	Wayne H. Van Vechten
Chief, Technical Support Div	Steven F. Renz

* * * * * * * *

IDIs ON BOARD IN AID/W

Executive Officers

Roger G. Heller

Contract Officers

Donna M. Gray
Paula S. Miller
Donella Russell

Commodity Officers

Raymond Edler
Braden Enroth

* * * * * * * *

CURRENT ROSTER OF AID MANAGEMENT PERSONNEL AND POSITIONS OVERSEAS
(As of 31 May 1990)

AFRICA REGION

BOTSWANA	
Executive Officer	James E. Mayer
BURUNDI	
Executive Officer	(Vacant)
CAMEROON	
Executive Officer	Douglas C. Rohn
Contract Officer	Carlton M. Bennett
CHAD	
Executive Officer	Jerry A. Penno
GHANA	
Executive Officer	Denise A. Awad
GUINEA (Bissau)	
Executive Officer	(Vacant)
GUINEA (Conakry)	
Executive Officer	(Vacant)
*General Services Officer	Virgilio S. Perez
IVORY COAST	
Executive Officer	Steve Wallace
IDI Admin Officer	Michael T. Fritz
Reg Contract Officer	Gerald C. Render
Reg Contract Officer	Steven G. Wisecarver
Reg Commodity Mgt Officer	Peter W. Shirk

*Denotes a JAO position

Data Mgt Officer	David A. Washburn
Data Mgt Officer	Joel Q. Cotten
KENYA	
Executive Officer	John S. Steele
Dep. Exec. Officer	Dee Ann Smith
Personnel Officer	Penelope L. Hong
Gen Serv Officer	Paul D. Guild
REDSO/ESA Exec Officer	Barbara Ann Dotherow
Reg Contract Officer	Richard J. Womack
Reg Contract Officer	(Vacant)
Reg Contract Officer	Maryanne Hoirup-Bacolod
Reg Contract Officer	(Vacant)
Reg Commodity Mgt Officer	Robert B. Stader
Reg Commodity Mgt Officer	John P. Peevey
Reg Commity Mgt Officer	Christine E. Lyons
Computer Specialist	James R. Bossard
LESOTHO	
Executive Officer	Cynthia A. Bryant
MADAGASCAR	
Executive Officer	Lena M. Gurley, ETA 10/90
MALAWI	
Executive Officer	Stephen Callahan
MALI	
Executive Officer	Nancy L. Hoffman
MAURITANIA	
Executive Officer	Joseph L. Dorsey

MOZAMBIQUE

Executive Officer	Jairo J. Granados
Commodity Mgt Officer	Elaine M. Kelly

NIGER

Executive Officer	Anthony J. Vodraska

REPUBLIC OF SO. AFRICA

Executive Officer	(Vacant)

RWANDA

Executive Officer	Yashwant Kainth

SENEGAL

Executive Officer	Michael J. Ireland

SOMALIA

Executive Officer	Scott H. Bellows
Contract Officer	Alvera Sweet

SUDAN

Executive Officer	Bruce G. Gatti
Deputy Exec Officer	Bruce Kellogg
Personnel Officer	Carol S. Snowden
Contract Officer	David J. Osinski
IDI Admin Officer	Roger G. Heller

SWAZILAND

Executive Officer	R. Max Walton
IDI Admin Officer	Corwin V. Edwards, Jr.
Reg Contract Officer	Michael S. Kenyon

TANZANIA

Executive Officer	Margaret McCarthy-Knotts

UGANDA

Executive Officer	Raymond J. Dunbar

ZAIRE

Executive Officer	Linda R. Gregory
Commodity Mgt Officer	Charles Signer
Contract Officer	Jaroslaw J. Kryschtal

ZAMBIA

Executive Officer	Mary Ann Epley
Commodity Mgt Officer	James Harmon
IDI Admin Officer	R. Douglass Arbuckle

ZIMBABWE

Executive Officer	William R. MacLauchlan

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ASIA, NEAR EAST & EUROPE REGION

AFGHANISTAN (see Pakistan)	
Contract Officer	John A. May
BANGLADESH	
Executive Officer	Jack C. Gunther, Jr.
Contract Officer	Michael F. Walsh
INDIA	
Executive Officer	R. Neal Meriwether
Contract Officer	Michael H. Snyder
INDONESIA	
Executive Officer	John W. Greenough
IDI Admin. Officer	Margaret Healey
Personnel Officer*	Patricia Smith*
JORDAN	
Executive Officer	Roy H. Johnson, ETA 9/90
Commodity Mgt Officer	(Vacant)
NEPAL	
Executive Officer	Gerald R. Johnston
Contract Officer	Allen Eisenberg
PAKISTAN	
Executive Officer	John R. Martin
Dep. Exec Officer	W. Brent Schaeffer
Contract Officer	Marilyn B. Buchan
IDI Admin Officer	John M. Tincoff

*Denotes a JAO position

Contract Officer	John A. May
Contract Officer	(Vacant)
Contract Officer	(Vacant)
Commodity Mgt Officer	Stephen A. Klaus
IDI Commodity Mgt Officer	Timothy H. Anderson

PHILIPPINES

Executive Officer	Daniel F. Sutton, Jr.
Deputy Exec Officer	William E. Wanamaker
Contract Officer	Stanley D. Heishman
IDI Contract Officer	William Reynolds

SRI LANKA

Executive Office	Anne L. Dahlstedt
IDI Admin Officer	Carole J. Jones

THAILAND

Executive Officer	Karl L. Mahler
Reg Contract Officer	Neil C. Edin

EGYPT

Associate Dir for Management	Harold S. Daveler
Supervisory Exec Officer	Theresa A. Stephan
Personnel Officer	Audrey D. Moore
Comm/Rec Officer	Mirinda S. Foti
Comm/Rec Specialist	Effie A. Hunter
Comm/Rec Specialist	Suchada N. Downs
*Gen Serv Officer	Cecile A. Williams

*Denotes a JAO position

IDI Admin Officer	Neil M. Kester
Contract Officer	Frederick A. Will
Contract Officer	Michael Nicholas
Contract Officer	Orion W. Yeandel
Contract Officer	Leonel Pizzaro
IDI Contract Officer	Kimberley M. Kester
Commodity Mgt Officer	Arthur J. Laemmerzahl
Commodity Mgt Officer	Judi A. Shane
Commodity Mgt Officer	Thomas Z. Baranyi
Commodity Mgt Officer	William L. Dunn
Commodity Mgt Officer	Girard J. Labombard
Commodity Mgt Officer	Joseph W. Van Meter, Jr.
Computer Specialist	(Vacant)

*Denotes a JAO position

MOROCCO

Executive Officer	Edward P. Rhatigan
Contract Officer	Christine K. Faschini

TUNISIA

Executive Officer	Gilbert D. Dietz
IDI Admin Officer	Peter R. Hubbard

YEMEN

Executive Officer	(Vacant)
Dep Exec Officer	(Vacant)
IDI Admin Officer	Charles G. Knight
Contract Officer	Leonard J. Kata

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LATIN AMERICA AND CARIBBEAN REGION

BARBADOS	
Executive Officer	Jeremiah E. Parson
Reg Contract Officer	James A. Dzierwa
BELIZE	
Executive Officer	Sammie N. Jones
BOLIVIA	
Executive Officer	John J. Leibner
Contract Officer	Clement J. Bucher, ETA 10/90
IDI Admin Officer	Laurence M. Foley
COSTA RICA	
Executive Officer	John S. Johns
Computer Specialist	Lawrence E. Clark
DOMINICAN REPUBLIC	
Executive Officer	Micheal M. Curtis
Reg Contract Officer	Mary Reynolds
ECUADOR	
Executive Officer	Ron E. Olsen
Reg. Contract Officer	James J. Dunlap
EL SALVADOR	
Executive Officer	James A. Leo
Deputy Exec Officer	Anne S. Heard
Contract Officer	Laura K. McGhee
IDI Contract Officer	Carl Derrick
GUATEMALA	
Executive Officer	William R. Granger, ETA 9/90

Deputy Exec Officer	Linda D. Whitlock
Reg Commodity Mgt Officer	Robert A. Van Horn
Contract Officer	John P. McAvoy
HAITI	
Executive Officer	Pamela A. White
Deputy Exec Officer	(Vacant)
Reg Contract Officer	Martin F. Napper
IDI Admin Officer	Charles G. Drilling
HONDURAS	
Executive Officer	Gerald L. Nell
Dep Exec Officer	Paule-Audrey Kizziar
Contract Officer	James C. Athanas
IDI Contract Officer	Anna Marie Scott
IDI Admin Officer	Edith J. Humphreys
JAMAICA	
Executive Officer	Floyd R. Spears
NICARAGUA	
Executive Officer	Edward O. Aker
Contract Officer	James E. Corley
PANAMA	
Executive Officer	James P. Donnelly
PERU	
Executive Officer	Joseph M. Varley
Deputy Exec Officer	Barbara A. Court

* * * * * * * *

DIRECTORY OF USAID TELEFAX MACHINES

Following is a current directory of USAID telefax machines. However, due to the increasing number of telefax machines being installed worldwide and the constant changing of telephone numbers, missions are reminded that this list cannot be totally accurate but should be helpful in enabling missions to communicate with each other through the telefax machine.

If your mission has changed its telefax number or if this list shows an erroneous number, please send us a cable stating the correct number so that we can keep this list current. We would appreciate your assistance in keeping this directory as up-to-date as possible. Send all cables to MS/MS/OM.

Missions are reminded that that these telefax machines are not to be used for transmission of CLASSIFIED or LIMITED OFFICIAL USE (LOU) documents.

LOCATION	TELEFAX PHONE--DIAL
AFRICA	
USAID/Abidjan, REDSO/WCA	225-413544
USAID/Botswana, Gaborone	267-313072
USAID/Burkina Faso, Ouagadougou	226-308903 *
USAID/Burundi, Bujumbura	257-2-22986 *
USAID/Chad, Ndjamena	235-51-50-02
USAID/Dar Es Salaam, Tanzania	255-51-22534
USAID/Djibouti, Djibouti	253-353940
USAID/Ethiopia, Addis Ababa	251-1-55-11-66
USAID/Gambia, Banjul	220-28066
USAID/Guinea, Conakry	224-44-19-85
USAID/Guinea-Bissau, Bissau	213238 *
USAID/Kenya, Nairobi	254-2-337304
USAID/Kigali, Rwanda	250-7-4735
USAID/Lesotho, Maseru	266-312666 *
USAID/Liberia, Monrovia	231-262038
USAID/Lome, Togo	228-217952
USAID/Madagascar, Antananarivo	261-2-34883
USAID/Malawi, Lilongwe	265-730-237
USAID/Mali, Bamako	223-22-39-33
USAID/Mozambique, Maputo	492098 *
USAID/Niger, Niamey	227-723918
USAID/Rwanda, Kigali	250-74735
USAID/Senegal, Dakar	221-232965
USAID/S. Africa, Pretoria	27-12-217217
USAID/Swaziland, Mbabane	268-44770
USAID/Uganda, Kampala	256-41-233417
USAID/Zambia, Lusaka	22932617
USAID/Zaire, Kinshasa	21824 *
USAID/Zimbabwe, Harare	263-4-722418
USAID/Yaounde, Cameroon	237-22-18-90

* Not an international dial country. Operator assistance required and billed at station rate.

LOCATION	TELEFAX PHONE--DIAL
ASIA & NEAR EAST	
USAID/Bangladesh, Dhaka	880-2-883648
USAID/Alexandria, Egypt	20-3-4838830
USAID/Egypt, Cairo	20-2-356-2932
USAID/Fiji, Suva	679-300075
USAID/India, New Delhi	91-11-677012
USAID/Indonesia, Jakarta	62-21-380-6694
USAID/Italy, Rome	39-6-4674-2356
USAID/Jordan, Amman	962-6-604858
USAID/Morocco, Rabat	212-7-679-30
USAID/Nepal, Kathmandu	977-1-272357
USAID/Oman, Muscat	968-797778
USAID/Pakistan, Islamabad	92-51-823796
O/AID/REP	925-1823796
USAID/Philippines, Manila	63-2-521-5241
USAID/Sri Lanka, Colombo	94-1-4490
USAID/Thailand, Bangkok	662-255-3730
USAID/Tunisia, Tunis	216-1-782-464
USAID/Yemen, Sanaa	967-2-251-578
LATIN AMERICA & CARIBBEAN	
USAID/Barbados, Bridgetown	809-429-4438
USAID/Belize, Belize City	501-2-30215
USAID/Bolivia, La Paz	591-2-356096
USAID/Brazil, Brasilia	55-61-225-9136
USAID/Chile, Santiago	562-380931
USAID/Colombia, Bogota	57-1-288-5687
USAID/Costa Rica, San Jose	506-203434
USAID/Dom. Rep., Santo Domingo	809-685-1939
USAID/Ecuador, Quito	593-2-561-228
USAID/El Salvador, San Salvador	503-980885
USAID/RDO/C, Grenada	809-444-4809
USAID/Guatemala, Guatemala City	502-2-311130
ROCAP/Guatemala	502-2-348502
USAID/Haiti, Port Au Prince	509-1-25500 EXT 3057 **
USAID/Honduras, Tegucigalpa	504-312776
USAID/Jamaica, Kingston	809-929-3752
USAID/Mexico, Mexico City	52-5-533-4840
USAID/Panama, Panama City	507-639519
USAID/Peru, Lima	51-14-337034
USAID/Uruguay, Montevideo	598-2-921691
USAID/Managera, Nicaragua	505-2-663865

** Contact EXO first, FAX is manual

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SUPPORT SERLETTER SERVICE

Management Information Bulletin

Agency for International Development **Washington, D.C. 20523**

A.I.D. /W ISSUE NO. 15
January 1991

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NOTE TO SERLETTER AUDIENCE

Please accept MS/OMS' sincere apology for the late publication of this newsletter. Recent events which have taken place in AID/W and overseas have required us to divert our scarce staff from work on the newsletter to other priorities, thus causing the late publication of this newsletter.

AGENCY IS TAKING METRIC MEASURES

AID employees are finding some new dimensions in their work as kilograms, meters, and liters begin to replace the traditional pounds, feet, and gallons that we have always used for measuring in the U.S.

The Omnibus Trade and Competitiveness Act of 1988 designated the metric system as the preferred system of weights and measures for United States trade and commerce. This Act seeks to convert U.S. commerce to metric standards to make U.S. industry more competitive in international markets, where metric units have long been the primary standards. To support its goal, the Act requires all Federal agencies to use the metric system in procurements, grants, and other business-related activities--except where it is impractical or where it is likely to cause significant inefficiencies or the loss of markets to U.S. firms.

To more effectively implement the Act, in 1989, the Acting Administrator pledged to Congress that AID would use the metric system in the earliest stages of the assistance processes, rather than converting quantitative data from traditional to metric measurements in the contracts and grants that implement AID's programs.

Several measures will be taken in support of this commitment. The programmatic planning and approval documents that form the bases for the contracts and grants will specify quantitative data in metric units. Further, ancillary functions such as travel and transportation allowances, agency forms, automated data functions, and agency reports will employ metric standards. Over the next year, employees will notice that metric standards are being prescribed in AID Handbooks 1B, 3, 4, 11, 12, 13, 14, 15, 18, 20, 22, and 23.

These requirements are being implemented gradually with a goal of meeting the Act's target date for using the metric system in procurements, grants, and other business-related activities: September 30, 1992. To assist us in coping with the metric system, quantitative data will frequently be expressed in both the metric and the traditional equivalent units for several years. However, this data will be developed and expressed more and more exclusively in metric units as we absorb the system as our working reference and the traditional units are effectively superseded.

Our lifetime habits and frames of reference cannot be changed overnight, and an effective transition to the metric system will require everyone's diligence and patience, but we have every confidence that AID employees will measure up. And people who have learned to use it as their primary frame of reference for measurements say that we will eventually appreciate the metric system's basic simplicity and practicality.

Employees who are interested in how AID's increased use of the metric system will affect them or their work may contact the author office of the handbook that prescribes the use of metric standards for a particular application, or MS/PPE may be contacted for general advice on AID's metric policy and the exceptions to it. MS/OP/COMS should be contacted concerning the use of metric standards in the development of commodity specifications.

A valuable reference source on metric conversion, the Metric Handbook for Federal Officials (Accession No. PB89-226922), is available from NTIS, 5285 Port Royal Rd, Springfield, VA 22161 ($17.00--hard copy or $8.00--microfiche, plus $3.00 handling charge).

The Office of Small and Disadvantaged Business Utilization (OSDBU) will be informing the U.S. business community on AID's implementation of the metric policy, and it is prepared to counsel these businesses on metric conversion. Inquiries from outside the agency should be directed to OSDBU at telephone number 703-875-1556. OSDBU'S mailing address is Room 1400-A, SA-14, Washington, D.C. 20523-1414.

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USAID SHIPMENT CONTRACTOR INDICTED ON FRAUD CHARGES

AMG Services (AMG) and Martyn C. Merritt, principal owner and chief executive officer of AMG, were indicted in New York on November 14, 1990 and charged with conspiracy to defraud the United States and commission of a fraud against the United States for their alleged activities in connection with an AID program to ship several hundred tons of milk powder to relieve a serious food shortage in the Democratic Republic of the Sudan.

The indictment charged Merritt with one count of conspiracy to defraud the United States, one count of major fraud against the United States, and nine counts of use of the interstate and international wire system to execute a fraud. The charges in the indictment alleged that Merritt was paid nearly $1 million to supply 501 metric tons of high-quality milk powder to Sudan as part of a United States famine relief program. The indictment alleged that instead of supplying high-quality milk, Merritt delivered milk of such poor quality that it was unfit for human consumption.

If convicted of all twelve counts, Merritt would face maximum penalties of up to 65 years in prison and fines up to $30 million. AMG would face maximum penalties of up to thirty million dollars. In addition, Merritt and AMG, if convicted, could be ordered to return any money obtained by fraud.

The United States Attorney for the Southern District of New York commended the AID Office of the Inspector General and the United States Postal Inspection Service for their outstanding work on this international case.

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TRANSFER OF RESPONSIBILITY FOR TELEPHONE AND TELEGRAM DISTRIBUTION SYSTEMS MANAGEMENT AND OPERATIONS

Effective October 1, 1990, responsibility for management and operations of the Agency's telephone and telegram distribution systems were transferred from the Office of Administrative Services Operations (formerly the Office of Management Operations) to the Office of Information Resources Management (MS/IRM). The objectives of this transfer were to: (1) consolidate voice and data communications activities to achieve cost savings resulting from the integration of the communications systems and of the respective support staffs; (2) facilitate the development of strategies supporting the integrated telecommunications technologies of the near future; and (3) provide an environment in which comprehensive policies addressing all of the Agency's telecommunications requirements can be developed and implemented. MS/IRM plans to develop a strategic plan in FY-1991 addressing AID's voice and data telecommunications requirements, supporting network architectures and policy recommendations regarding their use.

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EXCELLENCE THROUGH AUTOMATION (ETA) PROJECT

MS/IRM recently launched its Excellence Through Automation (ETA) project. This project is designed to replace outdated automation equipment in AID/W with industry-standard PCs connected to local area networks (LANs). Approximately 200 people are already connected to PC LANs in the Office of the General Counsel (GC), Office of U.S. Foreign Disaster Assistance (OFDA), Office of Food for Peace and Voluntary Assistance (FVA), and the Bureau for Africa's Offices of Development Planning and Technical Resources. An additional 170 employees in five bureaus will be connected to PC LANs in December.

With a LAN, employees have immediate access to Word Perfect, Lotus, Electronic Mail, and connectivity to the IBM mainframe. Electronic mail enables the employees connected to the PC LANs as well as the employees (approximately 900 additional) connected to Wang minicomputers in AID/W and overseas to send and receive messages to one another. The ETA project affords additional benefits such as the increase in the amount of equipment available to end-users and the upgrade of the printers to laser technology.

Approximately 80 percent of the project will be implemented by mid FY 1991; the remainder is scheduled for completion in FY 1992.

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NEW INFORMATION MANAGEMENT SYSTEM

A new computer based information management system, the Mission Management Integrated System (MMIS), is being developed by IRM's Mission Systems Center (MSC) in Costa Rica in conjunction with the Office of Management Support in AID/W. The system is intended to automate and interface common administrative management functions, e.g., real property, personnel, training and expendable property, and become the standard agency system for Executive Officers. Each system module will undergo extensive testing and review in the field and AID/W prior to general distribution. Prototypes of several system modules are currently being field tested in Guatemala and Costa Rica, and reviewed by subject matter specialists in MS/OMS. These modules

will be demonstrated at upcoming Executive Officer conferences. The tentative schedule for distribution of the first release of system modules to selected missions is the summer of FY 91. For more information contact Ann Dotherow, Director, MS/OMS, or Larry Clark, USAID/San Jose/MSC.

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EXTRA SERVICE CREDIT

Personnel are reminded of the elimination of the Alternative Form of Annuity for retirees. Numerous notices have been released by both the Department of State and AID as well as worldwide and ALDAC cables.

Extra Service Credit towards retirement was eliminated effective February 16, 1990. See General Notice date April 25, 1990 and worldwide cable "State 1144949 (90)" for more details.

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CHANGE IN HEALTH BENEFITS PROGRAM

There has been a major change in health benefits for employees in the Federal Employees Health Benefits Program (FEHBP) covered by fee for service plans. These plans now require pre-certification before admittance to a hospital for non-emergency operations. Further details are available in AID/W notice dated December 27, 1990.

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PFM/PM/BACKSTOPPING RESPONSIBILITIES

Executive Level Foreign Service Personnel

BS	CATEGORY		ROOM	BLDG	TELEPHONE
01	Mission Directors & Executive Levels (EPAP)	Carole Tyson (Acting Director)	1418	SA-1	663-1308
		Susan Carr	1426	SA-1	663-1549
		Gerda Competello	1426	SA-1	663-1303
-Diplomatic Title Requests-EPAP:		Gerda Competello	1426	SA-1	663-1303
-SFS Awards		Gerda Competello	1426	SA-1	663-1303

Non-Executive Level Foreign Service Personnel

	Assgt Branch Chief (Acting)	Elizabeth Borcik	1101A	SA-1	663-1493

BS	CATEGORY	PERS OFF./PERS ASST. CAREER DEVL OFF	ROOM #	BLDG	TELEPHONE
01	Executive Management Non-EPAP	Sylvia Matthews/	1101C	SA-1	663-1463
		Azalea Wise	1147	SA-1	663-1483
		Graham Thompson-CDO	1112	SA-1	663-1455
02	Program Analysis	Sylvia Matthews/	1101C	SA-1	663-1463
		Azalea Wise	1147	SA-1	663-1483
		Kenneth Martin - CDO	1108	SA-1	663-1369
03	Administrative Management	Edward Lundquist/	1145	SA-1	663-1498
		Sherri Fennell	1101A	SA-1	663-1456
		Hallie Aiken-CDO	1104	SA-1	663-1499
04	Financial Management	Gwendolyn Marcus/	1101B	SA-1	663-1497
		Jacob Carroll	1109	SA-1	663-1373
		Graham Thompson - CDO	1112	SA-1	663-1455
05	Secretarial Support	Edward Lundquist/	1145	SA-1	663-1498
		Sherri Fennell	1101A	SA-1	663-1456
		Hallie Aiken - CDO	1104	SA-1	663-1499
06	General Services	Edward Lundquist/	1145	SA-1	663-1498
		Sherri Fennell	1101A	SA-1	663-1456
		Hallie Aiken - CDO	1104	SA-1	663-1499

BS	CATEGORY	PERS OFF./PERS ASST. CAREER DEVL OFF	ROOM #	BLDG	TELEPHONE
07	Administrative Support	Edward Lundquist/	1145	SA-1	663-1498
		Sherri Fennell	1101A	SA-1	663-1456
		Hallie Aiken - CDO	1104	SA-1	663-1499
08	Audit and Inspection	IG/ADM, Daisy Weaver	410	SA-16	875-4325
10	Agriculture	James Falconer/	1147	SA-1	663-1495
		Rita Crider	1145	SA-1	663-1478
		Thomas Ward - CDO	1108A	SA-1	663-1368
11	Economics	Sylvia Matthews/	1101C	SA-1	663-1463
		Azalea Wise	1147	SA-1	663-1483
		Kenneth Martin - CDO	1108	SA-1	663-1369
12	Program Management	Gwendolyn Marcus/	1101B	SA-1	663-1497
		Jacob Carroll	1109	SA-1	663-1373
		Cecilia Pitas - CDO	1114	SA-1	663-1378
14	Rural Development	James Falconer/	1147	SA-1	663-1495
		Rita Crider	1145	SA-1	663-1478
		Thomas Ward - CDO	1108A	SA-1	663-1368
15	Food for Peace	Robert Harrison	1149	SA-1	663-1488
		Cecilia Pitas - CDO	1114	SA-1	663-1378
20	Housing, Urban & Community Develop.	Joycelyn Scriber/	1148	SA-1	663-1489
		Sanna Solem	1101A	SA-1	663-1462
		Hallie Aiken - CDO	1104	SA-1	663-1499
21	Business, Industry & Private Enterprise	Robert Harrison	1149	SA-1	663-1488
		Graham Thompson - CDO	1112	SA-1	663-1455
25	Engineering	Robin Galery	1103	SA-1	663-1490
		Gladys Brooks	1101A	SA-1	663-1457
		Hallie Aiken - CDO	1104	SA-1	663-1499
30	Natural Resources & Energy Mgt	Robert Harrison	1149	SA-1	663-1488
		Thomas Ward - CDO	1108A	SA-1	663-1368

BS	CATEGORY	PERS OFF./PERS ASST. CAREER DEVL OFF	ROOM #	BLDG	TELEPHONE
50	Health Science, Medical & Population	Joycelyn Scriber/	1148	SA-1	663-1489
		Sanna Solem	1101A	SA-1	663-1462
		Cecilia Pitas - CDO	1114	SA-1	663-1378
60	Human Resources, Education & Participant Trng	Robin Galery/	1103	SA-1	663-1490
		Gladys Brooks	1101A	SA-1	663-1457
		Thomas Ward - CDO	1108A	SA-1	663-1368
72	Social Services	Robert Harrison	1149	SA-1	663-1488
		Cecilia Pitas - CDO	1114	SA-1	663-1378
75	Physical & Social Science	Robert Harrison	1149	SA-1	663-1488
		Thomas Ward - CDO	1108A	SA-1	663-1368
85	Legal	Joycelyn Scriber/	1148	SA-1	663-1489
		Sanna Solem	1101A	SA-1	663-1462
		Hallie Aiken - CDO	1104	SA-1	663-1499
92	Commodity Management	Robin Galery	1103	SA-1	663-1490
		Gladys Brooks	1101A	SA-1	663-1457
		Hallie Aiken - CDO	1104	SA-1	663-1499
93	Contract Management	Robin Galery	1103	SA-1	663-1490
		Gladys Brooks	1101A	SA-1	663-1457
		Hallie Aiken - CDO	1104	SA-1	663-1499
94	Project Development	Carolyn Redman	1101D	SA-1	663-1481
		Ghytana Carr	1109	SA-1	663-1374
		Graham Thompson - CDO	1112	SA-1	663-1455
95	International Development Intern (IDI)				
	- Developing Training Plan - Monitoring Progress	Career Dvl Counselors (according to backstop)		SA-1	
	- Personnel Support Services	Personnel Officers (according to backstop)		SA-1	
Employee Relations Specialist		Vacant	1106	SA-1	663-1454
Diplomatic Title Requests: - Non-EPAP		Fabiola C. Rodman	1109	SA-1	663-1376

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A.I.D. POSTS SUMMARIES

CAUTION: This information is provided as an aid in bidding and it should be confirmed by reference to the Standardized Regulations, Post Reports, the Office of Overseas Schools and the Family Liaison Office

Duty Post	1-tour Posts	2-tour Posts	Post Differential-% 0	10	15	20	25	Danger Pay-%	Con-sum-ables	R & R	Schools at Post
Africa Bureau (AFR):											
Africa Regional:											
Paris		x	0								PK-13
RHO/EA, Nairobi		x		10						x (London)	N-13 1/ (Int'l)
RHO/WA, Abidjan		x			15					x (Paris)	PK-12 (Int'l)
Botswana, Gabarone		x		10						x (London)	K-13 2/
Burkina Faso, Ouagadougo	x						25		x	x (Paris)	PK-8 (Int'l) 8/
Burundi, Bujumbura	x					20			x	x (Brussels)	N-12 3/
Cameroon, Yaounde		x			15				x	x (Paris)	N-9 (Int'l)
Cape Verde, Praia		x				20			x	x (Paris)	N-K Portuguese
Chad, Ndjamena **	x						25		x	x (Madrid)	PK-12 4/
Ethiopia, Addis Ababa	x						25		x	x (Frankfurt)	N-12 (Int'l)
Gambia, Banjul		x				20				x (London)	PK-9 (American)
Ghana, Accra	x						25		x	x (London)	N-12 (Int'l)
Guinea, Conakry	x						25		x	x (Paris)	N-8 (Int'l)
Guinea Bissau, Bissau	x						25		x	x (Paris)	K-5 (American)
Kenya, Nairobi		x		10						x (London)	N-13 5/
Lesotho, Maseru		x		10						x (London)	1-12 6/
Liberia, Monrovia	x					20		25	x	x (Paris)	N-12 (American)
Madagascar, Antananarivo		x					25		x	x (Paris)	PK-8 (American)
Malawi, Ligongwe		x		10					x	x (Paris)	N-12
Mali, Bamako	x						25		x	x (Paris)	K-8 7/ (Int'l)

1/ French 9-12; Int'l K-13
2/ Primary K-7; Boarding 8-13
3/ French & Belgian PK-12; Int'l PK-12
4/ Int'l PK-8, tutoring 9-12; French K-12
5/ Int'l K-13; French 9-12
6/ Medium Prep 1-6, High Sch. boarding 6-12
7/ K-8 English; PK-12 French
8/ PK-8 Int'l; PK 13 Lycee St Exupery

x = YES
** = 2 R&R Posts
Schools: N=Nursery; PK=pre-kinder; K=kinder

A.I.D. POSTS SUMMARIES

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Duty Post	1-tour Posts	2-tour Posts	Post Differential-% 0	10	15	20	25	Danger Pay-%	Con-sum-ables	R & R	Schools at Post
Africa Bureau (AFR):											
Mauritania, Nouakchott	x						25		x	x (Paris)	PK-8 (American)
Mozambique, Maputo	x						25		x	x (London)	K-11 (Int'l)
Namibia, Windhoek		x	0							x (London)	PK-12 15/
Niger, Niamey	x						25		x	x (Paris)	PK-12 (American) 9/
Nigeria, Lagos	x						25			x (London)	PK-9 (American Int'l)
REDSO/ESA, Nairobi		x		10						x (London)	N-13 1/
REDSO/WCA, Abidjan		x			15					x (Paris)	PK-12 (Int'l)
Rwanda, Kigali	x						25		x	x (Paris)	PK-12 10/
Senegal, Dakar		x			15					x (Paris)	N-10 11/
Somalia, Mogadishu	x						25		x	x (London)	N-8 12/ (American)
South Africa, Pretoria		x	0							x (London)	N-12
Sudan, Khartoum **	x						25		x	x (London)	PK-9 (American)
Swaziland, Mbabane		x	0							x (London)	N-13
Tanzania, Dar-Es-Salaam	x						25		x	x (Zurich)	N-13 (Int'l)
Togo, Lome		x				20				x (Paris)	N-8 13/ (American/Int'l)
Uganda, Kampala **	x						25		x	x (London)	PK-11 (Int'l)
Zaire, Kinshasa		x				20				x (Paris)	N-12 (American)
Zambia, Lusaka		x			15				x	x (London)	N-13 14/
Zimbabwe, Harare		x		10						x (London)	N-13

** = Two R & R Post
x = YES

Schools: N=nursery; PK=pre-kinder; K-kinder

9/ PK-9; 10-12 correspondence
10/ PK-12 Belgian; N-9 French
11/ 2 N-12 French; Int'l N-9, Supervised Corres Prog 10-12
12/ Grade 9: Correspondence
13/ N-8 American/Int'l; K-13 French
14/ American K-9;Int'l 1-13;French N-12
15/ In't school will open 1/91 K-8. British curriculum: St Paul's 7-12; St. George's PK-8

A.I.D. POSTS SUMMARIES

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Duty Post	1-tour Posts	2-tour Posts	Post Differential-% 0	10	15	20	25	Danger Pay-%	Con-sum-ables	R & R	Schools at Post
Latin America & Caribbean Bureau (LAC):											
Belize, Belize City		x				20				x (Caracas)	PK-12
Bolivia, La Paz	x						25		x	x (Nassau)	N-12
Brazil, Brazilia		x		10						x (Nassau)	N-12
Chile, Santiago		x		10						x (Rio de Janeiro)	PK-12
Colombia, Bogota**		x			15			20		x (Nassau)	PK-12
Costa Rica, San Jose		x	0								PK-12
Dominican Republic, Santo Domingo		x			15					x (San Jose,C.R.)	N-12
Ecuador, Quito		x			15					x (Nassau)	N-12
El Salvador, San Salvador	x				15			20		x (Nassau)	N-12
Guatemala, Guatemala		x		10						x (Nassau)	N-12
Haiti, Port-au-Prince		x				20				x (San Jose C.R.)	N-12
Honduras, Tegucigalpa		x			15					x (Nassau)	N-12
Jamaica, Kingston		x			15					x (Caracas)	N-13
Mexico, Mexico, D.F.		x		10							N-12
Nicaragua, Managua	x					20				x (Nassau)	PK-12
Panama, Panama City		x		10						x (Nassau)	N-12 2/
Paraguay, Asuncion		x		10						x (Nassau)	N-12
Peru, Lima**	x				15			15		x (Nassau)	N-12
RDO/C, Bridgetown		x	0							x (San Jose, C.R)	N-10 1/
ROCAP, Guatemala City		x		10						x (Nassau)	N-12
Uruguay, Montevideo		x	0								N-12

** = Two R & R Post
1/ NK-10 Boys and Girls; 11 Boys only
2/ Int'l Schhol (1988) K-10; Balboa High School (DoDDS) 10-12
- Schools: N=nursery; PK=pre-kinder; K=kinder

A.I.D. POSTS SUMMARIES

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Duty Post	1-tour Posts	2-tour Posts	Post Differential-% 0	10	15	20	25	Danger Pay-%	Con-sum-ables	R & R	Schools at Post
Europe & Near East Bureau (ENE):											
Egypt, Cairo		x			15					x (London)	K-12 (American)
Jordan, Amman		x		10						x (London)	N-12 (American)
Lebanon, Beirut **	x						25	25		x (London)	
Morocco, Rabat		x	0								N-12 (American)
Oman, Muscat		x				20				x (London)	N-11 1/
Pakistan, Islamabad		x				20				x (London)	N-12 (Int'l)
Peshawar		x					25			x (London)	K-8 (Int'l)
Quetta		x					25			x (London)	
Philippines, Manila		x			15			15		x.(Sydney)	N-12
Poland, Warsaw					15					x (Rome)	PK-9 2/
Portugal, Lisbon		x	0								PK-12 (American)
Tunisia, Tunis		x		10						x (London)	PK-9 (American)
Yemen, Sanaa	x						25		x	x (London)	PK-12 (Int'l)
FAO, Rome		x	0								PK-13 (American/English)
FODAG, Rome		x	0								PK-13 (American/English)

1/ American British N-10; English speaking K-11
2/ PK-12 French school (1987); K-9 American
** Two R&R Post
x = YES
Schools: N=Nursery; PK= Pre-kinder; K=kinder

PM/FSP
Issue Date: 12/21/90

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Duty Post	1-tour Posts	2-tour Posts	Post Differential-% 0	10	15	20	25	Danger Pay-%	Con-sum-ables	R & R	Schools at Post
Asia & Private Enterprise Bureau (APRE):											
Bangladesh, Dhaka	x						25			x (Sydney)	N-11 (American)
India, New Delhi		x			15					x (London)	N-12 (American)
Indonesia, Jakarta		x			15					x (Sydney)	PK-12 (Int'l)
Nepal, Kathmandu		x				20				x (London)	N-12 (Int'l/Lincoln)
RDO/S Pacific (Fiji)		x			15					x (Sydney)	K-12 (Int'l)
Sri Lanka, Colombo		x					25		x	x (Syndey)	N-13 (Int'l)
Thailand, Bangkok		x		10						x (Sydney)	N-12 (Int'l)

x = YES
Schools: N=Nursery; PK= Pre-kinder; K=kinder

NEW DIVISION AND DEPUTY CHIEF FOR THE TRAVEL AND TRANSPORTATION DIVISION

In September 1990, Mark Anderson replaced Richard Rodman as Division Chief, and shortly thereafter in mid-October, Travel and Transportation Division (TT) was strengthened by the MS/AS Office (formerly MS/MO Office) reorganization with the transfer of the Travel Policy and Claims functions when the MS/AS Policy and Analysis Branch was dissolved. (NOTE: Details of MS/AS' reorganization are described in the Important Administrative Details section.)

Susan Walls is now the Deputy Chief of Travel and Transportation Division overseeing the Policy and Analysis function performed by Diane Carter, and the Personal Property Claims function being carried out by Willy Hardin.

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FOUR TRAVEL AND TRANSPORTATION DIVISION RETIREES BRING 136 YEARS OF SERVICE TO AN END

Since July, four Travel and Transportation Division (TT) employees have retired including: Connie Luckett in July; Julius Cook in September; Aubrey Ballard in October; and Jerome Morton in November. These four people provided over 136 years of travel and transportation services to AID Foreign Service employees and their families. Recruiting actions are being processed for replacing the four TT staffers; and it is anticipated that their replacements will be on board before the 1991 summer transfer season.

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TRANSPORTATION QUESTIONNAIRE

Once again, the Travel and Transportation Division (TT) requests all FS employees who have recently gone out on an assignment to complete and return the Transportation Questionnaire. TT plans to review and start tracking data on packing and other aspects of HHE and UAB shipments, also using the packing inspector reports.

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TRAVEL AND TRANSPORTATION DIVISION JOINT VENTURES WITH STATE TRANSPORTATION

An effort is being made by the Travel and Transportation Division (TT) to increase the use of the TRACS automated system to track the movement of outbound and inbound household effects (HHEs), and to prepare cables on the TRACS glossary to advise clients on status of shipments.

TT is also planning an one-year test of an alternate method of shipping HHEs to eight or ten overseas posts by using the International Thru Bill of Lading (ITGBL). It is anticipated that this method will simplify the billings to posts compared with the current Direct Procurement (of packing, consolidating, shipping and delivery) method. It also hopes to expedite some HHE shipments using the ITGBL method, and to minimize the number of vendors involved to subrogate claims.

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WORLDWIDE LODGINGS-PLUS PER DIEM REIMBURSEMENT SYSTEM EFFECTIVE DECEMBER 1, 1990

Personnel who travel overseas will be required to submit lodging receipts in order to claim reimbursement for hotel or lodging costs. The Meals and Incidental Expenses portion which covers food and other miscellaneous expenses is a flat rate established with the lodging rate to equal the locality rate.

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REQUESTS FOR ACTUAL SUBSISTENCE

With the Travel and Transportation Division (TT) reorganization, travelers will now submit requests in advance for actual subsistence directly to the TT Division, with appropriate justifications. Retroactive requests still remain under the approval authority of the Director of Administrative Services (formerly Management Operations), but should be submitted through TT for processing.

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TEN CONTRACTS AWARDED TO EXPORT PACKING COMPANIES

As of November 1, 1990, State Department awarded contracts to ten export packing (and storage) companies in the Washington, D.C. area. Some are new companies to the list (e.g., Security Storage), but others are the companies we have used over the past several years with the Department. The list of companies with packing procedures will be sent to USAIDs separately.

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REVISION OF A.I.D. HANDBOOK 22, TRAVEL AND TRANSPORTATION NEAR COMPLETION

As you may know, AID Handbook 22 has been under revision. Some overseas posts have provided thoughtful comments and suggestions to better its usefulness. During the next nine months we hope to be able to complete the major revisions and make it a more useful reference on Travel and Transportation policies and procedures. State Department and the GSA also have made some revisions to their respective sections, which will be incorporated as well.

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SHIPMENTS OF HOUSEHOLD EFFECTS (HHEs), AND UNACCOMPANIED AIR BAGGAGE (UAB) FOR PSCs

All Executive Officers and Project Managers are reminded that Travel and Transportation Division assistance may be provided to PSCs ONLY with outbound shipments, and only with the copy of the cable or PSC contract citing the appropriate fiscal data. PSCs who have completed their contract and are returning their household effects to the U.S. should arrange for residence-to-residence service on a prepaid Thru Bill of Lading. U.S. Despatch Agents cannot handle any clearance of incoming goods for PSCs (or institutional contractors).

Please also remember that the U.S. Despatch Agents are not authorized to handle the consolidating or shipment of project goods furniture, equipment or vehicles. Recent billing reviews of U.S. Despatch Agent charges has surfaced these errors by overseas USAIDs, and have caused headaches for FM to sort out and process Advice of Charges (AOC) for project shipments costs back to posts.

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REORGANIZATION OF MS/MO

Effective December 2, 1990, the Office of Management Operations (MS/MO) is renamed the Office of Administrative Services (MS/AS). The Office of Administrative Services will continue to provide the Agency's administrative and logistical support services (i.e., records management and declassification, micro-graphics, mail and diplomatic pouch, printing and graphics, real and personal property, physical security, administrative purchasing, parking, health and safety, travel, transportation, shipping, storage, personal property claims, passports and visas). The telephone and telecommunications services have been transferred to the Office of Information Resource Management (MS/IRM).

This reorganization dissolved the Policy Analysis Division (MS/MO/PA); policy analysis functions were transferred to the three operational divisions. The Records Management Branch (MS/MO/PA/RM) was transferred to the newly established Information Support Services Division (MS/AS/ISS). In addition, MS/IRM transferred the directives and reports duties and responsibilities to MS/AS/ISS.

New organizational titles and office symbols are listed below:

Office of the Director (MS/AS/OD)

Information Support Services Division (MS/AS/ISS)
(formerly the Communications Program Management Division, MS/MO/CPM)

The ISS Division is composed of the Mail Management Branch, Printing and Graphics Branch and the Records Management Branch. Directives and reports functions will be performed within the Division Chief's immediate office.

Property and Purchasing Division (MS/AS/PP)
(formerly the Resources Management Division, MS/MO/RM)

The PP Division is composed of the Administrative Purchasing Branch, Personal Property Branch and the Real Property Branch.

Travel and Transportation Division (MS/AS/TT)

The TT Division is composed of the Transportation and Storage Branch and the Travel Branch.

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REORGANIZATION OF MS/OMS

Effective December 16, 1990, the front office of the Director of Management Support (MS/MS) and the Overseas Management Division (MS/MS/OM) were merged to become the Office of Management Support (MS/OMS). MS/OMS will focus exclusively on field management support with some broad gauge policy emphasis.

In the reorganization, the Executive Management Staff (MS/MS/EMS) was consolidated with AA/MS.

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THOMAS E. HUGGARD

Mr. Thomas E. Huggard joined A.I.D. as the Director, Office of Administrative Services in August 1990. As Director, MS/AS, Mr. Huggard has responsibility for certain administrative and logistical support services worldwide for the Agency. He manages a program of about 180 workyears and $30 million in resources in AID/W.

Immediately prior to his present assignment, Mr. Huggard served as the Deputy Director for Real Estate and Facilities in the Office of the Secretary of Defense from 1982 to 1990. Previous positions held were: nearly 14 years with the Department of the Army and one year with the Department of Energy. His duties in these Departments covered a wide range of subjects, including systems and costs analyses, manpower, organization, administrative services. He is a member of the Senior Executive Service.

Mr. Huggard earned a B.A. degree in Literature from LaSalle University. He has also done graduate work in public administration and systems management at George Washington University and the Naval Postgraduate School. He has completed studies at the Military Comptrollership School, Federal Executive Institute, and the American Management Association. Mr. Huggard was awarded the 1988 Excellence in Administration Award, given annually by the Administrator of General Services. In 1990, he received the Secretary of Defense Medal for Meritorious Civilian Service.

Mr. Huggard has served as a member and Chair of the Federal Administrative Managers Association and as a member of the GSA Real Property Executives Advisory Committee.

Born in New York City, New York, Mr. Huggard now resides in the city of Fairfax, Va. He is married and has three children.

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FOND FAREWELL AND WELCOME TO EMPLOYEES IN MS/OMS

Selma Jackson and Ruth Bowe, Property Management Specialists in MS/OMS have now retired. They are both enjoying the fruits of their labor. Veronica Busby was selected to replace Ruth Bowe. Welcome aboard, Veronica!

We, too, welcome Ann Dotherow back to AID/Washington! Ann is the new Director of MS/OMS. She spent the last four and one-half years in Nairobi, Kenya. The first two years were spent as USAID/Nairobi's executive officer, and her last two years were served as the regional executive officer for the Africa Bureau performing management advisory services to the field. Ann was director of MS/OMS' predecessor office, M/SER/EOMS, from 1982-1985.

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SERLETTER ARTICLE CONTRIBUTIONS

Missions are encouraged to contribute articles, ideas and photos for inclusion in the SERLETTER publication. Articles, ideas or photos may cover recent management activities or initiatives which would be of interest to overseas mission and AID/W management personnel. Photographs must be taken in black and white for publication purposes, and are to include an article and photo caption.

The SERLETTER newsletter is published semi-annually, with publication dates of January and June each year. The deadline date for articles for the January publication is November 15; the June publication deadline date is April 15. Articles should be submitted to Ann Dotherow, MS/OMS, Rm. 1600B, SA-14 by the established deadline dates.

Missions should use ICS to transmit articles where capability exists. Missions without this telecommunication capability should pouch or cable there articles to MS/MS/OM.

Your support of the SERLETTER is always appreciated!

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BUREAU FOR MANAGEMENT SERVICES

AA/MS	
Assistant to the Administrator for Management Services	Michael Doyle
DAA/MS	
Deputy Assistant to the Administrator for Mgmt Services/Procurement Executive	John F. Owens
Senior Program Analyst	David L. Johnson
Program and Budget Officer	Linda Cope
Agency Competition Advocate	James D. Murphy
AA/MS/EMS	
Chief Administrative Officer	Mary Frances Moore
Administrative Officer (for AA/MS, MS/PPE and MS/OMS)	Diana Lopez
MS/PPE	
Chief	James D. Murphy
Chief, Policy Branch	Kathleen O'Hara
Chief, Planning & Eval Branch	Elizabeth Cordaro
MS/OMS	
Director	Ann Dotherow
Deputy Director	Robert O. Weiland
Policy and Procedures	Myron E. Tomasi
APRE/ENE/LAC Regional Executive Officer	Warren B. Duerbeck
AFR Regional Executive Officer	Barnett Chessin
Overseas Property Mgt Officer	Gloria C. Kirk

MS/AS

Director	Thomas E. Huggard
Deputy Director	Ralph A. Williams
Administrative Officer	Sheila T. Cunningham
Chief, Information Support Serv. Div.	Elizabeth Baltimore
Chief, Travel & Transportation Div	Mark E. Anderson
Chief, Property and Purchasing Div.	William F. Miller

MS/OP

Director	Terrence J. McMahon
Deputy Director	Kathryn Y. Cunningham
Administrative Officer	Nancy W. Carroll
Chief, Overseas Div.	(Vacant)
Chief, AID/W Projects Div.	(Vacant)
Chief, Procurement Support Div.	Barry S. Knauf
Chief, Commodity Support Div.	Joyce E. Frame
Chief, Transportation Div.	(Vacant)

MS/IRM

Director	Barry D. Goldberg
Deputy Director	Linda N. Lion
Administrative Officer, Acting	Diana Lopez
Chief, Washington Services Div., Acting	Lawrence Livesay
Chief, Systems Mgt Div.	Eugene M. Dwyer

Chief, Automation Support Div.	Joseph E. Heffern
Chief, Mission & Project Serv. Div.	Lawrence E. Livesay
Chief, Planning & Eval Div.	Wayne H. Van Vechten
Chief, Technical Support Div.	Steven F. Renz

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REGIONAL BUREAU EXECUTIVE MANAGEMENT STAFFS

AFR/MGT

Director	Brian Kline
Deputy Director, (Acting)	Bernard J. Block

ENE/EMS

Director	Betty Lind
Deputy Director	Kent Hickman

APRE/EMS

Director	Roberta Gray
Deputy Director	Alan Swan

LAC/EMS

Director	Jerry Jordan
Deputy Director	Elizabeth A. Mills

* * * * * * * *

IDIs ON BOARD IN AID/W

Contract Officers

Donella Russell

Commodity Officers

Raymond Edler

* * * * * * * *

CURRENT ROSTER OF AID MANAGEMENT PERSONNEL AND POSITIONS OVERSEAS

AFRICA REGION

BOTSWANA, Gaborone Executive Officer	James E. Mayer
BURUNDI, Bujumbura Executive Officer	Michael T. Fritz, ETA 3/91
CAMEROON, Yaounde Executive Officer	Douglas C. Rohn
Contract Officer	Carlton M. Bennett
CHAD, N'Djamena Executive Officer	Jerry A. Penno
COTE IVOIRE, Abidjan Executive Officer	Steve Wallace
ETHIOPIA, Addis Ababa Executive Officer	Jeremiah E. Parson
GAMBIA, Banjul Executive Officer	Sean O'Leary (PSC)
GHANA, Accra Executive Officer	Denise A. Awad
GUINEA-BISSAU (Bissau) Executive Officer	J. Kevin Burke, ETA 4/91
GUINEA, Conakry Executive Officer	Gerald C. Render, ETA 4/91
*General Services Officer	Virgilio S. Perez
Reg Contract Officer	Sharon L. Cromer
Reg Contract Officer	Steven G. Wisecarver
Reg Commodity Mgt Officer	Peter W. Shirk
Data Mgt Officer	David A. Washburn
Data Mgt Officer	Joel Q. Cotten

KENYA, Nairobi	
Executive Officer	John S. Steele
Dep. Executive Officer	Dee Ann Smith
Personnel Officer	Penelope L. Hong
General Serv Officer	Paul D. Guild
Reg Contract Officer	Richard J. Womack
Reg Contract Officer	Robert I. Weissberg
Reg Contract Officer	(vacant)
Reg. Contract Officer	(vacant)
Reg Commodity Mgt Officer	(vacant)
Reg Commodity Mgt Officer	John P. Peevey
Reg Commodity Mgt Officer	Christine E. Lyons
Computer Specialist	James R. Bossard
LESOTHO, Maseru	
Executive Officer	Cynthia A. Bryant
MADAGASCAR, Antananarivo	
Executive Officer	Lena M. Gurley
MALAWI, Lilongwe	
Executive Officer	Stephen Callahan
MALI, Bamako	
Executive Officer	Nancy L. Hoffman
MAURITANIA, Nouakchott	
Executive Officer	Joseph L. Dorsey
MOZAMBIQUE, Maputo	
Executive Officer	Jairo J. Granados
Commodity Mgt Officer	Elaine M. Kelly

*Denotes a JAO position

NAMIBIA, Windhoek	
Executive Officer	(Vacant)
NIGER, Niamey	
Executive Officer	Anthony J. Vodraska
REPUBLIC OF SO. AFRICA, Pretoria	
Executive Officer	Bruce G. Gatti
RWANDA, Kigali	
Executive Officer	Yashwant Kainth
SENEGAL, Dakar	
Executive Officer	Michael J. Ireland
SOMALIA, Mogadishu	
Executive Officer	Scott H. Bellows
Contract Officer	Alvera Sweet
SUDAN, Khartoum	
Executive Officer	Roger B. Heller
Contract Officer	David J. Osinski
SWAZILAND, Mbabane	
Executive Officer	R. Max Walton
IDI Admin Officer	Corwin V. Edwards, Jr.
Reg Contract Officer	Michael S. Kenyon
TANZANIA, Dar Es Salaam	
Executive Officer	Margaret McCarthy-Knotts
UGANDA, Kampala	
Executive Officer	Raymond J. Dunbar
ZAIRE, Kinshasa	
Executive Officer	Linda R. Gregory
Commodity Mgt Officer	Charles Signer
Contract Officer	Jaroslaw J. Kryschtal

*Denotes a JAO position

ZAMBIA, Lusaka	
Executive Officer	Mary Ann Epley
IDI Admin Officer	R. Douglass Arbuckle
ZIMBABWE, Harare	
Executive Officer	William R. MacLauchlan

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EUROPE AND NEAR EAST REGION (ENE)

AFGHANISTAN, Kabul	
Contract Officer	John A. May
JORDAN, Amman	
Executive Officer	Roy H. Johnson
Contract Officer	(Vacant)
PAKISTAN, Islamabad	
Executive Officer	John R. Martin
Deputy Executive Officer	W. Brent Schaeffer
Contract Officer	Marilyn B. Buchan
IDI Admin Officer	John M. Tincoff
Contract Officer	John A. May
Contract Officer	(Vacant)
Contract Officer	(Vacant)
Commodity Mgt Officer	Stephen A. Klaus
IDI Commodity Mgt Officer	Timothy H. Anderson

<u>EGYPT, Cairo</u>	
Associate Dir for Management	Harold S. Daveler
Supervisory Exec Officer	Theresa A. Stephan
Personnel Officer	Carol S. Snowden
Comm/Rec Specialist	Effie A. Hunter
*Gen Serv Officer	Cecile A. Williams
IDI Admin Officer	Neil M. Kester
Contract Officer	Frederick A. Will
Contract Officer	Michael Nicholas
Contract Officer	Orion W. Yeandel
Contract Officer	Leonel Pizzaro
IDI Contract Officer	Kimberley M. Kester
Commodity Mgt Officer	Arthur J. Laemmerzahl
Commodity Mgt Officer	Judi A. Shane
Commodity Mgt Officer	Thomas A. Baranyi
Commodity Mgt Officer	William L. Dunn
Commodity Mgt Officer	Girard J. Labombard
Commodity Mgt Officer	Joseph W. Van Meter, Jr.
IDI Commodity Mgt Officer	Braden Enroth
Computer Specialist	(Vacant)
<u>MOROCCO, Rabat</u>	
Executive Officer	Edward P. Rhatigan
Contract Officer	(Vacant)

TUNISIA, Tunis	
Executive Officer	Gilbert D. Dietz
IDI Admin Officer	Peter R. Hubbard
YEMEN, Sanaa	
Executive Officer	Charles G. Knight
Deputy Exec Officer	(Vacant)
Contract Officer	Leonard J. Kata
PHILIPPINES, Manila	
Executive Officer	Daniel F. Sutton, Jr.
Deputy Executive Officer	William E. Wanamaker
Contract Officer	Stanley D. Heishman
IDI Contract Officer	William Reynolds

* Denotes a JAO position

ASIA AND PRIVATE ENTERPRISE REGION (APRE)

BANGLADESH, Dhaka	
Executive Officer	Philip J. Buechler
Contract Officer	Michael F. Walsh
FIJI, Suva	
Executive Officer	Paul Pina (PSC)
INDIA, New Delhi	
Executive Officer	R. Neal Meriwether
Contract Officer	Michael H. Snyder
INDONESIA, Jakarta	
Executive Officer	John W. Greenough
IDI Admin. Officer	Margaret Healey
*Personnel Officer	Patricia Smith*

* Denotes a JAO position

NEPAL, Kathmandu	
Executive Officer	Gerald R. Johnston
Contract Officer	Allen Eisenberg
SINGAPORE, Singapore (RIG)	
Executive Officer	(vacant)
SRI LANKA, Colombo	
Executive Officer	Anne L. Dahlstedt
IDI Admin Officer	Carole J. Jones
THAILAND, Bangkok	
Executive Officer	Karl L. Mahler
Reg Contract Officer	Neil C. Edin

* * * * * * * *

LATIN AMERICA AND CARIBBEAN REGION

BARBADOS, Bridgetown	
Executive Officer	Ray Reddy, ETA 2/91
Reg Contract Officer	James A. Dzierwa
BELIZE, Belize City	
Executive Officer	Sammie N. Jones
BOLIVIA, La Paz	
Executive Officer	John J. Leibner
Deputy Executive Officer	(Vacant)
Contract Officer	Clement J. Bucher, ETA 3/91
IDI Admin Officer	Laurence M. Foley
COSTA RICA, San Jose	
Executive Officer	John S. Johns
Computer Specialist	Lawrence E. Clark

DOMINICAN REPUBLIC, Santo Domingo	
Executive Officer	Michael M. Curtis
Reg Contract Officer	Mary Reynolds
ECUADOR, Quito	
Executive Officer	Ron E. Olsen
Reg Contract Officer	James J. Dunlap
EL SALVADOR, San Salvador	
Executive Officer	James A. Leo
Deputy Exec Officer	Anne S. Heard
Contract Officer	Laura K. McGhee
Contract Officer	Carl Derrick
IDI Contract Officer	Paula Miller
GUATEMALA, Guatemala City	
Executive Officer	William R. Granger
Deputy Exec Officer	Linda D. Whitlock
Reg Commodity Mgt Officer	Robert A. Van Horn
Contract Officer	John P. McAvoy
IDI Contract Officer	Donna Gray
HAITI, Port au Prince	
Executive Officer	Pamela A. White
Deputy Exec Officer	(Vacant)
Reg Contract Officer	Martin F. Napper
IDI Admin Officer	Charles G. Drilling

HONDURAS, Tegucigalpa	
Executive Officer	Gerald L. Nell
Deputy Exec Officer	Paule-Audrey Kizziar
Contract Officer	James C. Athanas
Contract Officer	Anna Marie Scott
IDI Admin Officer	Edith J. Humphreys
JAMAICA, Kingston	
Executive Officer	Floyd R. Spears
NICARAGUA, Managua	
Executive Officer	Edward O. Aker
Deputy Executive Officer	(Vacant)
Contract Officer	James E. Corley
PANAMA, Panama City	
Executive Officer	James P. Donnelly
Commodity Mgt Officer	Robert B. Stader
PERU, Lima	
Executive Officer	Joseph M. Varley
Deputy Exec Officer	Barbara A. Court

* * * * * * * *

NOTE: In countries where there is a PSC exeuctive officer rather than a direct-hire EXO, please let us know so that we can publish a complete roster, including PSC/EXOs in the next issue of the SERLETTER.

DIRECTORY OF USAID TELEFAX MACHINES

Following is a current directory of USAID telefax machines. However, due to the increasing number of telefax machines being installed worldwide and the constant changing of telephone numbers, missions are reminded that this list cannot be totally accurate but should be helpful in enabling missions to communicate with each other through the telefax machine.

If your mission has changed its telefax number or if this list shows an erroneous number, please send us a cable stating the correct number so that we can keep this list current. We would appreciate your assistance in keeping this director as up-to-date as possible. Send all cables to MS/OMS.

Missions are reminded that these telefax machines are not to be used for transmission of CLASSIFIED or LIMITED OFFICIAL USE (LOU) documents.

LOCATION	TELEFAX PHONE--DIAL
AFRICA	
USAID/Botswana, Gaborone	267-313072
USAID/Burkina Faso, Ouagadougou	226-308903 *
USAID/Burundi, Bujumbura	257-2-22986 *
USAID/Cameroon, Yaounde	237-22-18-90
USAID/Chad, Ndjamena	235-51-50-02
USAID/Cote-Ivoire, REDSO/WCA	225-414002
USAID/Djibouti, Djibouti	253-353940
USAID/Ethiopia, Addis Ababa	251--1-55-11-66
USAID/Gambia, Banjul	220-28066
USAID/Ghana, Accra	233-21-773465
USAID/Guinea, Conakry	224-44-19-85
USAID/Guinea-Bissau, Bissau	245-20-1185*
USAID/Kenya, Nairobi	254-2-337304
USAID/Lesotho, Maseru	266-310116 *
USAID/Liberia, Monrovia	231-262038
USAID/Madagascar, Antananarivo	261-2-349883

* Not an international dial country. Operator assistance required and billed at station rate.

AFRICA - CONTINUED

USAID/Malawi, Lilongwe	265-730-237
USAID/Mali, Bamako	223-22-39-33
USAID/Mauritania, Nouakchott	222-2-53355
USAID/Mozambique, Maputo	258-1-492098 *
USAID/Namibia, Windhoek	264-61-227006
USAID/Niger, Niamey	227-723918
USAID/Rwanda, Kigali	250-7-4735
USAID/Senegal, Dakar	221-232965
USAID/S. Africa, Pretoria	27-12-217212
USAID/Sudan, Khartoum	160-016-73139
USAID/Swaziland, Mbabane	268-44770
USAID/Tanzania, Dar Es Salaam	255--51-22534
USAID/Togo, Lome	228-217952
USAID Uganda, Kampala	256-41-233417
USAID/Zambia, Lusaka	260-1-225741
USAID/Zaire, Kinshasa	243-12-21824 *
USAID/Zimbabwe, Harare	263-4--722418

LOCATION	TELEFAX PHONE--DIAL
ASIA & NEAR EAST	
USAID/Bangladesh, Dhaka	880-2-883648
USAID/Egypt, Alexandria	20-3-4838830
USAID/Egypt, Cairo	20-2-356-2932
USAID/Fiji, Suva	679-300075
USAID/India, New Delhi	91-11-677012
USAID/Indonesia, Jakarta	62-21-380-6694
USAID/Italy, Rome	39-6-4674-2356
USAID/Jordan, Amman	962-6-604858
USAID/Morocco, Rabat	212-7-679-30
USAID/Nepal, Kathmandu	977-1-272357
USAID/Oman, Muscat	968-797778
USAID/Pakistan, Islamabad	92-51-823796
O/AID/REP/Pakistan, Islamabad	92-51-823796
USAID/Philippines, Manila	63-2-521-5241
USAID/Sri Lanka, Colombo	94-1-574264
USAID/Thailand, Bangkok	662-255-3730
USAID/Tunisia, Tunis	216-1-782-464
USAID/Yemen, Sanaa	967-2-251-578

* Not an international dial country. Operator assistance required and billed at station rate.

**Contact EXO first, Fax is manual

LATIN AMERICA & CARIBBEAN

USAID/Barbados, Bridgetown	809-429-4438
USAID/Belize, Belize City	501-2-30215
USAID/Bolivia, La Paz	591-2-356096
USAID/Brazil, Brasilia	55-61-225-9136
USAID/Chile, Santiago	562-380931
USAID/Colombia, Bogota	57-1-288-5687
USAID/Costa Rica, San Jose	506-203434
USAID/Dom. Rep., Santo Domingo	809-685-1939
USAID/Ecuador, Quito	593-2-561-228
USAID/El Salvador, San Salvador	503-980885
USAID/RDO/C, Grenada	809-444-4809
USAID/Guatemala, Guatemala City	502-311130
ROCAP/Guatemala	502-348502
USAID/Haiti, Port Au Prince	509-239603
USAID/Honduras, Tegucigalpa	504-312776
USAID/Jamaica, Kingston	809-929-3752
USAID/Mexico, Mexico City	52-5-533-4840
USAID/Nicaragua, Managua	505-2-663865
USAID/Panama, Panama City	507-639519
USAID/Paraquay, Asuncion	595-21-213878
USAID/Peru, Lima	51-14-337034
USAID/Uruguay, Montevideo	598-2-921691

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SUPPORT **SERLETTER** SERVICE

Management Information Bulletin

Agency for International Development

Washington, D.C. 20523

AID/W Issue No. 16
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IMPROVING CIMS AWARD DESCRIPTIONS

MS/OP/PS/SUP has revised the instructions for filling out the description item on the Direct Action Data Form. The purpose of this revision is to bring consistency to the award descriptions which are reported to the public in the Yellow Book. Because of the wide distribution of the Yellow Book, it would be helpful if CIMS users would follow the new guidelines when filling out the description item whether using the direct action data form or entering data directly into CIMS.

The section dealing with the description item on the direct action data form has been modified as follows:

> "7. Award Description: The award description shall consist of a brief one-sentence description of the products or services being procured. The sentence shall start with the phrase "Contractor/Grantee/Recipient shall provide/assist/support ..." or "Basic IQC/BOA/BPA to provide/assist/support..." Fill in the appropriate Award Description for all basic Awards, Orders, and modifications to PASA/RSSA awards. Consult Instruction Manual for Completing the Direct Action Data Form AID 1420-49 for more detail."

The relevant section in the instruction manual has also been modified to reflect this revision.

This revision will be reflected in the next printing of the Direct Action Data Form and instruction manual. Specifically, it applies to the Direct Action Data Form, AID 1420-49 (Section 1, Instructions, page 1 back), and to the corresponding manual (Instruction Manual for Completing the Direct Action Data Form AID 1420-49 (6-90), section 1, page 8, paragraph 7).

* * * * * * * *

CONTRACT INFORMATION MANAGEMENT SYSTEM (CIMS)

CIMS is currently installed in AID/W and four missions overseas: Guatemala, Egypt, Pakistan and India. For those missions in which it is installed, an updated release of CIMS will be sent out this summer. This release will contain improvements to the Host Country Contract Module as well as improvements in system performance.

For those missions which report procurements via the Direct Action Data Form (AID 1420-49 (6-90)), we have been assured by the Property and Purchasing Division (MS/AS/PP) that the problem with reorders of the form has been solved. Requests for additional copies of the form should be submitted on form AID 5-7 or by cable to MS/AS/PP, Room 1200, SA-14. We anticipate issuing a revision of the form this summer, and therefore request that you reorder only the quantity you anticipate needing through the end of the fiscal year.

A REMINDER: When Form 1420-49 is submitted to MS/OP/PS/SUP it must be accompanied by copies of the requirements document initiating the action (PIO/T, memo, etc.) and the award document (contract, grant, modification, order, etc.) for microfiching. Missions where CIMS is installed must also submit copies of requirements and award documents to MS/OP/PS/SUP.

We have issued the new revised Host Country Contract Data Form (AID 1010-7 (9-90)) to all missions. Missions in which CIMS is installed will enter their data, as well as the data for other missions that they are responsible for, directly into the Host Country Contracts Module in CIMS. The other missions will forward their Host Country Contract Data Forms via their procuring activity to MS/OP/PS/SUP, Room 1472, SA-14, for entry into CIMS. Requests for reorders of this form should also be submitted on form AID 5-7 or by cable to MS/AS/PP, Room 1200, SA-14.

MS/OP/PS is beginning an effort to improve the accuracy and completeness of the data in CIMS. Each mission will be contacted individually and asked to confirm the accuracy or correctness of their data in CIMS. This process will be pursued on data pertaining to direct awards and host country contracts separately. MS/OP/PS future plans include the preparation of periodic reports from CIMS for Mission use, such as portfolio reports, Gray Amendment data, etc.

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RESIDENTIAL FURNITURE

The Charter Group (Pennsylvania House) contract for residential furniture has been extended by the Department of State (DOS) until December 31, 1991. Mission orders for the Pennsylvania House line of residential furniture must be sent directly to the AID/W Administrative Purchasing Branch, MS/AS/PP/AP, for processing. The Charter Group will not process orders sent directly to them by

missions. The contractor will forward any such orders to MS/AS/PP/AP. Orders sent directly to Charter Group will delay the processing of your order.

This line of furniture is available for O.E. and project-funded requirements. Orders can be submitted via cable or through the pouch/mail. The requisition cable/form should include a fund cite for both commodities and transportation costs. All orders are shipped from the U.S. Despatch Agent via surface transport unless otherwise instructed. The contractor will not deal with purchasing agents nor provide contract prices to purchasing agents whom it does not regard as officials of the U.S. Government.

The DOS Charter Group residential furniture contract is not a mandatory source of supply for USAIDs. Missions may procure from local, regional, and other offshore sources as availability and conditions dictate. For your information, the residential furniture available under GSA Federal Schedules is generally for individual types or pieces of furniture and not for entire room groupings (e.g., living room suites, dining room suites, and bedroom suites) as offered by the DOS Charter Group contract. In the past, the quality of furniture offered under Federal Schedule contracts has been questionable. Missions desiring to obtain copies of GSA Federal Schedules for residential furniture should submit a request to GSA, CMLS, P.O. Box 6477, Fort Worth, TX 76115. Request schedules under Federal Schedule 71, Part I, Sections A through H.

* * * * * * * *

PROCUREMENT LIST OF SUPPLIES TO PURCHASE FROM THE BLIND AND THE DISABLED

The Committee for the Purchase from the Blind and Other Severely Handicapped has issued its 1991 Procurement List of supplies and services available for the purchase by the Federal Government. The Procurement List catalog offers supplies manufactured by non-profit agencies which employ blind and disabled persons. The supplies listed in this catalog are mandatory for use in the Federal Government under the Javits-Wagner O'Day Act. Federal Government agencies' procurement of supplies from the Procurement List catalog generates jobs and training for the blind and disabled.

The Committee sent the Procurement List to all subscribers of the Federal Supply Schedule. Missions which have not received this catalog may obtain one by completing a GSA Form 457 (FSS Publication Mailing List Application) and sending it to the GSA, Centralized Mailing List Services, 819 Taylor St., P.O. Box 17077, Fort Worth, Texas 76102-0007.

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Agency for International Development
Washington, D.C. 20523

APR 5 1991

MEMORANDUM

TO: List FAC

FROM: MS/PPE, James D. Murphy

SUBJECT: Time Limit on Services Under IQC's

Recently we have had some questions regarding the statement in AIDAR 716.501 (c) which says in relevant part:

"AID uses a combination of contract types to obtain short term (generally up to 120 days) indefinite quantity professional services."

Evidently, some contracting officers are viewing this as an absolute limit of 120 days for professional services under any work order issued under an IQC. This was not the intention of AIDAR 716.501 (c). When drafting 716.501 we considered as a matter of subjective judgement that 120 days was a reasonable estimate of short term services; that services lasting more than 120 days should be considered for, and would often be properly obtained through, a contract form other than a work order under an IQC. But recognizing that circumstances could arise where services might reasonably be performed for more than 120 days under an IQC work order, and not wanting to set an absolute upper limit which would require a deviation from what was a judgement call on our part, we wrote 716.501 to say ". . . generally up to 120 days . . .", meaning 120 days as the usual time span but allowing for exceptions at the CO's discretion.

If in your judgement it is reasonable and in our best interest to issue a work order extending for more than 120 days, and no time limit was established in the RFP or in the IQC, you may do so. We suggest that in such cases, your memo of negotiation explain the rationale for the length of time and why a work order was preferable to a separate contract.

MISSION MANAGEMENT INTEGRATED SYSTEM (MMIS)

The Mission Management Integrated System (MMIS) was demonstrated at the Executive Officers' Conference in Baltimore during the week of May 6, 1991. Executive Officers' interest in the system was overwhelming. The current version of the system runs on a Wang VS 65 (or higher), with Operating System 7.20 or 7.21, and Pace or Pace runtime version 2.20.25 or above. MMIS is available from the Mission Systems Center (MSC) in USAID/Costa Rica. While some modules of MMIS are fairly easy to implement without training, MS/OMS and MS/IRM recommended that missions who plan to implement the Procurement Tracking System module arrange for two weeks of training by contacting the MSC in Costa Rica with information copies to MS/IRM/SDM.

The MSC plans to convert MMIS to run on PC-LANS beginning in the fall of 1991. If all goes as planned, this version will be available in the summer of 1992. Comments on and suggested changes to the current version prior to the beginning of the conversion effort will be greatly appreciated. Please send comments and suggestions relative to the MMIS to the MSC with information copies to MS/OMS and MS/IRM/SDM.

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EXCELLENCE THROUGH AUTOMATION: AID'S MOVE INTO LOCAL AREA NETWORKS

Beginning in FY90, but reaching full swing in FY91, AID undertook a major initiative to move in a new automation direction. The Excellence Through Automation (ETA) project, better known as the AID/W local area network (LAN) installation project, began the FY91 year with the goal of installing and connecting over 1,000 new LAN-compatible PCs in fifteen AID/W bureaus and offices.

The local area network provides users with access to software, such as WordPerfect and Lotus, that has not been available to them on their OIS systems, allows them to send electronic mail messages and documents to their colleagues within and outside of their own offices, and enables them to share files and printers more easily than was possible with stand-alone PCs. The introduction of new PCs and network laser printers has enhanced automation capabilities in AID/W and has begun to replace outdated equipment and address the shortage of equipment within the Agency.

As of the end of May, 1991, the ETA project was well on the way to achieving its FY91 goals. The project goal of 1030 PCs connected to the network has been increased to 1,077, largely due to the participation of bureaus and offices using their own OE funds to procure additional equipment beyond that funded by ETA. Of the 1,077 new LAN-compatible PCs, 65 percent have been installed and connected to the network. Twelve of the fifteen offices included in the ETA project have received some or all of their ETA-funded equipment and have operational networks.

The installation of the LANs throughout AID/W has been much more than a hardware deployment exercise. End users of automation equipment have been receiving training from HRDM/TD to help them learn how to use the new resources effectively. Management within the bureaus and offices have been making decisions regarding the allocation of automation equipment among staff, and evaluating the possibility of using their own funds to enhance the basic network hardware and software that has been funded through ETA. The bureaus' and offices' automation staffs have been making an extraordinary effort to coordinate and assist with the installation of the LAN and provide user support for the new automation tools. Most important, all have maintained their enthusiasm and patience despite the periodic problems that accompany any implementation of a new technology on the scale undertaken by AID.

By the end of FY 1992, funds permitting, it is expected that 100% of all professional and support staff in New State, SA-16, and SA-18 will have industry-standard PCs connected via a LAN. The remaining sites (SA-1, SA-02 and SA-14) will continue on the VS system until funds are available to install LANs in these organizations. However, all employees at VS sites will be able to communicate with those on the LAN via Ethernet. And all AID/W employees will be able to communicate with those field missions with Ethernet connections to AID/W. Currently, four missions have E-Mail connections with AID/W: Cairo, Manila, Bangkok, and San Jose. Several other missions are in the process of implementing connections with AID/W. In addition, missions are in varying stages of implementing PC/LANs. We expect this number to grow over the next several years.

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IRM PLANS AUTOMATION MANAGEMENT WORKSHOP FOR APRE AND ENE MISSIONS

As with all regions, APRE and ENE mission automation resources have been growing at a steady pace over the past few years. To assist these missions in managing their resources more effectively, IRM has scheduled an automation management workshop for APRE and ENE from August 26 through September 6, 1991. The proposed location for the workshop is Singapore. This workshop will be identical to the one conducted in San Jose in early March for all LAC missions, and in Abidjan of last year for all AFR missions.

The workshop is designed to meet the needs of missions' system managers and senior managers who have responsibility for their mission's automation program. The first week of the conference is designed primarily for senior managers. Discussions and presentations will cover overall Agency automation strategy, planning for local area networks (LANs), transitioning into a LAN environment, open systems architecture, and day-to-day automation management issues.

The second week is technical in nature and designed mostly for system managers. Topics will include LAN wiring, installation, network management, and telecommunications. The second week also provides an opportunity for system managers to share specific ADP problems and solutions experienced in their missions.

Questions regarding the workshop can be directed to Mary Ackourey, the regional analyst for APRE at [703] 875-1605; or Betty Pruitt, the regional analyst for ENE, at [703] 875-1796.

* * * * * * * *

HRDM STAFFING AND CAREER DEVELOPMENT DIVISION

The Staffing and Career Development Division of the Office of Human Resources Development and Management was created on March 31, 1991. The Division which merges Civil and Foreign Service

Staffing and Career Development consists of the Office of the Chief and five branches, as follows:

Branch	Chief	Phone
Special Programs (SP)	Robert Harrison	202-663-1378
Career Development (CD)	Graham Thompson	202-663-1455
Staffing Branch Alpha(A)	Oveta Watkins	202-663-1488
Staffing Branch Beta (B)	Lee Borcik	202-663-1467
Staffing Branch Gamma (G)	Barbara Rogers	202-663-1465

The functional responsibilities and staff assignments for each branch, as well as the Office of the Division Chief, are listed in the attached. The organizational responsibilities of the Staffing Branches are as follows:

Alpha	Beta	Gamma
AFR	APRE & BS-20	LAC
IG	ENE	LEG
S&T	HRDM	ES/A/AID
SDBU	PPC	EOP
FM & BS-04	XA	OFDA
	FVA & BS-15	MS & BS-92/93 &
	GC & BS-85	BS-03

Questions regarding the Division's organizational structure may be addressed to HRDM/SCD/SP, Robert Harrison.

Following is an outline on the functions and responsibilities of the five branches in the Staffing and Career Development Division.

STAFFING AND CAREER DEVELOPMENT DIVISION
FUNCTIONS and RESPONSIBILITIES

Office of the Division Chief

Terrence F. Liercke	Div. Chief	663-1491	SA-1, 1107
Margaret H. Thome	Dep. Chief	663-1370	SA-1, 1107A
Dona S. Dinsdale	Secretary	663-1496	SA-1, 1107B

Provides leadership and direction in the effective utilization of Foreign Service and Civil Service personnel. Places emphasis on worldwide personnel requirements and on the training and career development of employees consistent with the long range staffing and workforce requirements of A.I.D.

In conjunction with HRDM/PPOM, provides leadership and direction for the overall management of the A.I.D. Civil Service, Foreign Service, and Senior Foreign Service, except for those employees managed by HRDM/EMD. This includes placement, promotion, and counseling functions and identifying training requirements in coordination with HRDM/TD.

Responsible for all personnel management programs related to staffing and career development of all GS and FS personnel not included in HRDM/EMD. Responsibilities include policy and program development and liaison with the U.S. O.P.M., the Department of State, and other external regulatory agencies.

Coordinates with the GC and HRDM/PPOM/PP to ensure that policy implementation and interpretation are in accordance with statutory requirements.

Special Programs Branch

The Special Programs Branch is responsible for staffing most of the special employment programs of the Agency, including the Presidential Management Interns (PMI), Cooperative Education (COOP), Student Interns, Stay-in-School, Summer Hires, Intergovernment Personnel Act (IPA), Joint Career Corps (JCC), and Reverse Joint Career Corps (RJCC).

The Branch is also responsible for managing the Agency Merit Promotion Program and coordinating (scheduling, documenting, advertising, etc) the Foreign Service Assignment System; and Secretarial (GS-02 through GS-06) placement.

Branch Chief	Robert Harrison	663-1378	SA-1, 1114
FS Assignment System	Fabiola Rodman/ Harriet Harley	663-1411 663-1453	SA-1, 1117 SA-1, 1116
Merit Promotion, IPA, JCC, RJCC, and Handicapped Program	Shelia Tolliver/ Cristal Verner	663-1521 663-1396	SA-1, 1117A SA-1, 1118
Intern, Student, and Sec. Place. Programs	Delphia Dirks/ Teresa Spikes	663-1407 663-1408	SA-1, 1118 SA-1, 1118
Courier and Clerical Support	Elizabeth Tinsley	663-1410	SA-1, 1117B

Career Development Branch

The Career Development Branch (CD) is responsible for staying current with A.I.D. strategic plans, and developing Career Path options for Agency staff consistent with and supportive of those plans. Contacts with senior policy makers in the Agency are constant and Career Development Officers (CDOs), as a team, plan for meeting Agency goals through recommended assignment, training, and development of present staff, focused selection of new staff, and managing and monitoring employee development.

CD administers the A.I.D. Career Development program for all direct-hire American employees not managed by HRDM/EMD; provides career counseling to all employees related to job performance, advancement opportunities, and career growth; works as ombudsperson on behalf of employees; provides in depth counseling to problem employees; and counseling or referral on personal matters.

CD also manages the International Development Intern (IDI) and the Career Advancement Programs (CAP), providing for training, development, assignment, and counseling of all participants after their entry on duty.

CDOs provide career counseling and sector specific expertise by backstop, as follows:

Branch Chief & CDO for BSs 01, 21, 94	Graham Thompson	663-1455	SA-1, 1112
Dep. Chief & CDO for BSs 12, 50, 60	Cecilia Pitas	663-1378	SA-1, 1106
CDO for GS Employees	Dovie Golden	663-1463	SA-1, 1101C
CDO for BSs 03, 05, 06 07, 20, 25 85, 92, 93	Hallie Aiken	663-1499	SA-1, 1104
CDO for BSs 02, 04, 11	Ken Martin	663-1369	SA-1, 1108
CDO for BSs 10, 14, 15 30, 75	Chuck Rheingans	663-1366	SA-1, 1110
Personal Counseling & Referral	Martha Rees	663-1368	SA-1, 1108A
Program Support	Yvonne Nelson	663-1372	SA-1, 1109
Admin. Support	Lety Garcia/ Lenora Spencer	663-1376	SA-1, 1109

Staffing Branches Alpha, Beta, and Gamma

The three Branches are responsible for staffing the Agency through both the Foreign Service and Civil Service systems, working with autonomy and applying policies and procedures developed in collaboration with the Division Chief. Each Branch is responsible

for a discrete portion of the Agency and provides the full range of personnel staffing services to both A.I.D./Washington and overseas organizations. Within each branch, Personnel Officers are assigned responsibility for providing staffing services to component organizations of the Agency (listed below) rather than to particular occupational catagories or backstops, with the exceptions of backstops 03, 04, 15, 20, 85, 92 and 93. These are considered "Global Backstops" and will be supported by the same Personnel Officer (identified below) regardless of the location of the position or employee. The Staffing Branches provide "one-stop" service to the organizations and the employees they serve.

Alpha Branch:

Oveta Watkins	Branch Chief	663-1488	SA-1, 1149
Dep. Chief & Staffing for IG and SDBU	Jody Flakowicz	663-1489	SA-1, 1148
Staffing for S&T	Gwen Marcus/ Jacob Carroll	663-1497 663-1495	SA-1, 1101A SA-1, 1147
Staffing for AFR	Ed Lundquist/ Ghytana Carr/ Lari Bowman (Assists with IG and SDBU)	663-1483 663-1490 663-1483	SA-1, 1105 SA-1, 1103 SA-1, 1147
Staffing for FM & BS-04 Global	Helen Davidson/ Mary Satterwhite	663-1493 663-1481	SA-1, 1101A SA-1, 1101D
Admin. Support	Sherri Snyder/ Wanda Haynes	663-1485	SA-1, 1101

Beta and Gamma Branches are listed on next page

Beta Branch:

Branch Chief & Staffing for HRDM, FVA & BS-15 Global	Lee Borcik	663-1467	SA-1, 1140C
Dep. Chief & Staffing for PPC, TDP, GC, and BS-85 Global	Joycelyn Scriber/ Angela Brown	663-1468 663-1477	SA-1, 1140C SA-1, 1140
Staffing for APRE, XA and BS-20 Global	Carolyn Redman/ Dionne Gravett	663-1469 663-1476	SA-1, 1140A SA-1, 1140
Staffing for ENE	Jim Falconer/ Sherri Fennel	663-1471 663-1461	SA-1, 1136A SA-1, 1140
Admin. Support	Sherron Scott/ Phachita Simons	663-1460 663-1487	SA-1, 1460 SA-1, 1101

Gamma Branch:

Branch Chief	Barbara Rogers	663-1465	SA-1, 1144
Dep. Chief & Staffing for South America, LEG, & ES/A/AID	Evelyn Watts/ Sanna Solem	663-1482 663-1456	SA-1, 1140F SA-1, 1143B
Staffing for LAC (WASH), Cent. America & the Caribbean	Sylvia Matthews/ Rhovetta Walters	663-1559 663-1459	SA-1, 1140E SA-1, 1143B
Staffing for OFDA, MS/OP, IDIs, CAPs, and BSs 92/93 Global	Robin Galery/ Sanna Solem	663-1480 663-1456	SA-1, 1141 SA-1, 1143B
Staffing for MS/PPE, AA/MS, MS/OMS, MS/AS, MS/IRM, BS-03 Global, and EOP	Michelle McCullough/ Gladys Brooks	663-1464 663-1457	SA-1, 1110D SA-1, 1143B
Admin. Support	Wendy Seth/ Latreya Manning	663-1462 663-1556	SA-1, 1143B SA-1, 1143

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A.I.D. POSTS SUMMARIES

CAUTION: This information is provided as an aid in bidding and it should be confirmed by reference to the Standardized Regulations, Post Reports, the Office of Overseas Schools and the Family Liaison Office

Duty Post	1-tour Posts	2-tour Posts	Post Differential-% 0	10	15	20	25	Danger Pay-%	Con-sum-ables	R & R	Schools at Post
Africa Bureau (AFR):											
Africa Regional:											
Paris		x	0								PK-13
RHO/EA, Nairobi		x		10						x (London)	N-13 1/ (Int'l)
RHO/WA, Abidjan		x			15					x (Paris)	PK-12 (Int'l)
Botswana, Gabarone		x		10						x (London)	K-13 2/
Burkina Faso, Ouagadougo	x						25		x	x (Paris)	PK-8 (Int'l) 8/
Burundi, Bujumbura	x					20			x	x (Brussels)	N-12 3/
Cameroon, Yaounde		x			15				x	x (Paris)	N-9 (Int'l)
Cape Verde, Praia		x				20			x	x (Paris)	N-K Portuguese
Chad, Ndjamena **	x						25		x	x (Madrid)	PK-12 4/
Ethiopia, Addis Ababa	x						25		x	x (Frankfurt)	N-12 (Int'l)
Gambia, Banjul		x				20				x (London)	PK-9 (American)
Ghana, Accra	x						25		x	x (London)	N-12 (Int'l)
Guinea, Conakry	x						25		x	x (Paris)	N-8 (Int'l)
Guinea Bissau, Bissau	x						25		x	x (Paris)	K-5 (American)
Kenya, Nairobi		x		10						x (London)	N-13 5/
Lesotho, Maseru		x		10						x (London)	1-12 6/
Liberia, Monrovia	x					20		25	x	x (Paris)	N-12 (American)
Madagascar, Antananarivo		x					25		x	x (Paris)	PK-8 (American)
Malawi, Lilongwe		x		10					x	x (Paris)	N-12
Mali, Bamako	x						25		x	x (Paris)	K-8 7/ (Int'l)

1/ French 9-12; Int'l K-13
2/ Primary K-7; Boarding 8-13
3/ French & Belgian PK-12; Int'l PK-12
4/ Int'l PK-8, tutoring 9-12; French K-12
5/ Int'l K-13; French 9-12
6/ Medium Prep 1-6, High Sch. boarding 6-12
7/ K-8 English; PK-12 French
8/ PK-8 Int'l; PK 13 Lycee St Exupery

x = YES
** = 2 R&R Posts
Schools: N=Nursery; PK=pre-kinder; K=kinder

A.I.D. POSTS SUMMARIES

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Duty Post	1-tour Posts	2-tour Posts	Post Differential-% 0	10	15	20	25	Danger Pay-%	Con-sum-ables	R & R	Schools at Post
Africa Bureau (AFR):											
Mauritania, Nouakchott	x						25		x	x (Paris)	PK-8 (American)
Mozambique, Maputo	x						25		x	x (London)	K-11 (Int'l)
Namibia, Windhoek		x	0							x (London)	PE-12 15/
Niger, Niamey	x						25		x	x (Paris)	PK-12 (American) 9/
Nigeria, Lagos	x						25			x (London)	PK-9 (American Int'l)
REDSO/ESA, Nairobi		x		10						x (London)	N-13 1/
REDSO/WCA, Abidjan		x			15					x (Paris)	PK-12 (Int'l)
Rwanda, Kigali	x						25		x	x (Paris)	PK-12 10/
Senegal, Dakar		x			15					x (Paris)	N-10 11/
Somalia, Mogadishu	x						25	25	x	x (London)	N-8 12/ (American)
South Africa, Pretoria		x	0							x (London)	N-12
Sudan, Khartoum **	x						25		x	x (London)	PK-9 (American)
Swaziland, Mbabane		x	0							x (London)	N-13
Tanzania, Dar-Es-Salaam*	x						25		x	x (Zurich)	N-13 (Int'l)
Togo, Lome		x				20				x (Paris)	N-8 13/ (American/Int'l)
Uganda, Kampala **	x						25		x	x (London)	PK-11 (Int'l)
Zaire, Kinshasa		x					25			x (Paris)	N-12 (American)
Zambia, Lusaka		x			15				x	x (London)	N-13 14/
Zimbabwe, Harare		x		10						x (London)	N-13

** = Two R & R Posts
x = YES
Schools: N=nursery; PK=pre-kinder; K-kinder

9/ PK-9; 10-12 correspondence
10/ PK-12 Belgian; N-9 French
11/ 2 N-12 French; Int'l N-9, Supervised Corresp Prog 10-12
12/ Grade 9: Correspondence
13/ N-8 American/Int'l; K-13 French
14/ American K-9; Int'l 1-13; French N-12
15/ K-8 Int'l School British curriculum. St Paul's 7-12; St George's PK-8

A.I.D. POSTS SUMMARIES

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Duty Post	1-tour Posts	2-tour Posts	Post Differential-% 0	10	15	20	25	Danger Pay-%	Con-sum-ables	R & R	Schools at Post
Latin America & Caribbean Bureau (LAC):											
Belize, Belize City		x				20				x (Caracas)	PK-12
Bolivia, La Paz	x						25		x	x (Nassau)	N-12
Brazil, Brazilia		x		10						x (Nassau)	N-12
Chile, Santiago		x		10						x (Rio de Janeiro)	PK-12
Colombia, Bogota**		x			15			20		x (Nassau)	PK-12
Costa Rica, San Jose		x	0								PK-12
Dominican Republic, Santo Domingo		x				20				x (San Jose,C.R.)	N-12
Ecuador, Quito		x			15					x (Nassau)	N-12
El Salvador, San Salvador	x				15			20		x (Nassau)	N-12
Guatemala, Guatemala		x		10						x (Nassau)	N-12
Haiti, Port-au-Prince		x				20				x (San Jose,C.R.)	N-12
Honduras, Tegucigalpa		x			15					x (Nassau)	N-12
Jamaica, Kingston		x			15					x (Caracas)	N-13
Mexico, Mexico, D.F.		x		10							N-12
Nicaragua, Managua	x					20			x	x (Nassau)	PK-12
Panama, Panama City		x		10						x (Nassau)	N-12 2/
Paraguay, Asuncion		x		10						x (Nassau)	N-12
Peru, Lima**	x				15			15		x (Nassau)	N-12
RDO/C, Bridgetown		x	0							x (San Jose,C.R.)	N-10 1/
ROCAP, Guatemala City		x		10						x (Nassau)	N-12
Uruguay, Montevideo		x	0								N-12

** = Two R&R Post
1/ NK-10 Boys and Girls; 11 Boys only
2/ Int'l School (1988) K-10; Balboa High School (DoDDS) 10-12
- Schools: N=nursery; PK=pre-kinder; K=kinder

HRDM/SCD/SP:FCRodman:05/27/91:DOC 85330

A.I.D. POSTS SUMMARIES

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Duty Post	1-tour Posts	2-tour Posts	Post Differential-% 0	10	15	20	25	Danger Pay-%	Con-sum-ables	R & R	Schools at Post
Asia & Private Enterprise Bureau (APRE):											
Bangladesh, Dhaka		x					25			x (Sydney)	N-11 (American)
India, New Delhi		x			15					x (London)	N-12 (American)
Indonesia, Jakarta		x			15					x (Sydney)	PK-12 (Int'l)
Nepal, Kathmandu		x				20			x	x (London)	N-12 (Int'l/Lincoln)
Pakistan, Islamabad		x				20				x (London)	N-12 (Int'l)
Peshawar		x					25			x (London)	K-8 (Int'l)
Quetta		x					25			x (London)	
Philippines, Manila		x			15			15		x (Sydney)	N-12
RDO/S Pacific (Fiji)		x			15					x (Sydney)	K-12 (Int'l)
Sri Lanka, Colombo		x					25		x	x (Sydney)	N-13 (Int'l)
Thailand, Bangkok		x		10						x (Sydney)	N-12 (Int'l)

x = YES
Schools: N=Nursery; PK= Pre-kinder; K=kinder

A.I.D. POSTS SUMMARIES

CAUTION: This information is provided as an aid in bidding and it should be confirmed by reference to the Standardized Regulations, Post Reports, the Office of Overseas Schools and the Family Liaison Office

Duty Post	1-tour Posts	2-tour Posts	Post Differential-% 0	10	15	20	25	Danger Pay-%	Con-sum-ables	R & R	Schools at Post
Europe & Near East Bureau (ENE):											
Bulgaria, Sofia		x				20			x	x (Frankfurt)	K-8 (Anglo-American)
Czechoslovakia, Prague		x		10							N-8 Int'l)
Egypt, Cairo		x			15					x (London)	K-12 (American)
Hungary, Budapest		x	0								PK-9 (Amer Int'l)
Jordan, Amman		x				20				x (London)	N-12 (American)
Lebanon, Beirut **	x						25	25		x (London)	
Morocco, Rabat		x	0							x (London)*	N-12 (American)
Oman, Muscat		x				20				x (London)	N-11 1/
Poland, Warsaw		x			15					x (Rome)	PK9-2/
Portugal, Lisbon		x	0								PK-12 (American)
Romania, Bucharest		x				20			x	x (Frankfurt)	N-8 3/ (American)
Tunisia, Tunis		x		10						x (London)	PK-9 (American)
Yemen, Sanaa	x						25		x	x (London)	PK-12 (Int'l)
FAO, Rome		x	0								PK-13 (American/English)
FODAG, Rome		x	0								PK-13 (American/English)

1/ American British N-10; English speaking K-11
2/ PK-12 French school (1987); K-9 American
3/ PK-9 French
* A one time offer. Authorized only for those employees assigned to Post prior to 2/1/91; must be taken before the end of CY 91.
** Two R&R Post
x = YES; TBD = To Be Determined
Schools: N=Nursery; PK=Pre-kinder; K=Kinder

REDISTRIBUTION OF REPLACEMENT PROPERTY

Missions who desire to dispose of replacement property by redistributing items to nearby geographical regions are reminded to notify MS/OMS by telegram of such property. Notices to AID/W are to describe the property as fully as possible with emphasis on condition. Upon receipt of the telegram, MS/OMS will perform the circularization of a sale notice and notify the posts selected to receive certain items. Missions are not to take this initiative on themselves. The above procedure is specified in Appendix 4A of HB 23, 6 FAM 227.3-1c.

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DISPOSAL OF FOREIGN EXCESS PROPERTY

Posts are advised that AID/W (MS/OMS) approval must be obtained to classify property as foreign excess for disposal. Very seldom should USAID property be classified as foreign excess; that is, property that is no longer needed elsewhere by the Agency. The majority of USAID property falls in the replacement property category. Replacement property is defined as property for which there is a continuing need and when sold, the proceeds will be used to purchase similar Agency property. The basis for classification of items as foreign excess normally lies on the items having little or no commercial value, or the cost of handling or storage would exceed the estimated proceeds from sale. Guidance on foreign excess property is contained in HB 23, Chapter 4, sections 221.5-3g., 227.1-3b. and 227.3-2c.

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EXECUTIVE OFFICERS' CREED

OUR ROLE

To provide leadership and implementation for timely and efficient delivery of high quality management and support services, utilizing all available resources.

OUR CREED

STRIVING TO BE:

- Responsible, creative and sympathetic to the problems and needs shared by employees, families and Foreign Service National staff.

- A provider of management guidance and support to senior mission and AID/W staff on all matters relating to administrative and mission program support.

- A positive example for ethical behavior and appropriate conduct.

- A judicious implementor of contracting and procurement authorities in support of mission program and management objectives.

- A dynamic force behind a positive, collegial and supportive working environment within AID missions and the AID/W environment.

- A manager of the personnel function for DHs, PSCs and FSNs, whereby AID missions and AID/W officers have adequate human resources to accomplish the program objectives.

- A responsible and creative manager of financial and human resources of every type whose goal it is to obtain all of the above.

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STATEMENT OF EXO CONFERENCE CONSENSUS

At the Worldwide Executive Officers' Conference held in Baltimore April 29 - May 3, the participants reached unanimous agreement on the supportive role of the Office of Overseas Management Support in AID/W. The consensus statement presented to Mike Doyle, AA/MS, is provided on the next page.

MAY 3 1991

MEMORANDUM

TO : AA/MS, Michael Doyle

FROM: Executive Officer Conference Participants

SUBJ: STATEMENT OF CONFERENCE CONSENSUS
OFFICE OF OVERSEAS MANAGEMENT SUPPORT

ISSUE

There is a requirement for the existence of an enhanced, autonomous Office of Overseas Management Support in the proposed Bureau of Finance and Administration, to take the lead: (1) in setting an AID/W agenda for dealing with general field management issues; (2) coordinating and implementing field mission efforts to reduce administrative vulnerability; (3) serve as a focal point for the retention and transfer of information leading to the development of increased efficiency in allocation of scarce resources overseas; and (4) to provide field missions with a responsive AID/W access point when seeking general problem-solving assistance.

BACKGROUND

As currently staffed and structured, OMS has responded well to limited field expectations. Nonetheless, scarcity of resources, increased vulnerability, heightened oversight (internal and external), and micro-management in AID/W and at post have caused Executive Officers to call for a strengthened pro-active office geared to the provision of increased administrative support and services, as well as the espousal of the "field" point of view at the A.I.D. Senior Management level.

To combat a growing feeling of isolation, both at home and abroad, Executive Officers have determined that they can no longer trust to individual efforts only to increase fiscal and administrative responsibility at post - often at the expense of personal career interests. Therefore, it is contended that a strengthened OMS would not only provide normal field support guidance and assistance, but would - more importantly - oversee and synchronize field EXO activities related to the development of sound management principles and practices on a worldwide basis. In so doing, the office would thereby bear some of the weight normally borne at post by the "keeper of the regs", the field EXO.

RECOMMENDATION

It is recommended that the Administrator approve a reorganization of administrative functions and staffing to include the following functions in the restructured OMS portfolio:

A) Staff Functions

1. Management Assessments
2. Executive Officer Assignments
3. FSN Personnel Management
4. Overseas Administrative Procurement
5. Overseas Administrative Budget Planning/FAAS
6. C&R Support for the Field
7. Real Property Management
8. Personal Property Management
9. Provision of A&E Services
10. Communications with the Field (Administrative Information Transfer)
11. Training for Administrative FSN Personnel

B) Liaison Functions

1. Information Systems - MMIS (IRM)
2. Real Property Management (FBO)
3. Security (IG/SEC)
4. Travel and Transportation (AS/TT)
5. Contracting (MS/OP and MS/PPE)
6. Workforce Planning (HRDM and Geographic Bureaus)
7. Allowances (Dept. of State)

In conclusion, as a quid pro quo for the recommended reorganization, Executive Officers recognize the importance - for such an office to best represent the interests of both AID/W and field missions - of staffing by the best available personnel. With that understanding, Executive Officer Conference participants commit themselves to serve in a revamped OMS as required by the Agency.

REVISED PSC SECURITY CLEARANCE PROCEDURES

All Executive Officers and RCOs should now have received a copy of STATE 215522, and should be including one or the other of the contract clauses shown below as part of each new PSC contract. The cable referenced above was approved by GC/CCM prior to transmittal. Nonetheless, Contracting Officers and Executive Officers should ensure - specifically in off-shore hire instances - that the PSC candidate has read and understands the security clearance clause. As final security clearance can take a considerable amount of time, especially if the PSC candidate has lived and worked in a number of foreign countries previously, the candidate must be made fully aware that dependent travel, transport/shipment of effects and provision of allowances can take considerable time prior to implementation.

Furthermore, considering the morale implications of a long drawn-out security clearance review, which may occur notwithstanding IG/SEC's best efforts to streamline and speed the process; interested Mission Officers should be reminded of the implications of the clause being inserted in such cases, as it may affect operations should the clearance process take some time prior to completion.

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ADMINISTRATIVE LOGISTICAL SUPPORT FOR PROJECT-FUNDED CONTRACTORS

INTRODUCTION and HISTORICAL BACKGROUND

In the seventies (1970s), A.I.D. had a policy of contractor self-sufficiency concerning personal and administrative logistic support. In fact, the Agency also encouraged USAIDs to place as much responsibility as possible on individuals; such as, encouraging missions to go into living quarters allowances, whereby a USAID direct hire would lease his/her own quarters and be responsible for his/her own housing maintenance and utilities. As more and more programs began to emerge in remote third world countries, it became clear that placing the administrative burden on the individual was very time-consuming and more costly for the USG.

In February 1982, the A.I.D. Administrator, responding to a group of university presidents, agreed that A.I.D. would become personally interested in contractor-support issues which were effecting the abilities of the universities to recruit and retain high-quality contractors to implement A.I.D. projects overseas. The A.I.D. Administrator directed the Bureau of Management to issue worldwide guidance to USAIDs to improve contractor support. The

guidance, in the form of a worldwide cable, essentially placed the responsibility on each mission director to review and assess the administrative support capability of its contractors at post. The requirement on the mission director asked that he personally insure that project technicians were not reduced to a below standard of living in comparison to the U.S. direct hire at posts, and if they were, to initiate a support mechanism to provide contractor logistic support.

This edict created quite a buzz of activity at overseas posts. No longer could an Executive Officer (EXO) turn someone away by saying "I'm sorry but my office does not provide administrative support to project-funded contractors." It became then, a Post problem on how to ensure support to project technicians. Some posts just succumbed and began providing support through the auspice of a direct-hire GSO/Field Support Officer who reported to the Executive Officer, or the Management Office, depending on whether the USAID bought services through the JAO. In those days, many USAIDs were under the services of a Joint Administrative Office, obtaining administrative services through this combined joint services with the Embassy. There were no Executive Officers at post where they were under JAO services, but most USAIDs had a Management Officer whose primary role was to liaison with the Embassy Administrative Officer. When USAIDs began "insuring" support to project technicians, it became quite apparent that developing a capability within the USAID, through the GSO/Field Support Officer, to provide administrative services to contractors actually meant developing a duplicative system, since under the auspice of the Embassy, the JAO refused to get involved in USAIDs' contractor support issues. As USAIDs became more involved in providing a liaison officer (GSO/Field Support Officer) to the contractors, the USAIDs began to realize that services to contractors were being provided at a more efficient and timely manner than services obtained through the Embassy Administrative Office. This realization, plus a thorough review and analysis of FAAS costs were instrumental in the Agency's decision to limit the services purchased under FAAS. In 1986, the Bureau for Management announced that no new services could be obtained through FAAS without the expressed approval from AID/W and that current services should be viewed with an eye toward reducing services under FAAS.

There were many studies conducted in the early 80's to determine how to provide support services to the USAID contractors. The conclusions reached identified the following ways:

1. Contract with a private firm: Start up costs for a U.S. firm were often-times too costly for missions, therefore this method was not employed very often. Two countries employed this avenue: Cameroon and Chad.

2. Contract with an individual (through a project-funded personal services contract) to supervise and train a local cadre - Somalia, Sudan, and Botswana.

3. Build into the project design, a support unit that would be supervised by the institutional contractor. Cameroon - University of Deschang.

4. Provide the services from the EXO, with a pro-rata charge to each contractor. Niger

Financial aspects of each of these support units vary with the methodology, as funds from each project are tapped for the start-up and recurring costs of the support services required. Acquiring services through a private firm contractor would probably be through a Fixed Price, Cost-Reimbursable basis. The numbers of projects serviced (i.e., number of individual technicians) would determine the pro-rata share of the services. Obviously, the start-up year is the heaviest cost of all to bear.

The bottom line to the question of contractor logistic support is written at the mission. The Executive Officer has an important role in writing the scenario. Each mission EXO needs to get involved at the project design stage to influence the designers on how the administrative/logistical support chapter will be written. The EXO needs to understand the different contracting modes, which in the final analysis dictates how much involved the Executive Office will be in "insuring" logistic support to contractors.

Limited Scope Grant Agreements, Cooperative Agreements, and Host Country Contracts are all contract modes that intentionally place the burden of administrative logistical support on the grantee. If a careful, truthful evaluation of the grantee's ability to provide support is not taken seriously; then the EXO will surely reap the burden without planning the proper resources.

If the contract mode is decided in favor of an individual PSC, then the EXO will definitely bear the burden. Too many project-funded PSCs drawing support from the mission EXO will collapse the already fragile structure of resources.

If the mode of implementation is through a private firm, or university under direct contract, the EXO has a better chance, at the design stage, to build in resources to start-up or otherwise continue a separate, functioning field support unit.

Involvement at the early stages can save the EXO tremendous frustrating moments by influencing the outcome of logistic support to contractors.

(Introductory comments on subject by Director, MS/OMS, at the Executive Officers' Conference, April 1991).

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EMBASSY/JAKARTA EMPLOYEES BENEFIT FROM FREIGHT TRANSPORTATION COURSE

The U.S. Embassy in Jakarta offered feedback to MS/OMS regarding its four employees of the GSO/Transportation Department who recently completed the Freight Transportation Management Self-Study Course, which is one part of the three-part General Services Operations (GSO) Self-Study Training Module developed by MS/OMS and HRDM/TD. The Embassy indicated it noticed two immediate results for the Transportation Department stemming from the course. They were: (1) employees were able to apply what they had learned directly on the job; and (2) the students on their own developed a list of new detailed specifications for the packing of household effects and unaccompanied air baggage, which was subsequently incorporated into the Embassy's contracts with companies in Indonesia.

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GSO SELF-STUDY TRAINING COURSE

MS/OMS continues to receive positive feedback from posts who enroll their employees into the GSO Self-Study Training courses. The positive feedback offered by the U.S. Embassy in Jakarta in the above article is a common comment of posts who have enrolled their

employees in the GSO Self-Study Training courses. Missions who have not yet taken advantage of this training course for its GSO personnel are encouraged to do so. The three GSO self-study courses available are:

(1) Personal Property Management
(2) Requisitioning Sources and Procedures
(3) Freight Transportation Management

Applicants for this training should send a completed training request form (SF-182) for enrollment to MS/OMS: Attn: Mike Conrad. A separate SF-182 should be submitted for each course. Telegram requests for enrollment are also acceptable (followed by a SF-182). All requests must include (a) the name of the proctor (most likely the mission Executive Officer or his/her designate), (b) a statement that the proctor is willing to devote at least one hour each week to the course(s) for each student at post and (c) a specification of which manual or manuals will be studied.

Upon receipt of training requests, MS/OMS will immediately pouch to the designated proctor, the course guidebook, course handbook and the pre-test.

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CHANGE OF ADDRESS OF THE NY/NJ CRP CONTRACTOR FACILITY

Effective May 10, 1991, the New York consolidated and receiving point [CRP] contractor, ASA Management Corporation, will change its receiving facility. All future purchase orders/requisitions for surface shipments should reflect the new facility:

ASA Management Corporation
C/O Apple Frieght Systems of America
100 Middlesex Avenue
Carteret, New Jersey 07008

Additionally, P.O.'s should state as required: "Contact the U.S. Despatch Agent, 4858 U.S. Route One South, Iselin, NJ 08830-3013, Telephone No. 908-855-8880.

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USAID/MAPUTO EXECUTIVE OFFICER RECEIVES SECRETARY'S PIN FOR VOLUNTEERISM

Mr. Jairo Granados, the Executive Officer of the USAID Mission in Maputo, was selected to receive the Secretary's Pin for his outstanding volunteerism in aiding Mozambican children. This award is sponsored by the Association of American Foreign Service Women (AAFSW) to recognize those foreign service employees who strive to improve the quality of life at posts abroad. This award was presented to recipients at the Foreign Service Day Award Ceremony held at the State Department on May 3, 1991. Since Mr. Granados was not able to attend the ceremony, Gloria Kirk of MS/OMS, accepted the award on his behalf. The MS Bureau is quite proud of Mr. Granados' richly-deserved recognition from AAFSW.

AID/W CONSERVATION PROGRAMS

Recycling

In tune with A.I.D.'s overseas programs in reforestation, the Agency is participating in white paper and newsprint recycling programs on the home front. The AID/W paper recycling program began during 1990. Thus far, the Agency has participated in the collection of more than 262 tons of high grade white paper and newsprint. The collection of glass and aluminum cans recently began in the Department of State Building and will soon begin in Columbia Plaza, SA-01.

Energy Conservation

The Federal Energy Management Improvement Act of 1988 promotes the conservation and efficient use of energy by the Federal Government. Under this act, agencies are required to develop energy conservation plans, implement energy conservation measures to reduce overall energy conservation, and collect data on energy consumption and conservation.

All employees are urged to assist in energy conservation. Even low-cost and no-cost measures can help. Here are some tips to follow:

* Turn off office lights and personal computers and office equipment, if possible, at the end of each work day.

* When duplicating materials, use two-sided copying.

* If possible, use battery-operated wall clocks.

* Participate in car or vanpooling programs or use public transportation.

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HOTEL AND MOTEL FIRE SAFETY

In September, 1990, the President signed into law the Hotel and Motel Fires Safety Act, Public Law (PL 101-391). The purpose of the law is to promote fire safety in hotels and motels by requiring the installation of smoke detectors and sprinklers in public accommodations with more than three floors.

The General Services Administration's (GSA) Federal Travel Directory (FTD) identifies in the hotel and motel government discount section, domestic public establishments that are equipped with smoke detectors and/or sprinklers. Likewise, the A.I.D. Travel and Transportation Division, through its Carlson Travel Network Agents, can provide information on domestic lodging facilities which have fire-protection systems.

Over the next two years, the Federal Emergency Management Agency (FEMA) will: a) establish procedures for States to provide a list of all public accommodations meeting the new law's requirements; b) develop a national master list of these accommodations for publication in the Federal Register; and c) distribute this listing to each Federal agency.

Personnel performing either official or personal travel are urged to use only those public lodging facilities which provide smoke detectors and sprinkler systems. In addition, meeting and conferences should be scheduled only at those facilities that meet the safety requirements of PL 101-391.

Missions are encouraged to develop a list of hotels and motels with fire safety systems for use by incoming travelers to post.

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OVERSEAS MAIL - UPDATE

DIPLOMATIC POUCH SERVICE: Effective January 21, 1991, the Department of State (State) resumed the complete processing of A.I.D. overseas mail. The correct mailing address for direct-hire employees at posts which do not have access to APO/FPO facilities for transmitting mail through the diplomatic pouch system is:

Name of Person or Organization (Followed by "AID")
City Name of Post
Department of State
Washington, D.C. 20521-(Unique four-digit add-on)

The Agency acronym is optional. When the first line, which includes the name, exceeds 20 characters, most computers will not accept "AID" on the first line. The letter symbol "ID" is no longer applicable. The three-line address pattern is no longer valid. State has advised that no omissions of lines may be made and the "Department of State" may not be abbreviated.

All mail sent through the State pouch system should add the four-digit number to the 20521 zip code. State has assigned the unique 4-digit number to each Foreign Service post and lists these numbers in their Diplomatic Pouch and Mail Handbook, Appendix IV. The 4-digit add-on helps speed the sorting of mail.

PROHIBITED POUCH ITEMS: According to the Diplomatic Pouch and Mail Handbook, Section 6.3.6.2, dated March 31, 1990, the following items are specifically prohibited for pouch transmission:

Alcoholic beverages
Ammunition
Animals or animal products, i.e., skins
Bulk supplies of any nature
Caustics
Controlled substances
Corrosives
Currency
Explosives
Firearms
Flammable type films
Glass containers
Incendiary materials
Liquids
Magnetic materials
Narcotics
Negotiable instruments

Personal professional books and materials
Plants
Poisons
Radioactive Substances

Other restricted items are explained in the Diplomatic Pouch and Mail Handbook which has been provided to all posts.

APO/FPO SERVICE: The correct mailing address for direct-hire employees located at APO/FPO posts is:

Name of Individual or Organization (Followed by the letters "ID")
Agency for International Development
APO/FPO City, APO/FPO Zip Code (Unique four-digit country code)

Those posts with P.O. Boxes may include them in their APO/FPO address pattern but the Military Postal Service Agency (MPSA) does not require the use of P.O. Boxes. Use of the State unique four-digit country after the APO/FPO zip code improves service since it is easier to sort mail by numbers than by addresses. Some posts have a different four-digit add-on for APO/FPO mail than the four-digit country code provided by State. Officials at MPSA advised that these posts may continue to use the four-digit add-ons they have to transmit mail through APO/FPO facilities.

According to State officials, mail sent to the Department for delivery through its pouch system for posts with APO/FPO addresses cannot be accepted and will be returned to the sender. This information is located in the Key Officers of Foreign Service Posts Guide. State will accept for dispatch through the diplomatic pouch system: (1) classified material, (2) material too large for postal channels, and (3) registered mail for those posts which do not accept registered mail.

CONTRACTOR MAIL: Contractors do not have APO/FPO privileges at this time. State has submitted a request to MPSA regarding contractor use of APO/FPO facilities. We are awaiting MPSA's response and will continue to follow-up to advise missions.

The correct mailing address for all contractors, including those located at APO/FPO posts is:

Name of Individual or Organization (Followed by letters "C" or "G"
City Name of Post
Agency for International Development
Washington, D.C. 20523-0001

POSTAGE METER MAILING EQUIPMENT: Missions have two ways of applying postage to mail for transmission through APO/FPO facilities. Missions may purchase regular stamps, at their expense, through the U.S. Postal Service Philatelic catalog. To place an order or to request a copy of the catalog call [816] 455-4880.

Missions may acquire postage meter mailing equipment, at their expense, from the vendor listed below:

National Mailing Systems
1340 Old Chain Bridge Rd.
McLean, VA 22101-3935
TEL [703] 848-9494
FAX [703] 556-0025

Before contacting the vendor, Posts served by the New York or Miami APO/FPO system should:

(1) Obtain a PS Form 3601-A, Application for Postage Meter License, from the APO/FPO Facility at your post.

(2) Complete and submit the application to the Gateway Postmaster at:

U.S. Postal Service
Office of Mailing Requirements
ATTN: Meter Section
Room 3220, JAF Building
New York, New York 10199-9651

(3) When the license is received, provide a copy to the custodian of personal effects (COPE) at the APO/FPO system at your post and establish a commercial account for putting money on the meter.

Posts served by the San Francisco or Seattle APO/FPO system should follow the instructions provided above, but submit their applications to:

U.S. Postal Service
Office of Mailing Requirements
ATTN: Meter Section
San Francisco, CA 94188-9651

Following is information to assist missions with their equipment purchases. The equipment listed below is available from the vendor under GSA contract number GS-OOF-06558.

EQUIPMENT	UNIT PRICE	AMOUNT
204ASA MAIL MACHINE	$2869.00	$3020.00
MPS-100 SCALE	1596.00	1832.00
ZIP TO ZONE	NO COST	NO COST
STANDARD USPS RATES	NO COST	NO COST
IMS 4310 METER (QTRLY RENTAL)	66.75	66.75

Maintenance coverage for all equipment should be obtained from the vendor. The initial inking of machine is good for about two years. Other supplies are:

Postage Tapes	$ 8.19	per 1,000
Impressions (Twin Pack)	22.80	per 60,000

Orders should contain appropriate funding citations and provide the following information.

- List of installation addresses
- Name of contact person
- Telephone number
- Postage meter license number
- Initial meter setting
- Agency code
- How order is to be shipped

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A.I.D. PROJECT DOCUMENT MICROFICHE SYSTEM (APDMS)

Microfiche project records of active bi-lateral and regional projects have been available to missions for several years. Because of the many benefits of the AID Project Document Microfiche System (APDMS), AID/W is again encouraging missions to subscripe to this system if they are not already doing so.

The goals of the APDMS are to: (a) provide AID/W and USAID missions with efficient access to the Agency's official project files; (b) improve storage, maintenance, and distribution of project documents; (c) allow missions to maintain complete documentation on project portfolios in an organized and easily accessible manner; (d) reduce time spent looking for lost documents; (e) provide long-term protection and easy retrieval of documents; and (f) save cost on space and storage of documents.

In April 1989, a micrographics survey was conducted of the missions using APDMS. The purpose of the survey was to see if the program was meeting the above goals and to compile a needs analysis. Following are the results/findings of the survey.

It was unanimous that the goals of the APDMS Program are being met conditioned on the following: (a) complete documentation of the project files are dependent on missions sending to AID/W all project material necessary to duplicate the project files in the missions; and, (b) all users of APDMS must have their own set of microfiche project files and reader.

The needs analysis determined that to properly implement the Program: (a) A microfiche reader is necessary for each user of the project files and one reader/printer per mission is to be available for the user to convert back to paper as appropriate. (b) The equipment purchased (readers, reader/printers) must be from the list provided by AID/W to ensure compatibility with the fiche. (c) A maintenance contract is necessary to ensure availability of supplies and operation of equipment. (d) Follow-up training should be provided to the users. (e) A commitment of the missions is needed to encourage users until they adapt to the system. (f) A commitment from the missions is needed to send all documents that are contained in the paper project files to AID/W to ensure a complete file for the users. (g) The microfiche should replace the paper project files in order to accomplish the desired benefits.

The benefits of an excellent system will be realized only as much as it is used; and because APDMS has proven successful in AID/W, we are again encouraging that missions participate.

A complete microfiche collection of all mission-specific and regional projects may be obtained by paying an one-time charge. The one-time charge covers the initial cost for duplicating the current microfiche collection, the cost of the microfiche file updates and the cost for the microfiche file containers.

The cost for each mission varies and is based on the size of its current microfiche collection. The cost for equipment is not included in the cost of the microfiche collection. Missions are responsible for purchasing their own equipment.

For information on how to subscribe to APDMS, please contact MS/AS/ISS/RM, Melita Yearwood or Linda Porter, Rm. 1200D, SA-14. To make this a totally complete and successful program, MS/AS/ISS/RM needs the support of missions.

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ELECTRONIC RECORDKEEPING INITIATIVE FOR LOCAL AREA NETWORK (LAN)

As the LANs are installed, the agency is providing training to maximize efficient use of the information systems. To this end, MS/AS/ISS/RM is piloting a document management files system that is consistent with the Agency's files maintenance and disposition requirements as spelled out in Handbook 21, Part II, Records Management.

A draft policy chapter on Electronic Recordkeeping requirements is in the informal clearance stage. Until its incorporation into the A.I.D. Directives System, the requirements of 36 CFR 1234, Electronic Records Management must be used as the policy for implementation in this Agency.

The document management files system will fulfill the requirements of 36 CFR 1234.22, Creation and Use of Text Documents. Specifically, "Before a document is created electronically on electronic records systems that will maintain the official file copy on electronic media, each document shall be identified sufficiently to enable authorized personnel to retrieve, protect, and carry out the disposition of documents in the system. Appropriate identifying information for each document maintained on the electronic media may

include: office of origin, file code, key words for retrieval, addressee...signator, author, date, authorized disposition (coded or otherwise), and security classification (if applicable). Agencies shall ensure that records maintained in such systems can be correlated with related records on paper, microform, or other media."

A draft training module has been developed by Future Enterprise and is with the pilot office for comment. This module will eventually be incorporated, as appropriate, with training on the LAN.

For more information concerning this initiative, please contact the following:

Liz Baltimore (202) 647-9394
Chief, Information Support Service Management Division

Fred Allen (703) 875-1749
Chief, Records Management Branch

Renee Poehls (703) 875-1749
Records Management Analyst

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BUREAU FOR MANAGEMENT SERVICES

AA/MS

Associate Administrator for Finance and Administration	John F. Owens, Acting

DAA/MS

Deputy Assistant to the Administrator for Mgmt Services/Procurement Executive	John F. Owens
Senior Program Analyst	David L. Johnson
Program and Budget Officer	Linda Cope
Agency Competition Advocate	James D. Murphy

AA/MS/EMS

Chief Administrative Officer	Mary Frances Moore
Administrative Officer (for AA/MS, MS/PPE and MS/OMS)	Diana Lopez

MS/PPE

Chief	James D. Murphy
Chief, Policy Branch	Kathleen O'Hara
Chief, Planning & Eval Branch	Elizabeth Cordaro

MS/OMS

Director	Ann Dotherow
Deputy Director	Robert O. Weiland
Policy and Procedures	Myron E. Tomasi
EUROPE/NE/ASIA/LAC Regional Executive Officer	Warren B. Duerbeck
AFR Regional Executive Officer	Barnett Chessin
Overseas Property Mgt Officer	Gloria C. Kirk

MS/AS

Director	Thomas E. Huggard
Deputy Director	Ralph A. Williams
Administrative Officer	Sheila T. Cunningham
Chief, Information Support Serv. Div.	Elizabeth Baltimore
Chief, Travel & Transportation Div	Mark E. Anderson
Chief, Property and Purchasing Div.	William F. Miller

MS/OP

Director	Terrence J. McMahon
Deputy Director	Kathryn Y. Cunningham
Administrative Officer	Nancy W. Carroll
Chief, Overseas Div.	Judith D. Johnson
Chief, AID/W Projects Div.	Stephen A. Dean
Chief, Procurement Support Div.	Barry S. Knauf
Chief, Commodity Support Div.	Joyce E. Frame
Chief, Transportation Div.	Robert M. Goldman

MS/IRM

Director	Barry D. Goldberg
Deputy Director	Linda N. Lion
Administrative Officer, Acting	Diana Lopez
Chief, Customer Liaison and Support Div.	Lawrence Livesay
Chief, Systems Development and Maintenance Div.	Eugene M. Dwyer

Chief, Telecommunications and Computer Operations Div.	Joseph E. Heffern
Chief, Planning, Mgt. and Acquisition Div.	Wayne H. Van Vechten
Chief, Information Policy and Admin. Div.	Steven F. Renz

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REGIONAL BUREAU EXECUTIVE MANAGEMENT STAFFS

AFR/MGT	
Director	Brian Kline
Deputy Director	Letitia Diaz
ENE/EMS	
Director	Betty Lind
Deputy Director	Kent Hickman
APRE/EMS	
Director	Roberta Gray
Deputy Director	Alan Swan
LAC/EMS	
Director	Jerry Jordan
Deputy Director	Elizabeth A. Mills

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IDIs ON-BOARD IN AID/W

Contract Officers

Donella Russell

Commodity Officers

Raymond Edler

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CURRENT ROSTER OF AID MANAGEMENT PERSONNEL AND POSITIONS OVERSEAS

AFRICA REGION

BOTSWANA, Gaborone Executive Officer	(Vacant)
BURUNDI, Bujumbura Executive Officer	Michael T. Fritz
CAMEROON, Yaounde Executive Officer	Paul D. Guild
*Administrative Officer	Douglas C. Rohn
Contract Officer	Carlton M. Bennett
CHAD, N'Djamena Executive Officer	Jerry A. Penno
COTE IVOIRE, Abidjan Executive Officer	Steve Wallace
Deputy Executive Officer	John Peevey
ETHIOPIA, Addis Ababa Executive Officer	(Vacant)
GAMBIA, Banjul Executive Officer	Sean O'Leary (PSC)
GHANA, Accra Executive Officer	Denise A. Awad
GUINEA-BISSAU (Bissau) Executive Officer	J. Kevin Burke
GUINEA, Conakry Executive Officer	Gerald C. Render
*General Services Officer	Virgilio S. Perez
Reg Contract Officer	Sharon L. Cromer

* Denotes detail to State.

Reg Contract Officer	Steven G. Wisecarver
Reg Commodity Mgt Officer	Peter W. Shirk
Data Mgt Officer	David A. Washburn
Data Mgt Officer	Joel Q. Cotten
KENYA, Nairobi	
Executive Officer	John S. Steele
Dep. Executive Officer	Dee Ann Smith
Personnel Officer	(Vacant)
General Serv Officer	Penelope Hong
Reg Contract Officer	Richard J. Womack
Reg Contract Officer	Robert I. Weissberg
Reg Contract Officer	David J. Osinski
Reg Commodity Mgt Officer	Robert A. Van Horn, ETA 10/91
Reg Commodity Mgt Officer	John P. Peevey
Reg Commodity Mgt Officer	Christine E. Lyons
Computer Specialist	James R. Bossard
LESOTHO, Maseru	
Executive Officer	(Corwin V. Edwards, Jr. 8/91)
MADAGASCAR, Antananarivo	
Executive Officer	Lena M. Gurley
MALAWI, Lilongwe	
Executive Officer	Stephen Callahan
MALI, Bamako	
Executive Officer	Nancy L. Hoffman

MAURITANIA, Nouakchott	
Executive Officer	Joseph L. Dorsey
MOZAMBIQUE, Maputo	
Executive Officer	Jairo J. Granados
NAMIBIA, Windhoek	
Executive Officer	Cynthia Bryant
NIGER, Niamey	
Executive Officer	Anthony J. Vodraska
REPUBLIC OF SO. AFRICA, Pretoria	
Executive Officer	Bruce G. Gatti
RWANDA, Kigali	
Executive Officer	Yashwant Kainth
SENEGAL, Dakar	
Executive Officer	Michael J. Ireland
Contract Officer	(Vacant)
SOMALIA, Mogadishu	
Executive Officer	(Vacant)
SUDAN, Khartoum	
Executive Officer	Roger B. Heller
Contract Officer	Orion Yeandel, ETA 11/91
SWAZILAND, Mbabane	
Executive Officer	R. Max Walton
IDI Exec. Officer	Corwin V. Edwards, Jr.
Reg Contract Officer	Michael S. Kenyon
TANZANIA, Dar Es Salaam	
Executive Officer	R. Douglass Arbuckle
UGANDA, Kampala	
Executive Officer	Raymond J. Dunbar

ZAIRE, Kinshasa	
Executive Officer	Linda R. Gregory
Commodity Mgt Officer	Charles Signer
Contract Officer	Jaroslaw J. Kryschtal
ZAMBIA, Lusaka	
Executive Officer	Mary Ann Epley
ZIMBABWE, Harare	
Executive Officer	William R. MacLauchlan

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EUROPE AND NEAR EAST REGION (ENE)

AFGHANISTAN, Kabul	
Contract Officer	John A. May
JORDAN, Amman	
Executive Officer	Roy H. Johnson
Contract Officer	(Vacant)
PAKISTAN, Islamabad	
Executive Officer	John R. Martin
Deputy Executive Officer	(Vacant)
Contract Officer	Marilyn B. Buchan
IDI Exec. Officer	John M. Tincoff
Contract Officer	John A. May
Contract Officer	Michael Nicholas, ETA 8/91
Contract Officer	(Vacant)
Commodity Mgt Officer	Stephen A. Klaus
IDI Commodity Mgt Officer	Timothy H. Anderson

EGYPT, Cairo	
Associate Dir for Management	Harold S. Daveler
Supervisory Exec Officer	Pamela A. White
Personnel Officer	Carol S. Snowden
Comm/Rec Specialist	Effie A. Hunter
*Gen Serv Officer	Cecile A. Williams
Deputy Executive Officer	Neil M. Kester
Contract Officer	Frederick A. Will
Contract Officer	Michael F. Walsh, ETA 8/91
Contract Officer	Leonel Pizzaro
IDI Contract Officer	Kimberley M. Kester
IDI Contract Officer	Beth S. Paiger
Commodity Mgt Officer	Arthur J. Laemmerzahl
Commodity Mgt Officer	Judi A. Shane
Commodity Mgt Officer	Thomas A. Baranyi
Commodity Mgt Officer	William L. Dunn
Commodity Mgt Officer	Girard J. Labombard
Commodity Mgt Officer	Joseph W. Van Meter, Jr.
IDI Commodity Mgt Officer	Braden W. Enroth
Computer Specialist	(Vacant)
MOROCCO, Rabat	
Executive Officer	Edward P. Rhatigan
Contract Officer	Mary Reynolds

* Denotes detail to State

TUNISIA, Tunis	
Executive Officer	Gilbert D. Dietz
IDI Exec. Officer	Peter R. Hubbard
YEMEN, Sanaa	
Executive Officer	Charles G. Knight
Contract Officer	Ceophus Kennedy
PHILIPPINES, Manila	
Executive Officer	Daniel F. Sutton, Jr.
Deputy Executive Officer	William E. Wanamaker
Contract Officer	Stanley D. Heishman
Contract Officer	William Reynolds

ASIA AND PRIVATE ENTERPRISE REGION (APRE)

BANGLADESH, Dhaka	
Executive Officer	Philip J. Buechler
Contract Officer	Alvera Sweet
FIJI, Suva	
Executive Officer	Paul Pina (PSC)
INDIA, New Delhi	
Executive Officer	R. Neal Meriwether
Contract Officer	Leonard J. Kata
INDONESIA, Jakarta	
Executive Officer	(Vacant)
Deputy Executive Officer	Margaret Healey
Contract Officer	Marcus L. Stevenson
IDI Contract Officer	Raymond L. Edler
*Personnel Officer	Patricia Smith

* Denotes detail to State

NEPAL, Kathmandu	
Executive Officer	Gerald R. Johnston
Contract Officer	Allen Eisenberg
SINGAPORE, Singapore (RIG)	
Executive Officer	Margaret McCarthy Knotts
SRI LANKA, Colombo	
Executive Officer	Anne L. Dahlstedt
IDI Exec. Officer	Carole J. Jones
THAILAND, Bangkok	
Executive Officer	William B. Schaeffer
Reg Contract Officer	Neil C. Edin

* * * * * * * *

LATIN AMERICA AND CARIBBEAN REGION

BARBADOS, Bridgetown	
Executive Officer	Ray Reddy
Reg Contract Officer	James A. Dzierwa
BELIZE, Belize City	
Executive Officer	Sammie N. Jones
BOLIVIA, La Paz	
Executive Officer	John J. Leibner
Deputy Executive Officer	(Vacant)
Contract Officer	Clement J. Bucher
IDI Exec. Officer	Laurence M. Foley
COSTA RICA, San Jose	
Executive Officer	John S. Johns
Computer Specialist	Lawrence E. Clark

<u>DOMINICAN REPUBLIC, Santo Domingo</u>	
Executive Officer	Michael M. Curtis
IDI Exec. Officer	Edith J. Humphries
<u>ECUADOR, Quito</u>	
Executive Officer	Alan Reed, PSC, Acting (Paule-Audrey Kizziar, ETA 11/91)
Reg Contract Officer	James J. Dunlap
<u>EL SALVADOR, San Salvador</u>	
Executive Officer	James A. Leo
Deputy Exec Officer	Anne S. Heard
Contract Officer	Laura K. McGhee
Contract Officer	Carl Derrick
IDI Contract Officer	Paula Miller
<u>GUATEMALA, Guatemala City</u>	
Executive Officer	William R. Grainger
Deputy Exec Officer	Linda D. Whitlock
Reg Commodity Mgt Officer	Robert A. Van Horn
Contract Officer	John P. McAvoy
IDI Contract Officer	Donna Gray
<u>HAITI, Port-au-Prince</u>	
Executive Officer	Charles G. Drilling
Reg Contract Officer	Martin F. Napper

HONDURAS, Tegucigalpa	
Executive Officer	Gerald L. Nell
Deputy Exec Officer	Paule-Audrey Kizziar (Theresa A. Stephan, ETA 12/91)
Contract Officer	Michael H. Snyder, ETA 10/91
Contract Officer	Anna Marie Scott
JAMAICA, Kingston	
Executive Officer	Floyd R. Spears
NICARAGUA, Managua	
Executive Officer	Edward O. Aker
Deputy Executive Officer	Scott Bellows
Contract Officer	James E. Corley
PANAMA, Panama City	
Executive Officer	James P. Donnelly
Commodity Mgt Officer	Robert B. Stader
PERU, Lima	
Executive Officer	Joseph M. Varley

* * * * * * * *

NOTE: In countries where there is a PSC executive officer rather than a direct-hire EXO, please let us know so that we can publish a complete roster to include PSC EXOs in the next issue of the SERLETTER.

DIRECTORY OF USAID TELEFAX MACHINES

Following is a current directory of USAID and MS Bureau Office telefax machines. However, due to the increasing number of telefax machines being installed worldwide and the constant changing of telephone numbers, missions are reminded that this list cannot be totally accurate but should be helpful in enabling missions to communicate with each other through the telefax machine.

If your mission has changed its telefax number or if this list shows an erroneous number, please send us a cable stating the correct number so that we can keep this list current. We would appreciate your assistance in keeping this director as up-to-date as possible. Send all cables to MS/OMS.

Missions are reminded that these telefax machines are not to be used for transmission of CLASSIFIED or LIMITED OFFICIAL USE (LOU) documents.

LOCATION	TELEFAX PHONE--DIAL
AFRICA	
USAID/Abidjan, Redso/WCA	225-414002
USAID/Botswana, Gaborone	267-313072
USAID/Brazzaville, Congo	242-83-6338
USAID/Burkina Faso, Ouagadougou	226-312368 *
USAID/Burundi, Bujumbura	257-2-22986 *
USAID/Cameroon, Yaounde	237-22-18-90
USAID/Chad, Ndjamena	235-51-50-02
USAID/Cote-Ivoire, REDSO/WCA	225-414002
USAID/Djibouti, Djibouti	253-353940
USAID/Ethiopia, Addis Ababa	251-1-55-0774
USAID/Gambia, Banjul	220-28066
USAID/Ghana, Accra	233-21-774338
USAID/Guinea, Conakry	224-44-19-85
USAID/Guinea-Bissau, Bissau	245-20-1185*
USAID/Kenya, Nairobi	254-2-337304
USAID/Lesotho, Maseru	266-310116 *
USAID/Liberia, Monrovia	231-262038
USAID/Madagascar, Antananarivo	261-2-349883

* Not an international dial country. Operator assistance required and billed at station rate.

AFRICA - CONTINUED

USAID/Malawi, Lilongwe	265-730-237
USAID/Mali, Bamako	223-22-39-33
USAID/Mauritania, Nouakchott	222-2-53355
USAID/Mozambique, Maputo	258-1-492098 *
USAID/Namibia, Windhoek	264-61-227006
USAID/Niger, Niamey	227-723918
USAID/Rwanda, Kigali	250-7-4735
USAID/Senegal, Dakar	221-232965
USAID/S. Africa, Pretoria	27-12-217212
USAID/Sudan, Khartoum	160-016-73139
USAID/Swaziland, Mbabane	268-44770
USAID/Tanzania, Dar Es Salaam	255--51-22534
USAID/Togo, Lome	228-218856
USAID Uganda, Kampala	256-41-233417
USAID/Zambia, Lusaka	260-1-225741
USAID/Zaire, Kinshasa	243-12-21824 *
USAID/Zimbabwe, Harare	263-4--722418

LOCATION	TELEFAX PHONE--DIAL
ASIA & NEAR EAST	
USAID/Bangladesh, Dhaka	880-2-834909
USAID/Egypt, Alexandria	20-3-4838830
USAID/Egypt, Cairo	20-2-356-2932
USAID/Fiji, Suva	679-300075
USAID/India, New Delhi	91-11-677012
USAID/Indonesia, Jakarta	62-21-380-6694
USAID/Italy, Rome	39-6-4674-2356
USAID/Jordan, Amman	962-6-604858
USAID/Morocco, Rabat	212-7-679-30
USAID/Nepal, Kathmandu	977-1-272357
USAID/Oman, Muscat	968-797778
USAID/Pakistan, Islamabad	92-51-823796
O/AID/REP/Pakistan, Islamabad	92-51-823796
USAID/Philippines, Manila	63-2-521-5241
USAID/Sri Lanka, Colombo	94-1-574264
USAID/Thailand, Bangkok	662-255-3730
USAID/Tunisia, Tunis	216-1-782-464
USAID/Yemen, Sanaa	967-2-251-578

* Not an international dial country. Operator assistance required and billed at station rate.

**Contact EXO first, Fax is manual

LATIN AMERICA & CARIBBEAN

USAID/Barbados, Bridgetown	809-429-4438
USAID/Belize, Belize City	501-2-30215
USAID/Bolivia, La Paz	591-2-356096
USAID/Brazil, Brasilia	55-61-225-9136
USAID/Chile, Santiago	562-380931
USAID/Colombia, Bogota	57-1-288-5687
USAID/Costa Rica, San Jose	506-203434
USAID/Dom. Rep., Santo Domingo	809-685-1939
USAID/Ecuador, Quito	593-2-561-228
USAID/El Salvador, San Salvador	503-980885
USAID/RDO/C, Grenada	809-444-4809
USAID/Guatemala, Guatemala City	502-2-311505
ROCAP/Guatemala	502-348502
USAID/Haiti, Port Au Prince	509-239603
USAID/Honduras, Tegucigalpa	504-312776
USAID/Jamaica, Kingston	809-929-3752
USAID/Mexico, Mexico City	525-511-9980
USAID/Nicaragua, Managua	505-2-75711
USAID/Panama, Panama City	507-639519
USAID/Paraquay, Asuncion	595-21-213878
USAID/Peru, Lima	51-14-337034
USAID/Uruguay, Montevideo	598-2-921691
USAID/Warsaw, Poland	48-22-287486

* * * * * * * *

MS/BUREAU

AA/MS, Rm. 3485A NS	202-647-4832
MS/IRM/AS/T, Rm 3730 NS	202-647-5340
MS/AS/ISS/MM, Rm. B-461 NS	202-647-8601
MS/AS/TTM, Rm. 1247 NS	202-647-8653
MS/PPE and MS/OMS, Rm. 1600, SA-14	703-875-1243
MS/OP, Rm. 1552, SA-14	703-875-1519
MS/OP/W, Rm. 1528, SA-14	703-875-1107
MS/OP/PS, Rm. 1464, SA-14	703-875-1027
MS/AS, Rm. 1200A, SA-14	703-875-1315
MS/IRM/OD, Rm. 1100, SA-14	703-875-1037
MS/IRM/AS, Rm. 1000C, SA-14	703-875-1960

SUPPORT **SERLETTER** SERVICE

Management Information Bulletin

Agency for International Development

Washington, D.C. 20523

A.I.D./W Issue No. 17
January 1992

In the city of Prague, Czechoslovakia, a woman markets her handicrafts.

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Procurement

Correction to FEDSTRIP Operating Guide

The new 1991 FEDSTRIP Operating Guide contains an error on page 2-15. An incorrect Signal Code of "I" is listed with the explanation: "The material will be shipped to the supplementary address and the bill to the requisitioner." The correct Signal Code for this situation is "J."

Budget Policy on OE Forward Funding of PSCS With Recurring Costs Which Cross Fiscal Years

The current budget policy on OE forward funding of PSCs (for salaries and other recurring costs) requires that the forward funding period for these costs may extend up to, but not exceed three months beyond the end of the fiscal year. This policy supersedes the OE forward funding policy guidance for PSCs set forth in AIDAR Appendices D and J, section 4(a)(2). Refer to CIB Notice No. 91-30 dated November 25, 1991 for further details on this policy.

Medical Review of Contractor Employees

The State Department Office of Medical Services (M/MED) review of contractor employee medical examinations has been formally in effect for one year. As experience is gained, we are finding that some revisions in rules and procedures will make the system work more effectively.

It is important to note at the outset that the Chief of Mission may authorize or prohibit any individuals from having access to the health unit at post. M/MED review does not guarantee contractor employees and dependents will have access, nor does lack of such review prohibit them from having access.

To facilitate M/MED review, contractor employees and dependents:

— Must use the A.I.D. Contractor Employee Physical Examination Form (AID 1420-62).

— Must complete Blocks 8 and 10 (the contractor's name and address and the contract number) correctly. This procedure does not apply to (and M/MED is not reimbursed for the costs of) employees of grantees, cooperative agreement recipients, or host country contractors.

— Must obtain the results of the M/MED review before proceeding to post.

The M/MED review does not apply retroactively to contractor employees who were at post prior to the contract provision (AIDAR 752.7033 or AIDAR Appendix D, Section 11, General Provision 3) being incorporated into their contracts.

We have also learned that M/MED is not reviewing the medical examinations of third country nationals, including U.S. resident aliens. We need to clarify the applicability of the clearance to resident aliens; this will take some time to work out with M/MED. As noted above, however, the Chief of Mission decides who will have access to the health unit.

Please contact FA/PPE/E with any questions about the medical clearance procedures. Questions about specific individuals need to be worked out between the post, contracting officer, and contractor.

GSA Discrepancy Reports Center

The information below was recently disseminated to Federal agencies by GSA. This information is being repeated for the benefit of USAID missions and should be passed to all personnel, e.g., project officers, executive officers and controllers who deal with GSA and who may experience shipping, billing or transportation problems.

Quote:

The Discrepancy Reports Center (DRC) is the result of Federal Supply Service's (FSS') consolidation of its 11 regional inquiry and adjustment sections into one central location.

The DRC is responsible for the worldwide resolution of shipping, billing and transportation discrepancies related to FSS distribution center shipments and FSS vendor-direct delivery orders.

The DRC has assigned representatives specifically to support your agency. These representatives understand your particular reporting practices and will make every effort to provide the assistance you need.

There is no minimum dollar value established for reporting a shipping, quality billing or transportation discrepancy. If you have a problem with an order you placed with FSS, report the problem to the DRC.

You have up to 270 days to report your shipping and transportation discrepancies to the DRC. Remember, this is the maximum amount of time allowed. Please notify DRC as soon as possible after receipt and discovery of a problem so that we may have quick access to the data required to research and resolve it.

If you receive a government bill of lading shipment from a carrier and discover concealed damage after the driver has left, you have only 15 days from the date of delivery to contact the carrier and request an inspection report. Do not dispose of the carton or packing material until the inspection has been conducted.

If you receive a question on how to prepare a discrepancy report call the DRC and request assistance.

You can report a quality problem to GSA in any of the following methods: submit an SF-368 to the DRC, via message or on the quality hotline (703) 557-1368.

You can obtain the 1991 DRC Reporting Guide (Mailing List Code ODRC-0001) or the Discrepancies and Deficiencies in GSA or DOD Shipments, Material or Billing (Code ODDH-0001) from the Centralized Mailing List Service. P.O. Box 6477, FT. Worth, TX 76115.

DRC representatives are available between 7:00 a.m. and 5:30 p.m. central time on (816) 926-7447, fax: (816) 926-6952.

Address inquiries to:
GSA FSS Discrepancy Reports Center (6FR)
1500 East Bannister Road
Kansas City, MO 64131-3088

Update On Agency Metric Measures

Administrator Approves Metric Transition Plan

The January 1991 **SERLETTER** addressed A.I.D.'s conversion of the Agency's systems and procedures from the use of the traditional U.S. measuring units to the metric system. Subsequently, the President expanded the scope of the U.S. Government's metric transition and prescribed Government-wide procedures for it in Executive Order 12770, which A.I.D.'s plans have been adapted to his order.

In accordance with the Executive Order, the Administrator formally approved the A.I.D. Metric Transition Plan and designated Mr. Thomas E. Huggard, FA/AS, as the A.I.D. Metric Executive to oversee its implementation. The plan specifies that the Agency directives will prescribe the metric requirements, and addresses the Executive Order's expanded scope for the transition, i.e., a) using metric units in agency publications, and b) documenting and reporting on exceptions to the metric requirements. Additionally, the plan establishes a target date for completing the transition: December 1996.

Dual Units of Measurement in Use During Transition

During the transition, both the metric and the traditional measuring units may be used in tandem to specify a measurement (with the metric units listed first). However, as the level of

acceptance for metric units increases with their repetitive use, measurements will be developed and expressed more and more exclusively in metric units, and the use of the traditional units will be discontinued.

Waivers of the Metric Requirements

Under the plan approved by the Administrator, offices' non-use of metric units to specify measurements will require a waiver authorization. Unless otherwise prescribed in an A.I.D. handbook directive or specified by the A.I.D. Metric Executive, the A.I.D. official who approves the amount of a measurement-sensitive requirement is authorized to determine the units of measurement in which the requirement is specified: (s)he may waive the use of the metric system where: a) its use is impractical; or b) such use is likely to cause significant inefficiencies or the loss of markets to U.S. firms. When a waiver will be based upon the adverse impact on U.S. firms under b) above, the A.I.D. Metric Executive and the Office of Small and Disadvantaged Business Utilization should be consulted prior to authorization. Under the above procedure, a blanket waiver for a class of multiple transactions may be issued for a term not to exceed three years.

Each waiver should document its basis under a) or b) above and specify any plans to adapt similar applications in future requirements to metric specifications.

Waiver Log Required

Each activity authorizing a waiver of metric requirements will maintain a log of the waivers. This log shall list the requirement for which the waiver is authorized, total dollar value of procured item(s), waiver date, authorizing official, basis for waiver, and A.I.D. actions that can promote metrication and ameliorate the need for future waivers.

The waiver logs for the fiscal year should normally be sent to the A.I.D. Metric Executive by October 31 of each year. But for this year only, Mr. Huggard requests that they also be sent to him for the period ending May 31, 1992, so that he may consider them in a special assessment of A.I.D.'s metric implementation that the Executive Order requires him to make. This special submission of the logs should be made by June 10, 1992, using E-mail or FAX number (703) 875-1315, as necessary.

Employee Assistance in Metric Transition

To help A.I.D. employees accommodate the transition, pocket-size metric conversion cards will be distributed, and more comprehensive tables will be added to Agency telephone directories. Further, training classes in using the metric system are available from FSI, GSA, *et al*, and automated tutorial programs are being considered for employee self-instruction. A separate notice will be issued when tutorial programs are available.

A valuable reference source on metric transition, the *Metric Handbook for Federal Officials* (Accession No. PB89-226922), is available from NTIS, 5285 Port Royal Road, Springfield, VA 22161 ($19.00—hard copy or $9.00—microfiche, plus $3.00 handling charge).

Agency Contact Points

Questions concerning A.I.D.'s metric transition may be directed as follows:

AREA	CONTACT	PHONE
General Policy, Exceptions	FA/AS, Metric Exec	(703) 875-1531
Forms Development	FA/AS/ISS/RM	(703) 875-1461
Travel Allowances	FA/AS/TT	(202) 647-8284
Procurement (except below)	FA/PPE	(703) 875-1534
Real Property and Vehicles	FA/OMS	(703) 875-1168
Commodity Specifications	FA/OP/COM/T	(703) 875-1412
ADP Applications	FA/IRM/IPA	(703) 875-1325
A.I.D. Publications	XA/P	(202) 647-4330
Employee Training	FA/HRDM/TD/AST	(202) 663-2309
Contractor/Grantee Impact	OSDBU	(703) 875-1551

Reference Guide for Ordering/ Procurement of Administrative Items

Use Form AID 5-7 (Supplies/Equipment/Services Requisition) to Order Forms and Handbooks.

Order *Forms* From:

FA/AS/PP/PP
Room 1200F, SA-14
Agency for International Development
Washington, D.C. 20523

Order *Handbooks* From:

FA/AS/ISS
Room 1200-B, SA-14
Agency for International Development
Washington, D.C. 20523

To order *residential furniture* or to query a residential furniture order, contact:

Ms. Dorothy Ledger a.c. 703-875-6023 (NOTE: AID no longer places these orders)
A/OPR/ACQ/FSCP
Room 528, SA-6
Department of State
Washington, D.C. 20520

To order *representational* items for the AID Director, AID Representative, or AID Affairs Officer, send order to:

FA/AS/PP/AP
Room 1200-D, SA-14
Agency for International Development
Washington, D.C. 20523

To order GSA *catalogs, forms, publications and obtain a customer identification number* to provide you access to the customer mailing list account, contact:

General Services Administration
Tele: a.c. 817 334-5215 or 5240
Centralized Mailing List Service
FAX: a.c. 817 334-5227
P.O. Box 6477
Fort Worth, Texas 76115-6477

To obtain a GSA *Activity Address Code* which will permit you to *purchase from* GSA, submit a request by cable or fax (703-875-1498) to FA/OP/COMS/P, Tom Bordone, and provide the following information:

A. Mission Delivery Address
B. Mission Billing Address
C. Freight Forwarding Address

That office will contact GSA Customer Service and obtain the Activity Address Code for you.

Personnel

Staffing and Career Development Division Directory

Phone - 800-637-0735

Office of the Division Chief

Terrence F. Liercke	Div. Chief	663-1491	SA-1	Room 1107
Margaret H. Thome	Dep. Chief	663-1370	SA-1	Room 1107A
Dona S. Dinsdale	Secretary	663-1496	SA-1	Room 1107B

Staffing Branches Alpha, Beta and Gamma

Alpha Branch:

Oveta Watkins	Branch Chief	663-1488	SA-1	Room 1149
Jody Flakowicz	Dep. Chief & staffing for IG and SDBU	663-1489	SA-1	Room 1148
Gwen Marcus	Staffing for S&T	663-1497	SA-1	Room 1101A
Ed Lundquist/	Staffing for AFR, Central &	663-1483	SA-1	Room 1105
Lari Bowman	Coastal West Africa Affairs	663-1483	SA-1	Room 1147
	South West AFR			
Tanny Carr/	Staffing for	663-1493	SA-1	Room 1101A
Phachita Simons	East & Southern Afr.	663-1481	SA-1	Room 1101D
Helen Davidson/	Staffing for Fin. Man.& BS-04 Global	663-1493	SA-1	Room 1101A
Mary Satterwhite				
Sherri Snyder/	Admin. Support	663-1485	SA-1	Room 1101
Wanda Haynes		663-1485	SA-1	Room 1101

Beta Branch:

Lee Borcik	Branch Chief & Staffing for HRDM & FVA	663-1467	SA-1	Room ll40C

Joycelyn Scriber/ Angela Brown	Dep. Chief & Staffing for XA, TDP, & Global	663-1468 663-1477	SA-1 SA-1	Room 1140C Room 1140
Carolyn Redman/ Dionne Gravett	Staffing for ASIA & HRDM	663-1469 663-1476	SA-1 SA-1	Room 1140A Room 1140
Jim Falconer/ Sherri Fennel	Staffing for EUR	663-1471 663-1461	SA-1 SA-1	Room 1136A Room 1140
Sherron Scott/	Admin Support	663-1460	SA-1	Room 1140

Gamma Branch

Barbara Rogers	Branch Chief	663-1465	SA-1	Room 1144
Evelyn Watts/ Sanna Solem	Dep. Chief & Staffing for South America LEG & ES/A/AID & Policy	663-1482 663-1456	SA-1 SA-1	Room 1140F Room 1143B
Sylvia Matthews/ Rhovetta Walters	Staffing for LAC (WASH) C.A. & Carib.	663-1559 663-1457	SA-1 SA-1	Room 1140E Room 1143B
Robin Galery/ Sanna Solem	Staffing for FA/OP, OFDA & BS-92/93	663-1480 663-1456	SA-1 SA-1	Room 1141 Room 1143B
Michelle McCullough/ Gladys Brooks	Staffing for FA/OMS, FA/AS FA/IRM,EOP, BS-03, FAB Global	663-1464 663-1457	SA-1 SA-1	Room 1140D Room 1143B
Wendy Seth	Admin. Support	663-1462	SA-1	Room 1143B

Special Programs Branch

Robert Harrison	Branch Chief	663-1378	SA-1	Room 1114
Fabiola Rodman/ Harriet Harley	FS Assignment System	663-1411 663-1453	SA-1 SA-1	Room 1117 Room lll6
Lula Thomas-George Crystal Verner	Merit Prom Selective Placement Serv.	663-1521 663-1396	SA-1 SA-1	Room 1117 Room 1118
Delphia Dirks/ Teresa Spikes	Intern, Student and Sec place programs	663-1407 663-1408	SA-1 SA-1	Room 1118 Room 1118
Elizabeth Tinsley	Courier and clerical support	663-1410	SA-1	Room 1117B
Jacob Carroll	Staffing Clerk	663-1453	SA-1	Room 1116B
Cynthia Wade	SCD Receptionist Cable Dist.	663-1487	SA-1	Room 1101

Career Development Branch

Graham Thompson	Branch Chief & CDO for BSs 01, 94	663-1455	SA-1	Room 1112
Cecilia Pitas	Dep. Chief & CDO for BSs 12, 50, 60	663-1378	SA-1	Room 1106
Dovie Golden	CDO for GS Employees BS-04	663-1463	SA-1	Room 1101C
Hallie Aiken	CDO for BSs 03, 05, 06 07, 20, 25, 85, 92, 93	663-1499	SA-1	Room 1104
Chuck Patalive	CDO for BSs 02, 11, 21	663-1369	SA-1	Room 1108
Chuck Rheingans	CDO for BSs 10, 14, 15, 30, 75	663-1366	SA-1	Room 1110
Martha Rees	Personal Counseling & Referral	663-1368	SA-1	Room 1108
Yvonne Nelson	Program Support	663-1372	SA-1	Room 1109
Lety Garcia/ Nicole Washington Terry Vitulano	Admin. Support	663-1376 663-1374 663-1373	SA-1	Room 1109

STAFFING AND CAREER DEVELOPMENT DIVISION DIRECTORY
Phone - 1 800-637-0735

Office of the Division Director

Shirley Renrick	Director	663-1400	SA-1	Room 1121
		663-1400	SA-1	Room 1122
Desiree Brown	Secretary	663-1402	SA-1	Room 1122

Performance Management and Awards Branch

Maribeth Zankowski	Branch Chief	663-1413	SA-1	Room 1124
Retta Burden		663-1412	SA-1	Room 1123A
Sherrie Hailstorks		663-1416	SA-1	Room 1124A
Nadine Langdon		663-1522	SA-1	Room 1126A
Sylvia Sumter		663-1417	SA-1	Room 1126A
Melissa McCoy		663-1523	SA-1	Room 1127

Employee Services and Benefits Branch

Sophia Riehl	Branch Chief	663-1401	SA-1	Room 1123
Regina Huggins		663-1423	SA-1	Room 1126
Jacquelyn Floyd		663-1422	SA-1	Room 1128B
Phedocia Downs		663-1424	SA-1	Room 1128C
Doris Beagle		663-1718	SA-1	Room 1127
Theresa Sidbury		663-1406	SA-1	Room 1127

A.I.D. POSTS SUMMARIES

CAUTION: This information is provided as an aid in bidding and it should be confirmed by reference to the Standardized Regulations, Post Reports, the Office of Overseas Schools and the Family Liaison Office

Duty Post	1-tour Posts	2-tour Posts	Post Differential-% 0	10	15	20	25	Danger Pay-%	Con-sum-ables	R&R	Schools at Post
Europe (EUR):											
Bugaria, Sofia		x				20			x	(Frankfurt)	K-8 (Anglo-American)
Czechoslovakia, Prague		x	0								N-8 (Int'l)
Hungary, Budapest		x	0								PK-9 (Amer. Int'l)
Poland, Warsaw		x		10						(Rome)	PK 9-1/
Portugal, Lisbon		x	0								PK -12 (American)
Romania, Bucharest		x				20			x	(Frankfurt)	N-8 2/ (American)
Yugoslavia, Belgrade		x		10							N-8 (Int'l)
FAO, Rome		x	0								PK-13 (Amer./English)
FODAG, Rome		x	0								PK-13 (Amer./English)

1/ PK-12 French school (1987); K-9 American
2/ PK-9 French
x=YES
Schools: N=Nursery; PK= Pre-kinder; K= Kinder

Duty Post	1-tour Posts	2-tour Posts	Post Differential-% 0	10	15	20	25	Danger Pay-%	Con-sum-ables	R&R	Schools at Post
Near East Bureau (NE):											
Egypt, Cairo		x			15					(London)	(American)
Jordan, Amman		x			15					(London)	(American)
Lebanon, Beirut**	x						25	25		(London)	
Morocco, Rabat		x	0							(London)*	N-12 (American)
Oman, Muscat		x				20				(London)	N-11 1/
Tunisia, Tunis		x		10						(London)	PK-9 (American)
Yemen, Sanaa	x						25		x	(London)	PK-12 (Int'l)
West Bank		x	0							(London)	PK-12 (American) 2/

1/ American British N-10; English speaking K-11
2/ American Int'l School located at Tel Aviv, Israel
* A one time offer. Authorized only for those employees assigned to Post prior to 2/1/91; must be taken before the end of CY 91.
** Two R&R Post
x= YES
Schools: N= Nursery; PK= Pre-kinder; K= Kinder

Duty Post	1-tour Posts	2-tour Posts	Post Differential-% 0	10	15	20	25	Danger Pay-%	Con-sum-ables	R&R	Schools at Post
Asia Bureau (ASIA):											
Bangladesh, Dhaka	x						25			(Sydney)	N-11 (American)
India, New Delhi		x			15					(London)	N-12 (American)
Indonesia, Jakarta		x			15					(Sydney)	PK-12 (Int'l)
Mongolia, Ulaanbaatar**	x						25		x	(Rome)	
Nepal, Kathmandu		x				20			x	(London)	N-12 (Int'l/Lincoln)
Pakistan, Islamabad		x				20				(London)	N-12 (Int'l)
Peshawar		x					25			(London)	K-8 (Int'l)
Quetta		x					25			(London)	

A.I.D. POSTS SUMMARIES

Duty Post	1-tour Posts	2-tour Posts	Post Differential-% 0	10	15	20	25	Danger Pay-%	Con-sum-ables	R&R	Schools at Post
Asia Bureau (ASIA):											
Philippines, Manila		x					25			(Sydney)	N-12
RDO/S Pacific (Fiji)		x			15					(Sydney)	K-12 (Int'l)
Sri Lanka, Colombo		x					25		x	(Sydney)	N-13 (Int'l)
Thailand, Bangkok		x		10						(Sydney)	N-12 (Int'l)

** Two R&R Post
x=YES
Schools: N=Nursery; PK= Pre-kinder; K= Kinder

Africa Bureau (AFR):											
Africa Regional:											
Paris		x	0								PK-13
RHO/EA, Nairobi		x		10						(London)	N-13 1/ (Int'l)
RHO/WA, Abidjan		x			15					(Paris)	PK-12 (Int'l)
Benin, Cotonou		x				20			x	(Paris)	PK-6 (Int'l)
Botswana, Gabarone		x		10						(London)	K-13 2/
Burkina Faso, Ouagadougo	x						25		x	(Paris)	PK-8 (Int'l) 8/
Burundi, Bujumbura	x					20			x	(Brussels)	N-12 3/
Cameroon, Yaounde		x				20			x	(Paris)	N-9 (Int'l)
Cape Verde, Praia		x				20			x	(Paris)	N-K Portuguese
Chad, Ndjamena **	x	x					25		x	(Madrid)	PK-12 4/
Ethiopia, Addis Ababa	x						25		x	(Frankfurt)	N-12 (Int'l)
Gambia, Banjul		x				20				(London)	PK-9 (American)
Ghana, Accra	x						25		x	(London)	N-12 (Int'l)
Guinea, Conakry	x						25		x	(Paris)	N-8 (Int'l)
Guinea Bissau, Bissau	x						25		x	(Paris)	K-5 (American)
Kenya, Nairobi		x		10						(London)	N-13 5/
Lesotho, Maseru		x		10						(London)	1-12 6/
Liberia, Monrovia	x						25		x	(Paris)	N-12 (American)
Madagascar, Antananarivo		x					25		x	(Paris)	PK-8 (American)
Malawi, Ligongwe		x		10					x	(Paris)	N-12
Mali, Bamako	x						25		x	(Paris)	K-8 7/ (Int'l)

1/ French 9-12; Int'l K-13
2/ Primary K-7; Boarding 8-13
3/ French & Belgian PK-12; Int'l PK-12
4/ Int'l PK-8, tutoring 9-12; French K-12
5/ Int'l K-13; French 9-12
6/ Medium Prep 1-6, High Sch. boarding 6-12
7/ K-8 English; PK-12 French
8/ PK-8 Int'l; PK 13 Lycee St. Exupery

** Two R&R Post x= YES Schools: N= Nursery; PK= Pre-kinder; K= Kinder

A.I.D. POSTS SUMMARIES

Duty Post	1-tour Posts	2-tour Posts	Post Differential-% 0	10	15	20	25	Danger Pay-%	Con-sum-ables	R&R	Schools at Post
Africa Bureau (AFR):											
Mauritania, Nouakchott	x						25		x	(Paris)	PK-8 (American)
Mozambique, Maputo	x						25		x	(London)	K-11 (Int'l)
Namibia, Windhoek		x	0							(London)	PE-12 15/
Niger, Niamey	x						25		x	(Paris)	PK-12 (American) 9/
Nigeria, Lagos	x						25			(London)	PK-9 (American Int'l)
REDSO/ESA, Nairobi		x		10						(London)	N-13 1/
REDSO/WCA, Abidjan		x			15					(Paris)	PK-12 (Int'l)
Rwanda, Kigali	x						25		x	(Paris)	PK-12 10/
Senegal, Dakar		x			15					(Paris)	N-10 11/
Somalia, Mogadishu	x						25	25	x	(London)	N-8 12/ (American)
South Africa, Pretoria		x	0							(London)	N-12
Sudan, Khartoum **	x						25		x	(London)	PK-9 (American)
Swaziland, Mbabane		x	0							(London)	N-13
Tanzania, Dar-Es-Salaam	x						25		x	(Zurich)	N-13 (Int'l)
Togo, Lome		x				20				(Paris)	N-8 13/ (Amer./Int'l)
Uganda, Kampala **	x						25		x	(London)	PK-11 (Int'l)
Zaire, Kinshasa		x					25			(Paris)	N-12 (American)
Zambia, Lusaka		x			15				x	(London)	N-13 14/
Zimbabwe, Harare		x		10						(London)	N-13

9/ PK-9; 10-12 correspondence
10/ PK-12 Belgian; N-9 French
11/ 2 N-12 French; Int'l N-9
Supervised Corresp. Prog. 10-12

12/ Grade 9: Correspondence
13/ N-8 American/Int'l; K-13 French
14/ American K-9; Int'l 1-13; French N-12
15/ K-8 Int'l School British curriculum.
St. Paul's 7-12; St. George's PK-8

** Two R&R Post x= YES Schools: N= Nursery; PK= Pre-kinder; K= Kinder

Latin American & the Caribbean Bureau (LAC):											
Belize, Belize City		x				20				(Caracas)	PK-12
Bolivia, La Paz	x						25		x	(Nassau)	N-12
Brazil, Brazilia		x	0							(Nassau)	N-12
Chile, Santiago		x		10						(Rio de Janeiro)	PK-12
Colombia, Bogota **		x			15			15		(Nassau)	PK-12
Costa Rica, San Jose		x	0								PK-12
Dominican Republic, Santo Domingo		x				20				(San Jose, C.R.)	N-12
Ecuador, Quito		x			15					(Nassau)	N-12
El Salvador, San Salvador	x				15			20		(Nassau)	N-12
Guatemala, Guatemala City		x		10						(Nassau)	N-12

A.I.D. POSTS SUMMARIES

Duty Post	1-tour Posts	2-tour Posts	Post Differential-% 0	10	15	20	25	Danger Pay-%	Con-sum-ables	R&R	Schools at Post
Latin America & the Caribbean (LAC):											
Haiti, Port-au-Prince		x					25			(San Jose, C.R.)	N-12
Honduras, Tegucigalpa		x			15					(Nassau)	N-12
Jamiaca, Kingston		x			15					(Caracas)	N-13
Mexico, Mexico, D.F.		x		10							N-12
Nicaragua, Managua	x					20			x	(Nassau)	PK-12
Panama, Panama City		x		10						(Nassau)	N-12 2/
Paraguay, Asuncion		x		10						(Nassau)	N-12
Peru, Lima **	x				15			15		(Nassau)	N-12
RDO/C, Bridgetown		x	0							(San Jose, C.R.)	N-10 1/
ROCAP, Guatemala City		x		10						(Nassau)	N-12
Uruguay, Montevideo		x	0								N-12

1/ NK-10 Boys and Girls; 11 Boys only
2/ Int'l School (1988) K-10; Balboa High School (DoDDS) 10-12

** Two R&R Post Schools: N= Nursery; PK= Pre-kinder; K= Kinder

Overseas Management Support

Library of Administrative Procedures

Executive Officers are reminded that FA/OMS has included in its depository of useful administrative management information a copy of East Africa's REDSO Mission Order on "Purchasing Procedures" (a hard copy and Wang disk) and a copy of USAID/Cairo's FSN Employee's Handbook. These documents are available for any mission's use since the procedures outlined in the documents may be modified to meet any post's particular requirements or operating environment. Copies may be requested from FA/OMS, Rm. 1600A, SA-14, Washington D.C. 20523-1436.

As well, FA/OMS is always interested in obtaining from executive officers new information which may be used by other executive officers around the world. If you feel that you possess such information, please go ahead and forward it to FA/OMS at the address specified in the above paragraph. We're certain that it will be of use to some entity within the Agency at some time or another.

Revision of Five AID Handbook 23 Chapters

Foreign Affairs Manual Volume 6 titled General Services has been revised and issued under State Department Transmittal Letter GS-1 dated 8/22/91. Five chapters of the revised 6 FAM will be issued under AID HB TM 23:79, dated January 3, 1992, for inclusion into HB 23, Overseas Support. AID missions should receive TM 23:79 by mid - March 1992.

The five 6FAM chapters being incorporated into HB 23 are as follows:

Chapter	Appendix	Title
4	4A (6 FAM 200)	Personal Property Management
5	5A (6 FAM 700)	Foreign Buildings Operations
6	6A (6 FAM 228)	Motor Vehicle Management
7	7A (6 FAM 600)	Safety Program
8	8A (6 FAM 800)	Commissary, Mess and Recreational Facilities

The substantive revisions made in the 6 FAM update are specified in detail in the following paragraphs.

Appendix 4A of HB 23 titled Personal Property Management has been revised to include the following revisions: a) Section 222.7-3 - added commissary/mess/recreational facilities as entities which agencies may loan their property; b) Section 227.3 - 2 - conveys STATE Only policy which provides embassies/consulates authority to donate by transfer, replacement property to commissaries and American-sponsored overseas schools; c) Section 227.3-3d - clarifies what expenses may and may not be paid from proceeds of property sales.

Appendix 5A (6 FAM 700) of HB 23 titled Foreign Buildings Operations, has been updated in its entirety. Substantive changes or additions to 6 FAM 700 are as outlined below:

1. Throughout 6 FAM 700, emphasis is made on AID's independent authority to acquire and manage its own real property under 636(c) of the FAA.

2. Section 720 has not changed from the previous issue. STATE/A/FBO is rewriting this section for issuance in the near future. The update will include A/FBO's revised overseas housing policy per Airgram 171, and revised policy for managing USG properties.

3. Section 731.1-5 is new; it concerns workplace parking for POVs.

4. Section 731.1-6 is new; its concerns acquiring space for recreational facilities. Refer to 6 FAM sections 748.1d. and 754.1(5) for AID policy regarding this subject.

5. Section 731.2-2 specifies AID's overseas leasing authority.

6. Section 731.3-5 b. specifies AID's approval requirements for leases containing a purchase option.

7. Section 731.3 titled Leased Space provides expanded guidance on USG short-term leases regarding: a) AID's approval requirements for lease purchase options; b) off-shore payments (NOTE: AID missions request waivers for offshore payments from A/FBO, not FA/OMS); c) non-standard clauses; and d) letters of intent.

8. Section 740 titled Acquisition of Real Property by Purchase, Exchange, Gift or Lease Purchase provides expanded coverage of State's and AID's real property proposal and purchase process.

9. Section 750 titled Construction, Improvements, and Alterations of USG-owned and Long-term Leased Property has been rewritten in its entirety.

10. Section 760 titled Minor Improvements and Special Maintenance and Repair Projects has been rewritten in its entirety.

11. Section 771.5-1 is regarding AID principal officers' representational items entitlements. Exhibit 771.5-1 provides a revised list of representational items which are authorized for AID principal officers.

12. Section 771.8 b. provides AID policy regarding furnishing servants' quarters.

13. Section 772 provides expanded guidance on employees' FFA&E entitlements. Section 772.2 specifies A&E items which AID missions may not buy, transport, install or repair in AID-owned or-leased residences.

14. Section 773.4 is new; it specifies kitchen equipment entitlements for AID principal officers.

15. Section 777.4 specifies missions' responsibility to annually submit inventories of all AID principal officers' residences. This section will be revised in a future revision to correspond with a procedural revision FA/OMS included in State's recent 6 FAM 220 (Personal Property Management) rewrite (section 226.3b.) which State hopes to issue within the next several months. Effective FY 92, missions will need only to submit residential inventories NLT 30 days from the arrival and departure of AID principal officers to/from assigned residences.

16. Section 781.2-2 emphasizes AID's authority to retain proceeds of real property sales for use to acquire other real properties on a worldwide basis.

17. Section 786.1 specifies the AID account to which real property sales proceeds are deposited.

18. Sections 784 and 785 provide expanded coverage on property exchanges, and the lease or license of USG-owned property, respectively.

19. Section 790 provides expanded coverage of REMS reports.

20. Section 793 emphasizes AID missions' responsibility to report annually their real property holdings to chiefs of missions at the request of Embassy Administrative Officers, with a certification statement attesting to the effective use of the reported properties during the fiscal year.

21. Section 795.2 reiterates the types of and number of originals or copies of real property documents which FA/OMS requires from missions on a routine basis.

Appendix 6A (6 FAM 228) of HB 23 titled Use and Control of Official Vehicles, has been reissued by STATE/A/OPR/ST/S/MV. No substantive changes have been made from the previous Appendix 6 issue.

Appendix 7A (6 FAM 600) of HB 23 titled Safety and Occupational Health Program has been rewritten by STATE/A/OPR/SAF. The substantive revisions made throughout section 600 are indicated by use of italics for new material.

Appendix 8A (6FAM 500) HB 23 titled Commissary, Mess, and Recreational Facilities has been revised to incorporate the following revisions:

1. Section 513.2 - modified first sentence to be consistent with 6 FAM 521.4.

2. Section 521.2 - specifies State's requirement for an annual certification statement from employee-operated associations.

3. Section 521.4b. - allows an exception for agencies to provide facilities for exclusive employee associations use. The previous policy prohibited USG from leasing facilities for exclusive use of employee associations, including for the establishment and operation of day care facilities, for which support is authorized by 40 USC 490b. This revision will resolve the exception for day care facilities as well as any future exceptions to the regulation.

4. Section 524.4-1a. - this section has been revised to explain the categories of USG citizen employees who have full access to employee associations. It clarifies that association privileges are extended to USPSCs, USG employees detailed or on transfer to international organizations as well as to U.S. civilian and military personnel of the USG.

5. Section 524.4-1b. and c. - this section specifies criteria for posts to use to determine whether U.S. citizen employees of contractors can have access to employee associations.

6. Section 524.4-3a. - specifies that offshore TCNs and their dependents may be extended full employee association privileges with principal officer approval and consistent with host country laws and customs. This means TCNs may purchase duty-free goods from such facilities. Under the previous regulations, offshore TCNS were restricted from this privilege.

7. Section 524.4-3c. - With the exception of purchase of duty-free goods, recruited in-country TCNs and their dependents may be extended employee association privileges with principal officer approval and if it is not inconsistent with the host country laws and customs. Recruited in-country TCNs were not specifically addressed in the previous regulations.

8. Section 525.1c. - recommends that each activity of the association should be self-sustaining in balancing revenues and costs.

9. Section 525.3 - emphasis is made that joint orders will reduce transportation and insurance costs, particularly since transportation cost is a significant cost of the total cost, plus minimize partial shipments which provide opportunities for theft and loss with increased insurance and wharfage charges.

10. Section 525.8c. - revision clarifies the appropriate use of videotaped movies and recorded TV programs.

11. Section 525.8e. - new section added to emphasize that the protection of copyright materials extends to the illegal duplication of computer software.

12. Section 525.9 - many posts' association services are subcontracted through concessionaries. To protect both the post and association, the association may have a contract with each concessionaire. Both post and association should insist that the concessionaire have liability insurance, follow the labor/national health insurance/retirement laws and regulations of the host country.

13. Section 527 - this section re-emphasizes that employee association representatives may not use their official USG positions when operating on behalf of their employee associations.

14. Section 527.2a. - this revision will assure that the Treasurer of the employee association is monitoring association staff and that the Treasurer is providing correct information to the Board of Directors.

15. Section 527.6 - this is a new section; it specifies employee associations may not support American or other private clubs.

16. Section 531.4d. - profit or fees are not allowed when contracting with an employee organization.

FA/AS Mission Outreach Program

FA/AS has established a Mission Outreach Program to provide missions with the highest quality of service and assistance necessary to support the extraordinary work done in the field. This new program was launched last fall with FA/AS' deployment of an outreach team to the Latin America region (to the cities of Panama City, San Jose, Guatemala, and Santo Domingo) where team members learned about this geographical area's living and working environment.

The LAC Mission Outreach Team consisted of three managers from FA/AS as follows: 1) Elizabeth Baltimore from the Information Support Services Division which includes the Records Management Branch and the Mail Distribution Branch; 2) Diane Carter from the Travel and Transportation Division; and 3) Mary Lester from the Resources Management Division (for occupational safety and health activities). These managers were able to get a first hand understanding of how the missions operate, hear from each mission what FA/AS could do to best assist the field, and find ways to improve services FA/AS now provides.

The Team concluded that: 1) the missions are very well run operations and that both the embassies and the missions are staffed with competent and highly motivated employees; 2) missions prefer to have more information and services of all types coming from AID/W; 3) the "One Stop Coordinator" operation (where calls for assistance are directed to one employee or office) in place in some of the missions is a good concept which could be adopted in FA/AS and other missions. The concept is based on the premise of eliminating the "run around" or constant referrals generally received by employees seeking information.

The Team recommended that: 1) clear guidance be issued to missions on points of contact, directory of services, procedures and standards for delivery of services; 2) the "One Stop "Coordinator" concept be examined by FA/AS and ideas be coordinated with other offices; 3) clear legislation, regulations, guidance and other information be issued to missions in FA/AS' functional areas — early and often; and 4) Mission Outreach trips be continued in Africa, Asia, Near East and Europe to assure continuity of purpose and issues.

Copies of the final report of the LAC Mission Outreach Team may be obtained from Elizabeth Baltimore, FA/AS/ISS. Her office phone number is (202) 647-9394 ; send fax messages to phone number (202) 647-5340.

Property Management Guidance Provided to EXOS Worldwide

Mission Executive Officers worldwide should now be in receipt of in-depth guidance from FA/OMS concerning the correct preparation of annual routine property reports. The guidance was transmitted to posts in a memorandum from Gloria Kirk dated January 28, 1992. FA/OMS prepared this guidance far in advance of the FY 92 reporting cycle to enable missions to capture specific data early in FY 92 for their annual reporting to AID/W. Mission executive officers' attention to this guidance will enhance AID/W, FA/OMS property reporting to OMB, GSA and the Congress for the FY 92 reports cycle.

Mission executive officers who have not received the aforementioned memorandum may request a copy from Gloria Kirk, FA/OMS, Rm. 1600B, SA-14, 20523-1436, Fax No. 703 875-1243.

Travel & Transportation

Long-Term Permanent Storage

Long-term permanent storage has been a focus of the AID/IG auditors for several months, per the specific request of the Office of Administrative Services. The Permanent Storage Accounts System (PSAS), developed in 1978, has been in need of overhaul to make it more useful. With FA/IRM's help, FA/AS hopes to have a better system to budget for storage, ensure that records of household effects (HHE) in storage throughout the U.S. are complete and accurate, and that payments to storage companies are up-to-date. In an effort to improve the storage controls and protect employee effects, AID has reached agreement with the Department of State to use its Hagerstown, Maryland warehouse facility for HHE storage of all new-hire employees. This long-term leased facility, under State Department contracted management control, is only 75 minutes from AID/W. The warehouse building, security, and its operation is one of the best, and the cost for storage is about 25% less than the average for the DC metro area.

Temporary Storage of Personnel Effects

Employees are generally aware that when re-assigned to AID/W from an overseas post, their household effects (HHE) in permanent storage, and HHE coming into the U.S. can be temporarily stored up to 90 days at AID expense. (This also applies to AID employees who separate/retire at post.) Discussions with the Department of State led AID to agree that UAB is also personal effects, and eligible for 90 days temporary storage. This represents a change from the previous Agency practice of allowing only 15 days temporary storage of UAB at government expense. We have determined that 90 day temporary storage of UAB may be necessary for some employees who are transferring to another post and require language or other training, in conjunction with Home Leave. AID HB 22 will be revised to reflect this period of temporary storage for UAB.

International Thru Government Bill of Lading

The AID Travel & Transportation Division has been working with the STATE Transportation Office to develop a test of the the International Thru Government Bill of Lading (ITGBL) as an alternative shipping method for household effects (HHE). The current direct procurement method to pack and ship HHE may not be the most suitable nor cost-effective arrangement to get HHE to many high-volume posts. The ITGBL method will be tested in about 20 posts in Europe, Asia, and Latin America.

By issuing an ITGBL to a single packing/shipping company, it is expected that we will reduce the documents issued by various offices involved, improve tracking of HHE shipments, and minimize the number of claims the Agency receives. In many places where the Department of State and AID operate, certain restrictions or the low volume of shipments means current pack and ship methods will be used because the ITGBL will not be feasible or cost-effective. Requests for price and service tenders are planned for issuance in April, and the test is planned to begin in October-November of 1992 to run during a slow and busy cycle of one year. Posts will be kept informed on the test as it progresses. USAIDs in Rabat, or Nairobi, or other posts who would like to be part of this test should cable or write the chief of FA/AS/TT, Room 1247 NS, as soon as possible.

The Personal Property Claims Program

Program Under Revision

As a result of a recent audit by the AID IG auditors of the AID claims policies and procedures, the Travel and Transportation Division (FA/AS/TT) has been looking at a variety of issues which indicate the need for better information from AID/W to employees and to field posts. There is a need for employees (going from AID/W and between posts) to be more knowledgable about: living conditions at the post of assignment in an effort to best determine those items needed at post and those appropriate for storage; the provisions of the Claims Act legislation and limitations on compensation/reimbursement; how to properly submit a claim and to provide substantiation of ownership and value of items claimed.

FA/AS/TT is taking actions on several fronts to provide better information to its clients, as well as to tighten up the claims adjudication process. First, Chapter 10 of Handbook 23 is being revised to outline the important features of the Claims Act and its limitations on reimbursement for certain items such as jewelry, electronic equipment, expensive hobby or sports equipment, furniture and the like (see list of maximums allowable in Chapter 10, Appendix A). This chapter will also highlight helpful reminders to employees about packing and inventories, high-value itemized lists which must be kept on file in AID/W, the need for insurance, etc.

Secondly, FA/AS/TT has developed handouts to highlight specific areas of concern. Some of these include handouts on the *Claims Act, High Value Items, Why You Need Insurance, and Packing Instructions*. We have included them in this article for use at post, and will mail executive officers a set of them.

Employees should be aware of steps they should take to ensure a good pack-out inventory of items for storage, and sea and air shipments.

If employees have property of substantial or extraordinary value, such property must be itemized on a high value inventory showing cost and date of purchase, supported by sales receipts or an appraisal value, as appropriate. This high-value list must be kept up-to-date by the employee at post and when packing out for an onward assignment. An up-to-date copy MUST be sent to the AID Claims Office in the Travel & Transportation Division (FA/AS/TT) for placement in the employee's Travel file. It is also very important for employees to prepare an itemized personal property inventory. This and other important papers such as transit or property insurance, may be kept at post, but also should be in a secure place like a safe deposit box.

Documentation to substantiate a claim filed with the Agency must include more than an assertion that an item was stolen, damaged or missing. The packing inventory, insurance application, shipping documents as appropriate, a high-value list, and photos or even a video tape of your possessions are very useful to support a claim. AID, as well as insurance companies, require substantiation of ownership and verification of values on items, especially of high value, to support a claim.

The following documents are handouts prepared by FA/AS/TT to provide information to foreign service employees and their families in packing out of AID/W, transferring between posts or returning to AID/W assignments. These handouts can be copied for immediate use by executive officers.

About the Claims Act

The U.S. Government provides certain compensation for loss or damage to personal property that is incident to its employees service. The Military Personnel and Civilian Employees' Claims Act of 1964, amended in 1988, was not designed to fully compensate all claims. The Act's limitations (Table of Maximum Amounts Allowable) are detailed in HB 23, Chapter 10, Appendix 10 A (6 FAM 300), or the Foreign Affairs Manual. This brief summary is intended merely to acquaint you with the limitations of the Act. For specific guidance in filing a claim, please consult HB 23, Appendix 10A or 3 FAM section, 310 and 320. Every mission should have a designated Claims Assistance Officer, as well as a Claims Investigating Officer. If you are filing a claim while in Washington, contact the Claims Office in the Travel and Transportation Division (Room 12A47A NS, 647-8278).

USAID recommends that employees obtain full commercial insurance for their effects and automobiles. (See SECTION: Why You Need Insurance For Your Effects.)

The maximum amount payable under the Claims Act is $40,000. However, there are restrictive per-item limits under the Claims Act, and, in addition, reimbursement is not made for replacement cost of an item, but only for the depreciated value, plus inflation.

The Act authorizes payment for personal property only. It does not provide compensation for loss of real estate nor for such types of expenses as: loss of use, interest, carrying charges, cost of lodging or food while awaiting arrival of shipments, attorney fees, telephone calls, car rentals, inconvenience, or cost of insurance premiums.

The Act does not provide coverage for items you are wearing or carrying at the time of the loss or damage (e.g., watches, rings, wallets, etc.) nor while you are traveling without government orders (e.g., on vacation).

The Claims Act does not provide coverage for theft of your cash, either while in transit or in storage.

Every employee has the legal right to file a claim against the Department under this Act. However, you should be aware that the Agency has determined that it will not cover/reimburse any claim where the total adjudicated loss or damage is $50.00 or less. All claims in excess of $50.00 must be filed within two years from the date of delivery, or in the case of theft from quarters, two years from the date of the theft. Sometimes, advance payment may be authorized up to 75% of the value of the loss if specifically requested; however, a claim must first be submitted and reviewed for appropriateness and adjudicated for valuation.

The State Department Claims Office has prepared a Claims Handbook, included as Attachment 10D to Chapter 10, HB 23. You can obtain a copy from the executive officer or the AID Claims Office for your information.

Why You Need Insurance For Your Effects

Because you are transferring under government orders, your possessions are covered by the Military Personnel and Civilian Employees' Claims Act. This law provides for reimbursement of loss or damage to your shipments, up to $40,000.

The Department's contractors also assume some responsibility for your goods. The packing company is liable for loss and/or damage, however caused, to any article that it has packed while in its control or custody. If you elect to pack any items yourself, the packing company will assume no liability whatsoever for damage to those items. In addition, antiques or original works of art will not be reimbursed for their actual value. There are limits on the amount of reimbursement for certain items, such as expensive hobby equipment, jewelry, rugs, artifacts, furs. Reimbursement in excess of the established limits will have to be provided by commercial insurance.

NOTE: Any private insurance you obtain should be for the full value of your effects. If you insure for less than 100%, the insurance company will pay only the percentage of your claim specified in your policy.

Claims

The INVENTORY is the document the packer gives you when your household effects are packed out, either for shipment to post or when returning to the U.S. This document is a "statement" of what the packer has picked up from you, and also may describe the condition of your goods at the time of packing. The inventory will be signed by both you and the packing crew chief. It should specify any high-value items you are packing to ensure that the packer takes responsibility for them and is liable in case of their loss or damage. You should have a separate inventory list for each type of packing the company performs: UAB, HHE, storage, consumables, etc.

Remember, Your INVENTORY is:

The **Record** to use when your household and personal effects arrive at their destination. By checking items off as they enter your home, any missing items and/or items designated for storage and erroneously shipped are quickly identified.

Evidence that an item should have been placed in storage but was shipped, or vice versa. If effects that were marked for shipment are found in the storage lot, the packing company will be required to prepare them for shipment at no expense to the government and can be assessed liquidated damages for unnecessary delay in preparing and releasing the shipment;

The **Basis** for filing a claim in the event of a loss. The inventory serves again as evidence that the item existed and that the claim is legitimate. Without a copy of the inventory, your insurance company and the AID Claims Office will require a lot of additional proof to establish that a loss has occurred;

The **Document** required when you request supplemental shipments from your storage. You must identify items

to be removed from storage by their numbers assigned in the packing inventory, as well as by descriptions; and

The only record you have that your household effects were shipped!
A group of complete strangers has entered your home, removed your belongings and assured you that you will see your things again in the future. Without an inventory, you have no record that someone else has assumed responsibility for your effects while in transit and/or storage for their safe return.

High Value Items

Separate attention must be given to high-value items. A high-value item is an article which individually (not as part of a set) has a worth of $1000 or more.

You may elect to include such high-value items in your household effects shipment. Regardless of the manner of shipment, you must declare all high-value items in writing at the time of making arrangements for shipment. You must provide a detailed list of your high-value items with supporting documentation of their estimated values, and attach it to a DS Form 1620. This form may be obtained from your EXO or from the Transportation and Storage Branch, Room 1247, NS.

Unless you provide this declaration , the high-value items may not be considered for payment in any amount in the settlement of a claim.

Overweight

Packing Companies are not authorized to forward your shipments (i.e., UAB or HHE) to post if the authorized weight allowance is exceeded. In the event that your UAB or HHEs are overweight on any authorized shipment, the excess weight must be removed or you must agree, in advance, that the additional freight charges will be paid BY YOU before the shipment can be forwarded to post (make sure that the EXO, at post, or the Transportation and Shipping Branch, in AID/W, knows where to contact you). The employee normally agrees in writing that he or she will pay all excess costs.

Supervise Your Packout

These instructions will facilitate the packing of your goods:

To reduce the chances of mixing different types of shipments, you should try to have the various groups in separate rooms as much as possible. If the summer clothing going to post is in one room while winter wear going to storage is in another, there is less likelihood that your ski suit will show up in Fiji with your other household effects.

Have rugs, coats, and other items cleaned, particularly if you plan to store them. Remove your clothes from their hangers; hangers will be sent separately from clothes so as not to damage them. Make sure that any items for controlled storage are separated from those items for conventional storage. Have everything ready to go when packers arrive; do not expect packers to remove electrical fixtures, wall-to-wall carpeting, or disconnect gas lines.

Articles of unusual value or fragility, which require special crating to ensure their safe transit, should be called to the attention of the packers. Again, the additional weight of any special crating is chargeable against your net weight allowance.

Do not rely on verbal assurances. If the packing company promises you any kind of special service (e.g., security crating, separation of special shipments, etc.), GET IT IN WRITING. Oral agreements will not help to settle any subsequent problems that arise during shipment of your household effects. The packing company cannot promise any special services beyond those included in their contract.

Do not let the packers totally control the move. Insist on an adequate, but not overwhelming, number of packers and let them know you are informed about packing requirements and procedures. You are entitled to two days Administrative Leave for pack-out, so there is no need to feel extremely pressured. If you encounter any problems (such as incompetence, rudeness, lateness, no-shows, etc.) report them to Transportation at 647-8282, or to your executive officer at post.

You may find it helpful to keep your own numbered inventory as you go along, including more details about the contents of each carton. This will make it easier to retrieve specific stored boxes or individual items later, as well as to separate out things you want unpacked immediately from things that can wait. It also helps ensure that the official inventory is correct (see below). Make extra copies of your inventory when it is completed.

If your packer approaches you about purchasing extra insurance on your effects shipments, be aware that the De-

partment will not pay for this extra insurance. You will have to pay for it yourself.

Do not serve alcoholic beverages to the packers. Non-alcoholic beverages are fine if you are so disposed.

Do not leave money or other valuables lying around unprotected on packing day.

Do not leave your home on packing day until the packers finish unless a friend or neighbor can stay to act on your behalf.

Packers obligations - Packers must individually wrap every article, except for clothing and blankets, for sufficient protection. Every article must also be properly packed in a suitable container. Clothing and blankets must be neatly folded and placed in boxes properly lined with clean kraft paper. Clothing should be packed in wardrobe boxes or cartons without hangers.

Each carton must be marked on the outside, in general terms, as to its contents (e.g., kitchen utensils, books, dishes, clothing, linens, etc.). Each individually-wrapped piece, as well as each carton, must also be identified with a lot and an inventory number. These numbers must be written on the outside of each piece of furniture, article, or carton after it is wrapped or sealed for shipment or storage. This information is vital in the event you wish to retrieve certain articles for shipment to post within the subsequent year.

The official inventory is made up later by the packers as the cartons are placed in the lift van or the packers truck. Since the inventory is drawn up after the boxes are packed and sealed and is based on what is written on the box, you must be sure that the descriptions on the boxes are adequate to differentiate between boxes, so they will be placed with the correct shipments. For example, if you are going to take professional books but leave behind your collection of Ellery Queen mysteries, mark the boxes accordingly. Also, although boxes may be marked in a foreign language (the packers), the inventory must be written in English.

You or your agent will be asked to sign the inventory when it is prepared. Make sure the inventory is complete and correct in case of any future problems, especially any insurance claims against your insurance company or the Department. Many inventories also contain information on the "condition" of your effects. Make sure that this information is correct before you sign on the dotted line.

The packing company will have been notified of your total weight allowances. Contact them once your shipments have been crated and weighed to ascertain whether the individual net weights of the HHE, UAB, storage, or consumables portions exceed your allowances. You are not liable for the weight of the shipping crates unless you have requested special safety packing for valuable belongings.

Important Miscellaneous Information

The Secrets of Effective Thinking

by
Dr. Gerald Kushel

The world is filled with success stories-very limited success stories...but few of us ever achieve success in even two of the following three life dimensions..

Successful careers
Satisfying work
Rich personal lives

... and genuine "three-demensional" success is extremely rare.

To learn more about three-dimensional success, I studied 1,200 people - lawyers, artists, blue-collar workers, teachers and students. All had successful careers, and so had achieved at least one-dimensional success.

My psychological test gauged their success in the other two dimensions - job satisfaction and personal life satisfaction. Results:

Fifteen percent enjoyed neither their jobs nor their personal lives - and thus had achieved two-dimensional success. Sad: Most thought their successful, enjoyable careers resulted from a willingness to sacrifice their personal lives. One executive I asked to rate his personal life responded. Personal life? What personal life?

Four percent enjoyed both their work and their personal lives. These people had achieved three-dimensional success. They were good at their jobs...and they enjoyed their work...and they had fulfilling personal lives. I call these people Uncommonly Successful People (USPs).

To learn more about three-dimensional success, I subjected these USPs to additional psychological testing. I found that all USPs share three important traits...

Inner calm that helps them to stay focused.

Clear goals and a sense of purpose that guide their lives.

Adventurousness that lets them laugh at themselves and gives them the courage to take necessary risks.

Effective Thinking

That wasn't all they shared. All USPs also share an uncommon way of thinking-what I call effective thinking.

Effective thinking is not the same as positive thinking, although positive thinking can sometimes be effective. Effective thinking is any thought pattern that leads, directly or indirectly, to personal and professional success...to a rich and satisfying life.

Effective thinking is always result-oriented. There is an effective thought for every situation we encounter.

Note: Most USPs weren't born effective thinkers. They learned to think effectively, just as all of us can. What's needed:

Finding out exactly what you want in each dimension of your life.

Committing yourself to achieving those goals.

Using this standard approach to effective thinking...

Step one: Take notice. As you hurry through life, pause five or six times a day to take stock of your life.

Am I doing well? Am I moving toward my goal of three-dimensional success? If you can honestly answer these questions in the affirmative, no additional action is needed. Go back to what you were doing. But if the answer is no, you must pause to get back on track.

Uncommon success does not mean vast riches, nor does it mean you must enjoy every moment of your life.

Example: A meeting might not be fun, but enduring it might help land you that next promotion. Viewing such experiences as important steps along your way to uncommon success makes them easier to bear. What you think is entirely under your control. Don't blow minor or temporary annoyances out of proportion.

Step two: Pause. If while taking notice you discover that you are not heading toward uncommon success, you must pause. This pause may last from just a few seconds to several months, while all the other aspects of your life continue as before. Whatever the duration of the pause, its purpose remains the same - to break your self-defeating mind-set.

Background: All humans approach life using certain mind-sets that have been programmed into our brains by parents, friends and teachers. At times these mind-sets are helpful...but at other times they make life needlessly difficult, interfering with our journeys toward uncommon success.

Example: In my seminars, I ask participants if they're familiar with Ivan Pavlov, the Russian scientist who first demonstrated the conditioned response in which an animal's assumptions begin to control his behavior - a dog fed at the ring of a bell begins to salivate as soon as the bell is rung. Invariable, several participants raise their hands. When they do, I ask who told them to do so. Of course, no one did. They assumed they should raise their hands because they had in the past. Life works the same way. We behave in certain ways and think certain thoughts because we've been trained to do so. By pausing, we learn to break old habits and view life in fresh, creative terms.

Step three: Identify effective thoughts. USPs always take responsibility for their life situation, shifting away from the external to the internal.

Example: A non-USP might think, Pressures on my job make me nervous. But a USP in the same situation thinks, Pressures on my job do not make me nervous. My thoughts about these pressures make me nervous.

In this way, USPs pinpoint defective thoughts and then identifies - or creates - effective thoughts with which to replace them. Aids to effective thinking:

Understanding anger

All anger stems from fear. Eliminate the fear, and you eliminate the anger. If you become angry, ask your self what you fear. In most cases, fears are not justified. If you encounter an angry person, don't think, What a terrible person! Instead, ask yourself, What is he/she afraid of?

Understanding depression

All of us experience depression at some time or another. Depression helps us cope with sadness and then provides the impetus to get us back on track. Avoiding sadness or depression actually has a negative effect. The trick is not to spend too much time being depressed.

Understanding failure

Think of setbacks not as failures, but as learning opportunities. People who have never had setbacks are most likely operating far below their true capabilities.

Understanding intimacy

No matter how many friends you have, no matter how big and loving your family, each of us alone, is responsible for ourself. This is especially true for uncommonly successful people, who operate at the upper echelons of business and society. Accepting the inevitability of occasional loneliness makes life more pleasant.

Understanding neediness

People prefer to have all sorts of things - love, a nice house and car, a high-paying job, etc. In reality, they need only the basics - food, shelter and clothing. Realizing that you can make do without all your preferences helps you appreciate what you already have.

Paradox: In many cases, realizing that you don't need something makes it easier to get that something.

Understanding resentment

Life is not always fair. Rotten people sometimes thrive, and nice people occasionally suffer. But being indignant about this unfortunate fact is useless.

Better way: Try to set right an unfairness when you can. When you cannot, mourn briefly, then get on with life.

Once you have identified effective thoughts, all that remains is to implement them - by choosing to do so.

Step four: Choose. The brain is capable of enormous tasks. Unfortunately, most people believe they have little control over their thought, and so are enslaved by them. As USPs already know, humans are unique among animals in that they can choose their thoughts.

In many cases, it's possible simply to choose to think of a particular effective thought to focus upon. If conscious choosing fails, however, there is an alternative...

Reverse psychology: Exaggerate whatever defective thought you are thinking until you grow weary of it. Then use this newfound sense of control to choose the effective thought. If you have insomnia, for example, try thinking thoughts that will wake you up. Once you tire of this, choose to think sleep-promoting thoughts.

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State Department Safety Watch Publication

At the 1991 Executive Officer's Conference, Steve Urrman of STATE/A/OPR/SAF advised conference participants of the *Safety/Health Watch* newsletter prepared for overseas and Washington offices. It is a bimonthly newsletter and is now available to posts in French or Spanish in addition to English. USAID missions which are interested in receiving this newsletter should forward a request to STATE/A/OPR/SAF, U.S. Department of State, Washington, D.C. 20520-3800. In the request, indicate the number of copies required and in what language.

The newsletter provides a wealth of information on safety topics which are relevant to the workplace overseas, so missions not receiving this newsletter are strongly encouraged to request placement on the distribution list.

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LAC/EMS

Director	Kay Harley
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NE/EMS

Director	Robert Ward
Deputy Director	(Vacant)

IDIs On-Board in AID/W

Contract Officers

Donella Russell

Commodity Officers

Raymond Edler

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BOTSWANA, Gaborone Executive Officer	Judi Shane
BURUNDI, Bujumbura Executive Officer	Michael T. Fritz
CAMEROON, Yaounde Executive Officer	Paul D. Guild
**Administrative Officer*	Douglas C. Rohn
Contract Officer	Carlton M. Bennett
CHAD, N'Djamena Executive Officer	Jerry A. Penno
COTE IVOIRE, Abidjan Executive Officer	Steve Wallace
Deputy Executive Officer	John Peevey
Regional Contract Officer	Cynthia Judge
Regional Contract Officer	Steven G. Wisecarver
Regional Commodity Mgt Officer	Peter W. Shirk
ETHIOPIA, Addis Ababa Executive Officer	Dee Ann Smith
GAMBIA, Banjul Executive Officer	Sean O'Leary (PSC)
GHANA, Accra Executive Officer	Denise A. Awad

** Denotes detail to State*

General Services Officer	G. Richard Reed (PSC)
GUINEA-BISSAU, Bissau	
Executive Officer	(Vacant)
Assistant Executive Officer	Trevor Brentnall (PSC)
GUINEA, Conakry	
Executive Officer	Gerald C. Render
Data Mgt Officer	David A. Washburn
Data Mgt Officer	Joel Q. Cotten
KENYA, Nairobi	
Executive Officer	John S. Steele
Deputy Executive Officer	Neil M. Kester
Personnel Officer	(Vacant)
General Services Officer	Penelope Hong
Reg Contract Officer	Richard J. Womack
Reg Contract Officer	Robert I. Weissberg
Reg Contract Officer	David J. Osinski
Reg Contract Officer	Michael M. Gibbons
Reg Commodity Mgt Officer	Robert A. Van Horn
Reg Commodity Mgt Officer	Christine E. Lyons
Computer Specialist	James R. Bossard
LESOTHO, Maseru	
Executive Officer	Corwin V. Edwards, Jr.
MADAGASCAR, Antananarivo	
Executive Officer	Lena M. Gurley
MALAWI, Lilongwe	
Executive Officer	Scott Covert (PSC)
Deputy Executive Officer	Tim W. Benbow (PSC)

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Executive Officer	Nancy L. Hoffman
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Executive Officer	Jairo J. Granados
NAMIBIA, Windhoek	
Executive Officer	Cynthia Bryant
NIGER, Niamey	
Executive Officer	Anthony J. Vodraska
Assistant Executive Officer	Anita Ouedraogo (PSC)
REPUBLIC OF SO. AFRICA, Pretoria	
Executive Officer	Bruce G. Gatti
RWANDA, Kigali	
Executive Officer	Yashwant Kainth
GSO Assistant	Veronica A. Rickard (PSC)
SENEGAL, Dakar	
Executive Officer	Michael J. Ireland
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SOMALIA, Mogadishu	
Executive Officer	(Vacant)
SUDAN, Khartoum	
Executive Officer	Roger B. Heller
Contract Officer	Orion Yeandel
General Services Officer	Romulo Yunienco (PSC)
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Executive Officer	R. Max Walton
Reg Contract Officer	Michael S. Kenyon
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Executive Officer	R. Douglass Arbuckle
UGANDA, Kampala	
Executive Officer	Raymond J. Dunbar
Assistant Executive Officer	Yves Core (PSC)

General Services Officer	Tony Cocayne (PSC)
ZAIRE, Kinshasa	
Executive Officer	Linda R. Gregory
Contract Officer	Jaroslaw J. Kryschtal
ZAMBIA, Lusaka	
Executive Officer	Mary Ann Epley
ZIMBABWE, Harare	
Executive Officer	(Vacant)

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EGYPT, Cairo	
Associate Dir for Management	Harold S. Daveler
Supervisory Exec Officer	Pamela A. White
Personnel Officer	Carol S. Snowden
*Gen Services Officer	Cecile A. Williams
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Contract Officer	Michael F. Walsh
Contract Officer	Leonel Pizzaro
IDI Contract Officer	Kimberley M. Kester
IDI Contract Officer	Beth S. Paige
Commodity Mgt Officer	Arthur J. Laemmerzahl
Commodity Mgt Officer	Thomas A. Baranyi
Commodity Mgt Officer	William L. Dunn

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Commodity Mgt Officer	Joseph W. Van Meter, Jr.
IDI Commodity Mgt Officer	Braden W. Enroth
Computer Specialist	(Vacant)
MOROCCO, Rabat	
Executive Officer	Edward P. Rhatigan
Contract Officer	Mary Reynolds
TUNISIA, Tunis	
Executive Officer	Gilbert D. Dietz
IDI Exec. Officer	Peter R. Hubbard
YEMEN, Sanaa	
Executive Officer	Charles G. Knight
Contract Officer	Ceophus Kennedy

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Executive Officer	Philip J. Buechler
Contract Officer	Alvera Sweet
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* Administrative Officer (Embassy)	Bryan Chastain
FIJI, Suva	
Administrative Advisor	Kathryn Hawley
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Deputy Executive Officer	Manchanda
Contract Officer	Leonard J. Kata

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Deputy Executive Officer	Margaret Healey
Contract Officer	Marcus L. Stevenson
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*Personnel Officer	Patricia Smith
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Executive Officer	Gerald R. Johnston
General Services Officer	Tom Hand (PSC)
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Deputy Executive Officer	John M. Tincoff
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Contract Officer	John May
Contract Officer	Michael Nicholas
Contract Officer	Timothy H. Anderson
Commodity Mgt. Officer	Stephan A. Klaus
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Deputy Executive Officer	William E. Wanamaker
Contract Officer	Stanley D. Heishman
Contract Officer	William Reynolds
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Executive Officer	Margaret McCarthy Knotts
SRI LANKA, Colombo	
Executive Officer	Carole J. Jones

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Reg Contract Officer	Neil C. Edin

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Executive Officer	Joseph Dorsey

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Executive Officer	Ron Olson

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Assistant Executive Officer	Albert Caldeira (PSC)
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Executive Officer	(Vacant)

BOLIVIA, La Paz

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Deputy Executive Officer	Laurence M. Foley
Contract Officer	Clement J. Bucher

COSTA RICA, San Jose

Executive Officer	John S. Johns
Computer Specialist	Lawrence E. Clark

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Executive Officer	(Vacant)
Contract Officer	(Vacant)
IDI Exec. Officer	Edith J. Humphreys
ECUADOR, Quito	
Executive Officer	Paule-Audrey Kizziar
Deputy Executive Officer	Mareya Calderon
Reg Contract Officer	James J. Dunlap
EL SALVADOR, San Salvador	
Executive Officer	James A. Leo
Deputy Executive Officer	Anne S. Heard
Contract Officer	Laura K. McGhee
Contract Officer	Carl Derrick
IDI Contract Officer	Paula Miller
GUATEMALA, Guatemala City	
Executive Officer	William R. Granger
Deputy Executive Officer	Linda D. Whitlock
Reg Commodity Mgt Officer	John Lewis
Contract Officer	John P. McAvoy
IDI Contract Officer	Donna Gray
HAITI, Port-au-Prince	
Executive Officer	Charles G. Drilling
Reg Contract Officer	Martin F. Napper
HONDURAS, Tegucigalpa	
Executive Officer	Gerald L. Nell
Deputy Executive Officer	Theresa A. Stephan
Contract Officer	Michael H. Snyder
Contract Officer	Anna Marie Scott

JAMAICA, Kingston	
Executive Officer	Floyd R. Spears
NICARAGUA, Managua	
Executive Officer	Edward O. Aker
Deputy Executive Officer	Scott Bellows
Contract Officer	James E. Corley
PANAMA, Panama City	
Executive Officer	James P. Donnelly
Commodity Mgt Officer	Robert B. Stader
PERU, Lima	
Executive Officer	Joseph M. Varley
COLUMBIA, Bogota	
* Gen Services Officer	Virgilio Perez

* * * * * * * *

**Detail to State*

NOTE: In countries where there is a PSC executive officer rather than a direct-hire EXO, please let us know so that we can publish a complete roster to include PSC EXOs in the next issue of the SERLETTER. Send notification to FA/OMS.

Directory of USAID Telefax Machines

Following is a current directory of USAID and FA Directorate Office telefax machines. However, due to the increasing number of telefax machines being installed worldwide and the constant changing of telephone numbers, missions are reminded that this list cannot be totally accurate but should be helpful in enabling missions to communicate with each other through the telefax machine.

If your mission has changed its telefax number or if this list shows an erroneous number, please send us a cable stating the correct number so that we can keep this list current. We would appreciate your assistance in keeping this directory as up-to-date as possible. Send all cables to FA/OMS.

Missions are reminded that these telefax machines are not to be used for transmission of CLASSIFIED or LIMITED OFFICIAL USE (LOU) documents.

AFRICA

LOCATION	TELEFAX PHONE—DIAL
USAID/Cote-Ivoire, Abidjan, REDSO/WCA	225-414002
USAID/Abidjan, Redso/WCA	225-414002
USAID/Botswana, Gaborone	267-313072
USAID/Brazzaville, Congo	242-83-6338
USAID/Burkina Faso, Ouagadougou	226-312368 *
USAID/Burundi, Bujumbura	257-2-22986 *
USAID/Cameroon, Yaounde	237-22-18-90
USAID/Chad, Ndjamena	235-51-50-02
USAID/Djibouti, Djibouti	253-353940
USAID/Ethiopia, Addis Ababa	251-1-55-0774
USAID/Gambia, Banjul	220-28066
USAID/Ghana, Accra	233-21-774338
USAID/Guinea, Conakry	224-44-19-85
USAID/Guinea-Bissau, Bissau	245-20-1185*
USAID/Kenya, Nairobi	254-2-337304
USAID/Lesotho, Maseru	266-310116 *
USAID/Liberia, Monrovia	231-262038
USAID/Madagascar, Antananarivo	261-2-349883
USAID/Malawi, Lilongwe	265-730-237
USAID/Mali, Bamako	223-22-39-33
USAID/Mauritania, Nouakchott	222-2-53355
USAID/Mozambique, Maputo	258-1-492098 *
USAID/Namibia, Windhoek	264-61-227006
USAID/Niger, Niamey	227-723918
USAID/Rwanda, Kigali	250-7-4735
USAID/Senegal, Dakar	221-232965
USAID/S. Africa, Pretoria	27-12-217212

* Not an international dial country. Operator assistance required and billed at station rate.

USAID/Sudan, Khartoum	160-016-73139
USAID/Swaziland, Mbabane	268-44770
USAID/Tanzania, Dar Es Salaam	255-51-22534
USAID/Togo, Lome	228-218856
USAID Uganda, Kampala	256-41-233417
USAID/Zambia, Lusaka	260-1-225741
USAID/Zaire, Kinshasa	243-12-21824 *
USAID/Zimbabwe, Harare	263-4-722418

ASIA & NEAR EAST

LOCATION	TELEFAX PHONE—DIAL
USAID/Bangladesh, Dhaka	880-2-834909
USAID/Egypt, Alexandria	20-3-4838830
USAID/Egypt, Cairo	20-2-356-2932
USAID/Fiji, Suva	679-300075
USAID/India, New Delhi	91-11-677012
USAID/Indonesia, Jakarta	62-21-380-6694
USAID/Italy, Rome	39-6-4674-2356
USAID/Jordan, Amman	962-6-604858
USAID/Morocco, Rabat	212-7-679-30
USAID/Nepal, Kathmandu	977-1-272357
USAID/Oman, Muscat	968-797778
USAID/Pakistan, Islamabad	92-51-823796
O/AID/REP/Pakistan, Islamabad	92-51-823796
USAID/Philippines, Manila	63-2-521-5241
USAID/Sri Lanka, Colombo	94-1-574264
USAID/Thailand, Bangkok	662-255-3730
USAID/Tunisia, Tunis	216-1-782-464
USAID/Yemen, Sanaa	967-2-251-578

* Not an international dial country. Operator assistance required and billed at station rate.

**Contact EXO first,* Fax is manual.

LATIN AMERICA AND THE CARIBBEAN

LOCATION	TELEFAX PHONE—DIAL
USAID/Barbados, Bridgetown	809-429-4438
USAID/Belize, Belize City	501-2-30215
USAID/Bolivia, La Paz	591-2-356096
USAID/Brazil, Brasilia	55-61-225-9136
USAID/Chile, Santiago	562-380931
USAID/Colombia, Bogota	57-1-288-5687
USAID/Costa Rica, San Jose	506-203434
USAID/Dom. Rep., Santo Domingo	809-685-1939
USAID/Ecuador, Quito	593-2-561-228

USAID/El Salvador, San Salvador	503-980885
USAID/RDO/C, Grenada	809-444-4809
USAID/Guatemala, Guatemala City	502-2-311505
ROCAP/Guatemala	502-348502
USAID/Haiti, Port-Au-Prince	509-239603
USAID/Honduras, Tegucigalpa	504-312776
USAID/Jamaica, Kingston	809-929-3752
USAID/Mexico, Mexico City	525-511-9980
USAID/Nicaragua, Managua	505-2-75711
USAID/Panama, Panama City	507-639519
USAID/Paraquay, Asuncion	595-21-213878
USAID/Peru, Lima	51-14-337034
USAID/Uruguay, Montevideo	598-2-921691

EASTERN EUROPE

LOCATION	TELEFAX PHONE—DIAL
USAID/Hungary, Budapest	36-1-1188659
USAID/Bulgaria, Sofia	359-2-543111
USAID/Czech., Prague	42-2-532456
USAID/Poland, Warsaw	48-22-287486
USAID/Romania, Bucharest	40-0-120508
USAID/Yugoslavia, Belgrade	38-11-645221
	38-11-645641
USAID/Albania, Tirana	355-4232222

THE BALTIC STATES

USAID/AIDREPLithuania,Vilnius	873-150-6776
USAID/AIDREPLatvia, Riga	871-150-7503
USAID/AIDREPEstonia, Tallinn	873-150-7476
	358-49306817

FA/DIRECTORATE

LOCATION	TELEFAX PHONE—DIAL
AA/FA, Rm. 3485A NS	202-647-4832
FA/IRM/AS/T, Rm 3730 NS	202-647-5340
FA/AS/ISS/MM, Rm. B-461 NS	202-647-8601
FA/AS/TTM, Rm. 1247 NS	202-647-8653
FA/PPE and MS/OMS, Rm. 1600, SA-14	703-875-1243
FA/OP, Rm. 1552, SA-14	703-875-1519
FA/OP/W, Rm. 1528, SA-14	703-875-1107
FA/OP/PS, Rm. 1464, SA-14	703-875-1027
FA/AS, Rm. 1200A, SA-14	703-875-1315
FA/IRM/OD, Rm. 1100, SA-14	703-875-1037
FA/IRM/TCO, Rm. 1000C, SA-14	703-875-1960

SUPPORT **SERLETTER** SERVICE

Management Information Bulletin

Agency for International Development

Washington, D.C. 20523

A.I.D./W Issue No. 18

June 1992

A view of L'eglise Saint-Andre Orthodox Church in Kiev, Ukraine, built in 1747.

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Procurement

Contract Information Reporting

A letter has been sent from Scott Spangler to all mission directors regarding the mandatory reporting of acquisition and assistance data to AID/W, FA/OP/CIMS and validation of all current actions.

Recent memos to all mission contracting officers and executive officers made distribution of new CIMS Direct Action Data Forms for basic contracts, delivery orders, grants and cooperative agreements, PASAs/RSSAs and all modifications.

Contract Information Bulletin (CIB) 92-12 distributed on April 29, 1992 provides guidance on Personal Services Contracts (PSC). Data forms are no longer required for PSCs. However, a copy of all PSCs with a total estimated value over $25,000, as well as all modifications thereto must be submitted to FA/OP/CIMS, Room 1200J, SA-14, Washington, D.C. within ten days of execution. The cover page of the PSC format has been revised to include additional data, i.e., Green Card Status, nationality, etc. Because the requirement for preparation of data forms for PSCs is eliminated, it is very important that all of the applicable blocks on the cover page of the PSC award document be completed.

If missions have not received the copies of the new data forms, contact Pauline Merrill of the CIMS staff in Room 1200J, SA-14, telephone number (703) 875-1637. Only a master copy of each new form was distributed to missions. Additional copies should be reproduced by missions as needed. Copies will not be stockpiled elsewhere. The data forms are interim forms. Missions are encouraged to submit any suggestions for simplifying or improving the forms to AID/W, FA/OP/CIMS.

Any questions regarding validation should be directed to Jim Kinsella of the CIMS staff. He is located in Room 1200J, SA-14 and his telephone number is (703) 875-1195.

GSA PUBLICATIONS

Missions that have no, or outdated, GSA catalogs may obtain them free of charge from: General Services Administration Centralized Mailing List Service, P.O. Box 6477, Fort Worth, Texas 76115-6477; telephone a.c. 817-334-5215 or 5240; fax a.c. 817-334-5227. (Mailing list code OSSC-0001). When you place your order for the catalog also request a supply of GSA form 457 so you can order other publications. Automatically GSA will make you aware of all of their publications, but initially you may be interested in the following: A) Federal Supply Schedule Program Guide: a supplement to the GSA supply catalog and describes the goods and services available on federal supply schedules. It provides general information about using federal supply schedules, a listing of schedules/contractor publications and an alphabetical index of items to facilitate ordering by customers. B) Fedstrip Operation Guide: (Mailing listing code OFOG-0008) provides instructions concerning the codes, and formats used in the federal standard requisitions and issue procedures (Fedstrip) system which is mandatory for all civilian agencies requisitioning from GSA; C) Fedstrip desk guide: (Mailing list code OFOG-0009) a ready reference containing the codes used in preparing Fedstrip requisitions, follow-ups cancellations and in interpreting status documents received from supply sources. D) Marketips: (Mailing list code OSSC-0002) a marketing newsletter highlighting pertinent procurement, supply information directed to federal users of the GSA supply system.

The centralized mailing list services (address, phone and fax numbers listed

above) assigns each customer a 12-digit identification number. This number provides immediate access to the customer mailing list account. For information on obtaining your identification number, or any GSA-related questions contact the CMLS direct.

Class Justification for Other than Full and Open Competition for U.S. Manufactured Vehicles.

FA/OMS has prepared a class justification for other than full and open competition for U.S. manufactured vehicles, which missions worldwide can use to purchase U.S. manufactured vehicles on which they have approved vehicle standardization plans from AID/W, FA/OMS. The class justification was issued to the field under Contract Information Bulletin No. 92-8, dated March 20, 1992. With this class justification, missions can procure vehicles directly from U.S. manufacturers without competition.

Procurements under approved standardization plans

Missions worldwide have been provided clarification guidance for procuring items under approved standardization plans. The guidance was issued under Management Information Bulletin (MIB) 92-1, dated April 15, 1992. This subject was an area of confusion to overseas administrative personnel. The MIB was cleared by FA/PPE.

Automation

Non-Expendable Property Management System (NXP) for the LAN

FA/IRM in coordination with FA/OMS is announcing the availability of release 6.0 of the Non-Expendable Property Management System (NXP). This release includes many enhancements designed to respond to user needs for more flexible system capabilities. The following is a list of major enhancements which have been included in this release:

- The system now runs in a PC LAN environment as well as on standalone PCs.
- Transfers of property can be monitored through on-line queries. Additionally, all property transferred on one transfer document can now be printed as a report.
- New security features have been added, restricting access to audit trail data.
- Disposal records now include a field for the amount received from a sale. Selected fields in a disposal record may now be modified.
- New reports include: audit trail report, transferred property report, disposal document report.
- The barcode version now allows the physical inventory reconciliation of more than one location at a time.

Missions that have implemented any previous versions of NXP are strongly urged to plan upgrading to Release 6.0 as soon as possible. FA/IRM has prepared a conversion program to permit missions to easily convert their existing NXP data from the current release (5.2) to the new release. In addition, the conversion program incorporates major changes made to the control numbers issued by FA/OMS. Missions that have not yet implemented NXP are also encouraged to review the new release for potential utility.

Any mission interested in further information on NXP or in receiving a copy of Release 6.0 should contact Sharlene Febrey, FA/IRM/SDM, telephone number (703) 875-1793. Please specify whether or not you wish to implement the VS, PC, or PC LAN version of the NXP system and whether or not you plan to implement the barcode option.

In order to operate the NXP system on a PC or PC LAN, Microfocus runtime software is required. Cost for the runtime software is $35 for the standalone PC version or $175 for a PC LAN version. The Vehicle Management System (VMS), which IRM has developed for both LAN and standalone PC environments, also runs under Microfocus. A mission that uses both VMS and NXP on the same platform needs to obtain only one copy of Microfocus.

FA/IRM Completes Fifth Africa Region Information Resources Management Workshop

FA/IRM has successfully completed the fifth Africa Region Automation Workshop. The workshop was designed to meet the needs of system managers and senior managers who have responsibility for the automation program in their mission. It was held in Abidjan, Ivory Coast from March 23rd through April 3rd. Representatives from the USAID missions in 24 African countries, the State Department, the African Development Bank and the U.S. Embassy in Abidjan participated. This year's focus was on AID's move towards open systems, local area networks, the integration of UNIX into the PC LAN environment, the conversion of the Mission Accounting and Control System (MACS), and telecommunications.

Highlights of the first week included demonstrations of CaLANdar, (a scheduling package), Windows 3.1, the Vehicle Management System (VMS), the Participant Training Management System (PTMS), detecting and removing a live virus on a PC, and a communications satellite earth station demonstration provided by COMSAT.

During the second week, the system managers gained "hands on" experience in the installation and administration of a Banyan VINES LAN. System Managers were able to view the assembly of a LAN file server projected on a TV screen as volunteers from the class participated. Other topics were memory management on PCs, Network Management and LAN Segmentation, and Wide Area Networking. Thanks to the REDSO in Abidjan, 18 PCs and related LAN equipment were provided to FA/IRM for use in the training course.

Personnel

Staffing and Career Development Division Directory

Office of the Division Chief, (FA/HRDM/SCD)

Terrence F. Liercke	Div. Chief	663-1491	SA-1	Room 1107
Margaret H. Thome	Dep. Chief	663-1370	SA-1	Room 1107A
Dona S. Dinsdale	Secretary	663-1496	SA-1	Room 1107B

Personal Records Center (FA/HRDM/SCD-PRC)

Winifred Dowd	Chief	663-1382	SA-1	Room 1115
Palma Saunders/	Clerk	663-1449	SA-1	Room 1115
Evelyn Lark		663-1451	SA-1	Room 1115
Allen Smith	Student Aide	663-1449	SA-1	Room 1115

Staffing Branches Alpha, Beta and Gamma (FA/HRDM/SCD/AS-BS-GS)

Alpha Branch:

Oveta Watkins	Branch Chief	663-1488	SA-1	Room 1149
Jody Flakowicz/	Dep. Chief & staffing for IG (AID/W -GS)	663-1489	SA-1	Room 1148
Lari Bowman		663-1483	SA-1	Room 1147
Helen Brooks/	Staffing for R&D and OPS	663-1497	SA-1	Room 1140
Sherry Snyder		663-1485	SA-1	Room 1101
Gladys Brooks/	Staffing for OSDBU, AFR/SWA	663-1492	SA-1	Room 1105
Lari Bowman	and AFR/CCWA	663-1483	SA-1	Room 1147
Ghytana Carr/	Staffing for AFR/EA, AFR/SA,	663-1490	SA-1	Room 1103
Phachita Simons	and AFR (AID/W)	663-1483	SA-1	Room 1147
Helen Davidson/	Staffing for AA/FA, FA/PPE,	663-1493	SA-1	Room 1101A
Mary Satterwhite	FA/MC, FA/AMS and BS 04	663-1481	SA-1	Room 1101D

Sherri Snyder/ Wanda Haynes	Admin. Support	663-1485	SA-1	Room 1101
Beta Branch:				
Lee Borcik	Branch Chief & Staffing for NIS Task Force	663-1467	SA-1	Room ll40C
Joycelyn Scriber	Dep. Chief & Staffing for XA and TDP	663-1468 663-1460	SA-1 SA-1	Room 1140C Room 1140
Carolyn Redman/ Dionne Gravett	Staffing for ASIA & HRDM	663-1469 663-1461	SA-1 SA-1	Room 1140A Room 1140
Jim Falconer/ Sherri Fennell	Staffing for NE, FHA and BS 15	663-1470 663-1379	SA-1 SA-1	Room 1138 Room 1133
Sherron Scott	Staffing for PRE, GC and BS 85s and 20	663-1467	SA-1	Room 1140C
Vontrice Weber	Admin. Support	663-1476	SA-1	Room 1140
Gamma Branch:				
Melvin Porter	Branch Chief	663-1465	SA-1	Room 1144
Evelyn Watts/ Lula T-George	Dep. Chief & Staffing for LEG, ES, A/AID, and POL	663-1482 663-1457	SA-1 SA-1	Room 1140F Room 1143B
Sylvia Matthews/ Rhovetta Walters	Staffing for LAC (WASH), Cent. America & Caribbean	663-1559 663-1459	SA-1 SA-1	Room 1140E Room 1143B
Robin Galery/ Sanna Solem	Staffing for So. America, IDIs CAPs, FA/OP, and BSs 92 & 93	663-1480 663-1456	SA-1 SA-1	Room 1141 Room 1143B
Michelle McCullough/ Gladys Brooks	Staffing for EUR, EOP, FA/IRM, FA/B, FA/OMS, FA/AS and BS 03	663-1498 663-1457	SA-1 SA-1	Room 1140D Room 1143B
Olwyn Gardner	Admin. Support	663-1997	SA-1	Room 1143B

Career Development Branch (FA/HRDM/SCD/CD

Graham Thompson	Branch Chief & CDO for BSs 01, 94	663-1455	SA-1	Room 1112
Cecilia Pitas	Dep. Chief & CDO for BSs 12, 50, 60 & 72	663-1378	SA-1	Room 1106
Hallie Aiken	CDO for BSs 03, 05, 06 07, 20, 25, 85, 92 and 93	663-1499	SA-1	Room 1104

Chuck Patalive	CDO for BSs 02, 11 and 21	663-1488	SA-1	Room 1149
Chuck Rheingans	CDO for BSs 10, 14, 15, 30 and 75	663-1366	SA-1	Room 1110
Dovie Golden	CDO for GS Employees and BS-04	663-1463	SA-1	Room 1101C
Martha Rees	Personal Counseling & Referral	663-1368	SA-1	Room 1108A
Yvonne Nelson	Program Support	663-1372	SA-1	Room 1109
Lety Garcia/ Nicole Washington	Admin. Support	663-1376 663-1374	SA-1 SA-1	Room 1109 Room 1109

Special Programs Branch FA/HRDM/SCD/SP)

Robert Harrison	Branch Chief	663-1454	SA-1	Room 1114
Shelia Tolliver	Deputy Chief, IPA, JCC, and and RJCC assignments	663-1521	SA-1	Room 1117A
Fabiola Rodman/ Jennifer Foltz	FS Assignment System	663-1411 663-1453	SA-1 SA-1	Room 1117 Room 1116
Crystal Verner/ Desiree Brown	Merit Prom. Selective Placement Programs	663-1396 663-1512	SA-1 SA-1	Room 1118 Room 1116
Teresa Spikes/ Vacant	Student Programs, PMI and Entry level Sec. Placement	663-1408	SA-1	Room 1118
Jennifer Foltz/ Patrice Bowers	Admin. Support	663-1453 663-1453	SA-1 SA-1	Room 1116 Room 1116
Elizabeth Tinsley	Courier	663-1410	SA-1	Room 1117B

A.I.D. POSTS SUMMARIES

Issue Date: 6/03/92

CAUTION: This information is provided as an aid in bidding and it should be confirmed by reference to the Standardized Regulations, Post Reports, the Office of Overseas Schools and the Family Liaison Office

Duty Post	1-tour Posts	2-tour Posts	Post Differential-% 0	10	15	20	25	Danger Pay-%	Con-sum-ables	R&R	Schools at Post
Europe (EUR):											
Armenia, Yerevan **	3					20			x	(Rome)	-
Bulgaria, Sofia		x				20			x	(Frankfurt)	K-8 (Anglo-American)
Czechoslovakia, Prague		x	0								N-8 (Int'l)
Hungary, Budapest		x	0								PK-9 (Amer. Int'l)
Kazakhstan, Alma-Ata **	3					20			x	(Rome)	-
Poland, Warsaw		x			15					(Rome)	PK 9 1/
Portugal, Lisbon		x	0								PK -12 (American)
Romania, Bucharest		x				20			x	(Frankfurt)	N-8 2/ (American)
Russia, Moscow**	3						25		x	(Rome)	K-8
Ukraine, Kiev**	3						25		x	(Rome)	-
Yugoslavia, Belgrade		x		10					x		N-8 (Int'l)
FAO, Rome		x	0								PK-13 (Amer./English)
FODAG, Rome		x	0								PK-13 (Amer./English)

1/ PK-12 French school (1987); K-9 American
2/ PK-9 French
3/ = Assignment is for a three year tour
** = Two R&R post
x=YES
Schools: N=Nursery; PK= Pre-kinder; K= Kinder

Near East Bureau (NE):											
Egypt, Cairo		x			15					(London)	(American)
Jordan, Amman		x			15					(London)	(American)
Lebanon, Beirut**	x						25	25		(London)	
Morocco, Rabat		x	0							(London)	N-12 (American)
Oman, Muscat		x				20				(London)	N-11 1/
Tunisia, Tunis		x		10						(London)	PK-9 (American)
Yemen, Sanaa	x						25		x	(London)	PK-12 (Int'l)
West Bank		x	0							(London)	PK-12 (American) 2/

1/ American British N-10; English speaking K-11
2/ American Int'l School located at Tel Aviv, Israel
** Two R&R Post
x= YES
Schools: N= Nursery; PK= Pre-kinder; K= Kinder

Asia Bureau (ASIA):											
Bangladesh, Dhaka	x						25			(Sydney)	N-11 (American)
Cambodia, Phom Penh		x					25		x	(Sydney)	
India, New Delhi		x			15					(London)	N-12 (American)
Indonesia, Jakarta		x			15					(Sydney)	PK-12 (Int'l)

A.I.D. POSTS SUMMARIES

Issue Date: 6/03/92

Duty Post	1-tour Posts	2-tour Posts	Post Differential-% 0	10	15	20	25	Danger Pay-%	Con-sum-ables	R&R	Schools at Post
Asia Bureau (ASIA):											
Mongolia, Ulaanbaatar**	x						25		x	(Rome)	
Nepal, Kathmandu		x				20			x	(London)	N-12 (Int'l/Lincoln)
Pakistan, Islamabad		x				20				(London)	N-12 (Int'l)
Peshawar		x					25			(London)	K-8 (Int'l)
Quetta		x					25			(London)	
Philippines, Manila		x					25			(Sydney)	N-12
RDO/S Pacific (Fiji)		x			15					(Sydney)	K-12 (Int'l)
Sri Lanka, Colombo		x					25		x	(Sydney)	N-13 (Int'l)
Thailand, Bangkok		x		10						(Sydney)	N-12 (Int'l)

** Two R&R Post
x=YES
Schools: N=Nursery; PK= Pre-kinder; K= Kinder

Duty Post	1-tour Posts	2-tour Posts	0	10	15	20	25	Danger Pay-%	Con-sum-ables	R&R	Schools at Post
Africa Bureau (AFR):											
Africa Regional:											
Paris		x	0								PK-13
RHO/EA, Nairobi		x		10						(London)	N-13 1/ (Int'l)
RHO/WA, Abidjan		x			15					(Paris)	PK-12 (Int'l)
Benin, Cotonou		x				20			x	(Paris)	PK-6 (Int'l)
Botswana, Gaborone		x		10						(London)	K-13 2/
Burkina Faso, Ouagadougo	x						25		x	(Paris)	PK-8 (Int'l) 8/
Burundi, Bujumbura	x					20			x	(Brussels)	N-12 3/
Cameroon, Yaounde		x				20			x	(Paris)	N-9 (Int'l)
Cape Verde, Praia		x				20			x	(Paris)	N-K Portuguese
Chad, Ndjamena **	x						25		x	(Madrid)	PK-12 4/
Ethiopia, Addis Ababa	x						25		x	(Frankfurt)	N-12 (Int'l)
Gambia, Banjul		x				20				(London)	PK-9 (American)
Ghana, Accra	x						25		x	(London)	N-12 (Int'l)
Guinea, Conakry	x						25		x	(Paris)	N-8 (Int'l)
Guinea Bissau, Bissau	x						25		x	(Paris)	K-5 (American)
Kenya, Nairobi		x		10						(London)	N-13 5/
Lesotho, Maseru		x		10						(London)	1-12 6/
Liberia, Monrovia	x						25	25	x	(Paris)	N-12 (American)
Madagascar, Antananarivo		x					25		x	(Paris)	PK-8 (American)
Malawi, Lilongwe		x		10					x	(Paris)	N-12
Mali, Bamako	x						25		x	(Paris)	K-8 7/ (Int'l)

1/ French 9-12; Int'l K-13
2/ Primary K-7; Boarding 8-13
3/ French & Belgian PK-12; Int'l PK-12
4/ Int'l PK-8, tutoring 9-12; French K-12
5/ Int'l K-13; French 9-12
6/ Medium Prep 1-6, High Sch. boarding 6-12
7/ K-8 English; PK-12 French
8/ PK-8 Int'l; PK 13 Lycee St. Exupery

** Two R&R Post x= YES Schools: N= Nursery; PK= Pre-kinder; K= Kinder

A.I.D. POSTS SUMMARIES

Issue Date: 6/03/92

Duty Post	1-tour Posts	2-tour Posts	Post Differential-% 0	10	15	20	25	Danger Pay-%	Con-sum-ables	R&R	Schools at Post
Africa Bureau (AFR):											
Mauritania, Nouakchott	x					20			x	(Paris)	PK-8 (American)
Mozambique, Maputo	x						25		x	(London)	K-11 (Int'l)
Namibia, Windhoek		x	0							(London)	PE-12 15/
Niger, Niamey	x						25		x	(Paris)	PK-12 (American) 9/
Nigeria, Lagos	x						25			(London)	PK-9 (American Int'l)
REDSO/ESA, Nairobi		x		10						(London)	N-13 1/
REDSO/WCA, Abidjan		x			15					(Paris)	PK-12 (Int'l)
Rwanda, Kigali	x						25		x	(Paris)	PK-12 10/
Senegal, Dakar		x			15					(Paris)	N-10 11/
Somalia, Mogadishu	x						25	15	x	(London)	N-8 12/ (American)
South Africa, Pretoria		x	0							(London)	N-12
Sudan, Khartoum **	x						25		x	(London)	PK-9 (American)
Swaziland, Mbabane		x	0							(London)	N-13
Tanzania, Dar-Es-Salaam	x						25		x	(Zurich)	N-13 (Int'l)
Togo, Lome		x				20				(Paris)	N-8 13/ (Amer./Int'l)
Uganda, Kampala **	x						25		x	(London)	PK-11 (Int'l)
Zaire, Kinshasa		x					25			(Paris)	N-12 (American)
Zambia, Lusaka		x			15				x	(London)	N-13 14/
Zimbabwe, Harare		x		10						(London)	N-13

9/ PK-9; 10-12 correspondence
10/ PK-12 Belgian; N-9 French
11/ 2 N-12 French; Int'l N-9
Supervised Corresp. Prog. 10-12

12/ Grade 9: Correspondence
13/ N-8 American/Int'l; K-13 French
14/ American K-9; Int'l 1-13; French N-12
15/ K-8 Int'l School British curriculum.
St. Paul's 7-12; St. George's PK-8

** Two R&R Post x= YES Schools: N= Nursery; PK= Pre-kinder; K= Kinder

Latin American & the Caribbean Bureau (LAC):											
Belize, Belize City		x				20				(Caracas)	PK-12
Bolivia, La Paz	x						25		x	(Nassau)	N-12
Brazil, Brasilia		x	0							(Nassau)	N-12
Chile, Santiago		x		10						(Rio de Janeiro)	PK-12
Colombia, Bogota **		x			15			15		(Nassau)	PK-12
Costa Rica, San Jose		x	0								PK-12
Dominican Republic, Santo Domingo		x			15					(San Jose, C.R.)	N-12
Ecuador, Quito		x			15					(Nassau)	N-12
El Salvador, San Salvador	x					20				(Nassau)	N-12
Guatemala, Guatemala City		x		10						(Nassau)	N-12

A.I.D. POSTS SUMMARIES

Issue Date: 6/03/92

Duty Post	1-tour Posts	2-tour Posts	Post Differential-% 0	10	15	20	25	Danger Pay-%	Con-sum-ables	R&R	Schools at Post
Latin America & the Caribbean (LAC):											
Haiti, Port-au-Prince		x					25			(San Jose, C.R.)	N-12
Honduras, Tegucigalpa		x			15					(Nassau)	N-12
Jamiaca, Kingston		x			15					(Caracas)	N-13
Mexico, Mexico, D.F.		x		10							N-12
Nicaragua, Managua	x					20			x	(Nassau)	PK-12
Panama, Panama City		x		10						(Nassau)	N-12 2/
Paraguay, Asuncion		x		10						(Nassau)	N-12
Peru, Lima **	x				15			15		(Nassau)	N-12
RDO/C, Bridgetown		x	0							(San Jose, C.R.)	N-10 1/
ROCAP, Guatemala City		x		10						(Nassau)	N-12
Uruguay, Montevideo		x	0								N-12

1/ NK-10 Boys and Girls; 11 Boys only
2/ Int'l School (1988) K-10; Balboa High School (DoDDS) 10-12

** Two R&R Post Schools: N= Nursery; PK= Pre-kinder; K= Kinder

Reforming the Incentive System - Report of the AID Incentives Project

In the AID Management Action Plan of May 1991, several priority management actions were established by the Administrator to revise and improve the Agency's project design and approval process, the contracting cycle and "recharging" the Agency's incentives system. An Incentives Project Committee, chaired by the Counselor to the Agency and staffed by FS and CS officers from throughout AID/W was established in June of 1991 to determine how best to do so. As a result, it defined incentives in their broadest sense to include not only the more traditional awards system, but in how we motivate our people to perform at their peak. This effort was completed in December 1991. Implementation of these recommendations will have a direct impact on every employee of A.I.D. This article will review the incentives reforms recommendations, discuss its implementation and suggest to managers what they can do to advance implementation of the reforms in their own organizational unit.

Recommendations for strengthening the incentives systems of AID were not derived from the traditional method of reviewing the old system and looking for ways to make marginal improvements. Rather, a broader perspective was taken with the goals of (1) encouraging quality management throughout the Agency and (2) matching the incentives system closely to organizational objectives. It is important to establish a system that promotes and rewards individual and team performance that contributes to these goals. A basic assumption is that the Agency's most valuable resource is its employees.

Although several components of a good incentives system exist in various organizational units of AID, there is no coherent system that pulls these pieces together in a comprehensive and organized fashion. This is important because (1) we know what needs to be done, (2) we have a foundation of experience to build upon and (3) we are not resistant to making necessary changes. To begin the process of constructing an effective incentives system, it must first be recognized as a key Agency priority. Then a new and positive management climate must be created by putting in place a comprehensive quality management strategy that includes an incentive system that encourages performance leading to desired results and accountability. The essential overarching elements of this strategy are an Agency program vision, a management philosophy and a set of values, all of which are clearly understood and accepted by all employees.

If human resources are to receive the priority attention needed to achieve organizational objectives, and if challenging assignments are key incentives, then it follows that career enhancement is a critical aspect of the entire incentives system and quality management strategy. Simply put, career enhancement is good management and must be recognized for its importance in contributing to Agency objectives. A major recommendation is to provide equitable and transparent opportunities for career advancement and assignment by establishing essential competencies and skill qualifications for various grade levels and skill categories. To accomplish this will require substantially increased training funds, and a modification of course offerings to ensure employees have the opportunity to acquire necessary competencies and skills, including language, technical and managerial requirements. It also means that supervisors must take their responsibilities seriously in supporting staff development, especially providing opportunities for growth experiences in their current jobs.

The formal recognition awards process needs to be simplified, more timely and more closely associated with Agency values and objectives. It should establish new awards that recognize management excellence, leadership, program impact, staff development, teamwork, creativity, etc. Like performance pay awards, the process should be decentralized to bureaus and missions, and should have input from peers and subordinates. Awards should be more creative, such as preferred assignment, on-the-spot cash, time off from work, etc.

The recommendations to reform the incentives system is inextricably linked to a management climate that allows the system to flourish. Some of the recommendations can and will be put in place during the next six months, while others will take a much longer time. However, they can only be effectively implemented with the full and continual support of all Agency employees, especially managers.

There are several actions that managers can undertake now to further the implementation of these reforms. They include establishing clear vision statement and programmatic objectives for organizational units, practicing good management skills that were learned in the Management Skills Course or Senior Management Course, providing staff with broader experiences within

their position assignment, provide sound career counseling, give frequent and honest performance feedback, support appropriate formal learning opportunities, ensure achievement of organizational objects are rewarded and behavior consistent with Agency values is recognized and rewarded.

Overseas Management Support

Revision of Home-to-Office Transportation (6 FAM 228) for Overseas Posts

This is to provide missions with advance notice that 6 FAM 228, (AID Handbook 23, App. 6A, Motor Vehicle Management) is now undergoing final revision by the State Department, and contains an important change impacting on home-to-office transportation for mission directors and AID representatives overseas.

Effective with the issuance of this FAM revision, mission directors and AID representatives will no longer be authorized home-to-office transportation at no cost. From then on, only chiefs of missions and consuls general at embassies and consulates, will be granted home-to-office transportation without charge under 6 FAM 228 section entitled "Business Purposes". All other employees, including agency heads, are to be charged under 6 FAM 228 section "Other Authorized Use of Official Vehicles" for home-to-office transportation, except when the post is designated for a danger pay allowance.

Note: While AID's position in negotiations (over a two year period) with State was that AID principal officers not be required to reimburse the federal government for home-to-office transportation pursuant to the authority granted to agencies per 31 US Section 1344, it was overruled by the State Department's General Counsel.

It is anticipated that State will be issuing the revised 6 FAM 228 within two or three months.

Accordingly, on the effective date of the revised 6 FAM 228, USAIDs shall issue on a recurring basis, a bill of collection account to all mission directors and AID representatives for mission provided home-to-office transportation for deposit into the appropriate AID account.

Three AID Vehicle Forms Revised and Stocked to Comply with the Metric Conversion Act

Three AID vehicle forms have been revised and a supply of these forms have been printed and stocked at the AID/W warehouse to fill orders from missions. Revisions were made to the following AID forms:

o AID 5-238, Parts Slips and Work Required

oAID 5-197, Motor Vehicle Record

oAID 5-237, Monthly Record of Automobile Operating Expense

The forms were revised to enable missions to report measurement data in metric units for compliance with Section 3 of the Metric Conversion Act. Missions may continue to use the old stock of forms until their forms supplies are depleted. The newly revised aforementioned forms may be requisitioned from FA/AS/PP, Rm. 1200-F, SA-14.

FA/OMS has also initiated revision to other AID, STATE and GSA vehicle forms, and will advise posts once the AID forms are printed and stocked in the AID Warehouse.

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Fire and Safety

Fire Protection Handbook

STATE/A/FBO/OPS/FIR has distributed its recently published "Fire Protection Handbook" to all posts. The handbook contains over 35 sections covering a variety of fire prevention and fire protection topics. It was designed to serve as fire safety resource material for the GSO and/or POSHO. Copies are available for USAID installations by contacting:

A/FBO/OPS/FIR
SA-6 Room 909
Washington, D.C. 20520
Attn: Jerry Dysart
(703) 875-5099,
FAX (703) 875-6970 (7005)

The handbook is also designed for use as reference information for FBO/FIR Fire and Life Safety Inspection Report recommendations. Future inspection reports will include handbook reference notations in many recommendations in an effort to provide clarification and guidance for post management in compliance to FIR recommendations. Sections of the handbook can also be copied at post and used for in-house fire safety training. Updates for and additions to the handbook will be periodically forwarded to posts as required. A/FBO/OPS/FIR will gladly accept any input as to topics needing clarification, or new topics posts feel should be included in the handbook.

Fire Protection Equipment

STATE/A/FBO/OPS/FIR is able to offer direct assistance to posts by providing fire extinguishers, smoke detectors and detector batteries. A complete description of how posts can take advantage of this assistance can be found in two 1991 State ALDACS: Extinguishers -9/91 ALDAC State 301958; Detectors - 12/91 ALDAC State 396658. The FBO Fire Protection Handbook Section G-2 contains more detailed information on these programs. It is also in a position to offer assistance with procurement on a number of other fire protection items. Check Section A-1 of A/FBO/OPS/FIR's new handbook or its 1991 annual report for details.

Annual Report 1991

The 1991 STATE/A/FBO/OPS/FIR annual report was forwarded to all posts in March 1992. It contains some interesting data and information about FIR's and the State Department's fire experience last year. The report is worth reading, in that, it shows what started posts' fires and other circumstances surrounding the incidents.

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Important Miscellaneous Information

Use of the Department of Defense Service Agency (MPSA), APO/FPO Mail Service for AID U.S. Citizen Personal Service Contractors

AID/W has received a number of inquiries from missions requesting assistance in obtaining an exception to policy from MPSA to allow AID U.S. Citizen Personal Service Contractors (PSCs) to use the APO/FPO service for personal mail. It has been pointed out that PSCs should be given the same mail privileges as U.S. direct-hires, and that they should be allowed to use the APO/FPO mail system for personal mail. The complaints are that the pouch is slow, only direct-hires located at APO/FPO serviced locations can use this service, and receive faster service. Also this issue has caused morale problems at the missions.

According to pouch regulations, contractors' mail must be sent directly to the AID/W Central mail room for screening and then picked up for delivery to missions through the pouch. This causes delays in the mail, because it is processed by the U.S. Postal Service, then the AID/W central mailroom and next the State pouch facilities before being sent to the missions. Direct-hire mail, on the other hand, is sent directly through the U.S. Postal Service to the APO/FPO to the missions. The date of the postmarks have indicated that direct-hire mail through the APO system is arriving much sooner than the diplomatic pouch mail.

AID/W has made every effort to obtain approval from the MPSA to grant U.S. Citizen PSCs the privilege to use the APO/FPO system. Joint efforts in conjunction with the State Department, USIA, and AID have been ongoing. In 1990, AID/W contacted MPSA officials to grant an authorization for PSCs to use the APO/FPO system. MPSA cited to AID/W the Department of Defence (DOD) regulations which state that no non-DOD agency contractors are allowed to use the APO system for personal mail. The regulations specifically name AID as one of those agencies. AID was told that an exception could be requested through State Department because State negotiated the use of the APO/FPO system on its behalf. AID was also advised that DOD contractors do not have the privilege to use the APO/FPO system.

Follow-up letters have been prepared and submitted to MPSA to grant an exception to policy, as well as numerous discussions held on this subject. To date, the issue is still under negotiation with the MPSA. An opinion from the General Council's office on whether PSCs have the same privileges as direct-hires has been submitted to MPSA for a final determination. Missions will be advised as soon as a response is received.

Payments for Bottled Water for AID Travelers

USAID/Jakarta recently questioned FA/FM regarding the payment of a separate allowance for drinking water to travelers in addition to the maximum per diem rates. The Mission became aware in a copy of a FA/FM cable to Tegucigalpa that the FAA allows payment for ice and drinking water overseas and that this authority is "separate and distinct" from the per

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diem regulations, and concludes that "therefore normally travelers using AID funds may be reimbursed for the purchase of bottled water for use outside the U.S. as an item of expense separate from and in addition to per diem reimbursement."

In regard to the aforementioned policy, the Mission wanted to know:

(1) whether and how separate allowances would be applied under the lodging plus system?

(2) whether there was authority to pay a separate amount for drinking water over and above the maximum per diem rate, or should drinking water be included in meals and incidental expenses?

(3) if drinking water allowances are authorized, what countries are eligible?

In regard to the aforementioned questions, USAID/Jakarta was advised by FA/FM that authority to purchase bottled drinking water is a separate and distinct allowance over and above authority to pay travel expenses, including per diem. Further, application of lodging plus system has no effect on authority to reimburse employees for purchase of bottled drinking water.
Bottled drinking water is not included in the M & IE portion of per diem rates except for those rates established for Nouakchott, Conakry and Ouagadougou. Consequently, all other foreign localities are eligible.
In regard to reimbursement for drinking water, FM/FPS suggested that the certifying officer exercise reasonableness as to quantities claimed, and apply own best judgement in approving/disapproving claims for the purchase of drinking water. Further, the certifying officer may require statements and/or justification from claimant in support of the claim. Again, the certifying officer should exercise reasonableness and prudent judgement.

U.S. Dispatch Agents and CRPS

Below is a current listing of the U.S. Dispatch Agents and CRPs:

Dispatch Agent	Consolidated Receiving Points
BALTIMORE Phillip J. Puopolo U.S. Despatch Agent U.S. Despatch Agency Room 230 U.S. Customs House Building 40 South Gay Street Baltimore, Maryland 21202	Davidson Export Packing Company 1621 Wilcomico Street Baltimore, Maryland 21230 Phone: 301-783-5130
Rose Ford - Vehicle Shipments Telephone: FTS 8-922-3620 or 8-922-1754 or 8-922-1755 Commercial: (301) 962-3620	
MIAMI, FLORIDA Gerald L. Writt U.S. Despatch Agent U.S. Despatch Agency P.O. Box 522396 General Mail Facility Miami, Florida 33152 Telephone: FTS 8-350-2905 Commercial: (305) 526-2905	Tumi International, Inc. 9605 N.W. 13th Street Miami, Florida 33172-2183
NEW YORK Francis A.P. Hearne Despatch Agent U.S. Despatch Agency Parkway Towers, Building B 485B U.S. Route One South Iselin, New Jersey 08830-3013 Commercial Tele: 908 855-8890 FAX: 908 855-8899	ASA Management Corporation c/o Apple Freight Systems of America 100 Middlesex Avenue Carteret, New Jersey 07008 **For Furniture Shipments Only:** CCI 1200 Fuller Road Linden, New Jersey 07036

Dispatch Agent

SAN FRANCISCO
Bill Clayton
Despatch Agent
U.S. Despatch Agency
Airport Place
Suite #108
2800 South 192 St.
Seattle, Washington 98188

Telephone: FTS 8+764-3805
Commercial Tele: 206-764-3805
FAX: 206-764-6660
FTS FAX: 8+764-6660

Consolidated Receiving Points

International Triax
1345 Doolittle Drive
Unit D
San Leandro, California 94577

FAX: 415-569-3459
Tele: 415-569-9644

NOTE :Although International Triax is the San Francisco commercial zone, this CRP is controlled by DA/New York. Copies of all P.O.'s, requisitions and other documents should be sent to DA/ New York at the Iselin, New Jersey address.

ELSO
Michael J. Adams, Director
John E. Kwiatkowski, Deputy Director
European Logistical Support Office (ELSO)
Noorderlaan 147, Bus12A
(Atlantic House)
2030 Antwerp, Belgium

Telephone: Commercial (direct dial from U.S.): 9-011-32-3-542-4775

Travel & Transportation

Status of Handbook 22 Revisions - Highlights

Revision to Handbook 22 (Travel & Transportation) has been an off and on project depending upon the availability of personnel over the past two years. There are now nine chapters in a preliminary draft format. FA/AS/TT is still optimistic that a draft of the entire handbook will be issued this summer for final clearances by the appropriate AID/W offices.

Included in this total revision of HB 22 will be a number of changes suggested for input from the field and AID/W. Also included will be a number of changes necessitated by the latest revision of 6 FAM. Of interest to many of you will be the following:

A. HB 22 has been reorganized so that it is more easily readable and flows along the lines of the revised 6 FAM and the travel process beginning with the basis for travel and ending with travel claims for reimbursement.

B. Clarification of recurring problems/issues have been provided to minimize problems. Specimens of various Travel Authorizations, a travel work sheet for per diem calculations, and a travel voucher have been included. Additionally, examples of possible application of allowances for consumables and supplemental shipments have been included.

C. The inclusion of basic descriptive data, rather than citing references, has increased as we feel that it is better to print material where it is needed than to refer readers to another document.

As the Handbook is not yet cast in stone, we are still anticipating receipt of suggestions from key AID/W offices (FA/HRDM, FA/OMS, FA/FM) on inclusions and improvements.

Updated Storage Tracking and Records System (STARS)

The modernization of the antiquated Permanent Storage and Accounting System (PSAS) has been underway since August 1991. A FA/IRM assessment of the PSAS system and analysis of the processes/procedures for paperwork to begin pack-out, placing HHE into storage, through release of HHE from storage, was completed in January 1992. There was agreement in February to proceed with modernization of the PSAS (Phase I of STARS) and the development of a prototype records system by FA/IRM. Phase II implementations are scheduled to start July. This involves coding of STARS, loading storage and payments data, and testing for use on the LAN computers in FA/AS/TT, developing data bridges or interfaces with RAMPS, NAPS, and FACS. There will also be a data link with State's Transportation Management System. STARS will improve processing of storage payments, keep FA/AS/TT up-to-date on all storage for all employees, and flag key information on when and to what location an employee transfers, weight of HHE shipped, and when an employee retires/separates from AID (and when 90-days temporary storage period, paid by AID, ends).

The STARS system will require all USAIDS to information FA/AS/TT by cable when a HHE shipment moves between posts and provide the net weight of the HHE shipment. Each post will be notified of this requirement by an AWIDE cable. This will enable FA/AS/TT to track the amount of HHE shipped, combined with the amount of stored HHE, not to exceed 18,000 pounds net weight. STARS will feature eligibility codes for authorizations, and disallowance codes linked to generation of form letters to storage companies or the employee to indicate why a bill (or portion thereof, e.g., packing or delivery out charges) will not be approved for payment by FA/AS/TT. New procedures for FA/AS/TT and USAIDs for required data for STARS will be explained in notices to the field.

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Per Diem

A) Travel Allowance: The travel allowance previously granted ($6.00 per day) while en route to a destination is now a part of per diem. If lodging is not required, the per diem rate allowable shall be the M&IE rate applicable to the destination assignment prorated by quarters, starting from departure time. In the event that lodging is required, per diem is to be calculated first using the locality rate at the stopover point. Upon departure from the stopover point the destination rate shall be used in calculating per diem. See 6 FAM 153.4 (143.4 in revised 6 FAM) for supplementary information.

B) Per Diem rates: The domestic per diem rates were issued by GSA in late April, effective as of March 1, 1992. (We can only speculate why the GSA delayed the issuance, usually January of each year—to save the Government money?)

C) AID General Notice dated March 19, 1992 was issued to explain how to prepare statements for specifying the per diem rate as "currently at $xx for lodging, and $yy for M & IE" (for one or more cities/countries) on (TA) Travel Authorizations. This change was recommended by FA/FM (eliminated the phrase "not to exceed $X") to minimize confusion on the part of the traveler and the voucher examiner regarding changes in per diem rates after the TA was issued and during a trip. According to FA/FM, this will help to facilitate per diem reimbursement at the rate current for each period of travel and will eliminate the need for amending TAs.

Claims

All USAIDS and AID/W offices should have received the revised HB 23, Chapter 10 on Claims, under TM 23:80, issued April 13, 1992. FA/AS/TT recommends that all employees read this chapter, and be aware of important points when packing out, such as getting a good, detailed inventory, and to prepare and keep up-to-date a list of high-value personal property items which accompanies the claim form, DS-1620, on file with FA/AS/TT. Also very important is for employees to understand how to file a proper claim with complete supporting documentation, and to know that the claims program has property category limitations for reimbursement. Thus, it is very important for employees to buy transit insurance for UAB and HHE shipments, and insurance for personal effects at post and in storage.

New Consumables Post

There are many new posts which have been authorized a consumables allowance. Please remember that consumables can be shipped from a variety of places, but a single authorized point of origin must be specified on the Travel Authorization as AID/W, Home Leave point, or another city where consumables can be ordered from. Consumables shipments may be made from other points on a cost constructive basis. Consumable shipments are separate and distinct from HHE, and post policy applies to their transport. Some people have asked if employees with 10 months remaining on tour can get a partial consumables shipment. They are not permitted a shipment due to the shortness of their remaining tour. Only an employee with one (1) year or more remaining on his/her tour is eligible for a consumables shipment. For more details on consumables, please see 6 FAM 162.3.

Business Class Travel

Business class travel is a benefit available to employees on official temporary duty travel of an urgent nature. An urgent nature is one in which the traveler is required to perform official temporary duties within time constraints that preclude the employee from taking a rest stop en route to/from the temporary duty station, and virtually implies that the duties will commence immediately upon arrival. 6 FAM 132.1-1: Travel Within Workweek, is being revised to include the following: "but this section does not apply to Foreign Service Officers and members of the Senior Foreign Service. Therefore, those employees are expected to exercise all necessary flexibility in carrying out official travel, though efforts should be made where possible to minimize travel outside normal hours." Travelers are now expected to travel expeditiously without regard to weekends and holidays, hence travelers arriving more than one day before the duty commences should justify the use of business class.

Travelers must be aware that business class is not an option for most forms of official travel including assignment travel, transfers, home leave, R&R, routine medivac, education, evacuation, any travel of a one-way nature, and travel of dependents.

New Telephone Numbers for Carlson Travel Network (AID/W)

In June 1992, it was agreed by FA/AS/TT and FA/IRM/TCO to have Carlson Travel Network get separate telephone lines. This will free up several telephone numbers for use by AID offices in the State Department.

New telephone numbers for Carlson Travel (CTN) are: (202) 835-0995; and the CTN After Hours Tel. No. is 1-800-444-7709. For emergencies only, CTN can be reached 24 hours at 1-800-777-7999

Directorate for Finance and Administration

AA/FA

Associate Administrator for Finance and Administration	**Richard A. Ames**

DAA/FA

Deputy Associate Administrator for Finance and Administration/ Procurement Executive	**John F. Owens**
Special Assistant	David L. Johnson
Agency Competition Advocate	James D. Murphy

FA/AMS

Chief Administrative Officer	**Janet C. Rourke**
Deputy Administrative Officer	Roberta Moore

FA/PPE

Chief	**James D. Murphy**
Chief, Policy Branch	Kathleen O'Hara
Chief, Planning & Eval Branch	Elizabeth Cordaro

FA/OMS

Director	**Ann Dotherow**
Deputy Director	Robert O. Weiland
Development Training Coodinator	Dan Sutton
Policy and Procedures and NE/ASIA/LAC Regional Executive Officer	Myron E. Tomasi
EUROPE/BALTICS Regional Executive Officer	Brent Schaeffer
NIS Regional Executive Officer	Warren B. Duerbeck
AFR Regional Executive Officer	Barnett Chessin
Overseas Property Mgt Officer	Gloria C. Kirk

FA/AS

Director	**Thomas E. Huggard**
Deputy Director	Vacant
Chief, Information Support Services Division	Elizabeth Baltimore
Chief, Travel & Transportation Division	Mark E. Anderson
Chief, Property and Purchasing Division.	William F. Miller

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FA/OP

Director	**Terrence J. McMahon**
Deputy Director	Kathryn Y. Cunningham
Chief, Overseas Div.	Judith D. Johnson
Chief, AID/W Projects Div.	Stephen A. Dean
Chief, Procurement Support Div.	Barry S. Knauf
Chief, Commodity Support Div.	Joyce E. Frame
Chief, Transportation Div.	Robert M. Goldman

FA/IRM

Director	**Barry D. Goldberg**
Deputy Director	Linda N. Lion
Chief, Customer Liaison and Support Div.	Gary L. Nelson
Chief, Systems Development and Maintenance Div.	Eugene M. Dwyer
Chief, Telecommunications and Computer Operations Div.	Joseph E. Heffern
Chief, Planning, Mgt. and Acquisition Div.	Wayne H. Van Vechten
Chief, Information Policy and Admin. Div.	Steven F. Renz

FA/BUD

Director	**Richard Nygard**
Chief, Program Budget Division	James Painter
Chief, Support Budget Division	Caroline McGraw
Management Planning	Gwendolyn Joe

FA/MCS

Chief	John Koehring

FA/HRDM

Director	**Anthony Cauterucci**
Deputy Director	Lois E. Hartman
Chief, Executive Management Division	Robert F. McDonald
Chief, Recruitment Division	Henry D. Merrill
Chief, Personnel Systems and Program Evaluation Division	Barbara Burris (Acting)
Chief, Labor and Employee Relations Division	William David Jones
Chief, Performance Management and Employee Services	Shirley D. Renrick
Chief, Personnel Policy and Position Management Division	Henry A. Ulrich, Jr.
Chief, Staffing and Career Development Division	Terrence F. Liercke
Chief, Training and Staff Development Division	Lucy M. Sotar

FA/FM

Director	Michael G. Usnick
Deputy Director, Acting	Elmer S. Owens
Chief, AID/W Accounting Control Systems Development Staff	Gary A. Eidet
Chief, Field Operations Staff	Phillip R. Amos
Chief, Financial Policy and Systems Division	Robert Kramer
Chief, Cash Management and Payment Division	David D. Ostermeyer
Chief, Funds Control Division	Jeanne C. Hevesy
Chief, Payroll Division	Joan D. King
Chief, Loan Management Division	Ray D. Newman
Chief, Central Accounting and Reporting Division	Dianne L. Arnold
Chief, Accounting Division	Robert A. Bonnaffon

Directorate of Operations Management Resources Coordination Staff

AFR/MGT

Director	Jerry Jordan
Deputy Director	Leticia Diaz

EUR/EMS

Director	Ralph Williams
Deputy Director	Kent Hickman

ASIA/EMS

Director	Roberta Gray
Deputy Director	Alan Swan

LAC/EMS

Director	Kay Harley
Deputy Director	Elizabeth A. Mills

NE/EMS

Director	Robert Ward
Deputy Director	(Vacant)

NIS/EMS

Director	Evie Hooker

IDIs On Board In AID/W

EXOs

Mike De la Rosa
Michael Green
Allen Rossi (Excursion)
Dan Riley
John Winfield
Kenneth Barberi

Current Roster of AID Management Personnel and Positions Overseas

AFRICA REGION (AFR)

BENIN, Cotonou
Executive Officer — Mildred Taylor (PSC)

BOTSWANA, Gaborone
Executive Officer — Judi Shane

BURUNDI, Bujumbura
Executive Officer — Michael T. Fritz

CAMEROON, Yaounde
Executive Officer — Paul D. Guild

**Administrative Officer* — Douglas C. Rohn

Contract Officer — John A. May, ETA 7/92

CHAD, N'Djamena
Executive Officer — Jerry A. Penno (PSC)

COTE IVOIRE, Abidjan
Executive Officer — Steve Wallace

Deputy Executive Officer — John Peevey

Regional Contract Officer — Cynthia Judge

Regional Contract Officer — Steven G. Wisecarver

Reg.l Commodity Mgt Officer — Peter W. Shirk

Data Management Officer — Joel Q. Cotton

ETHIOPIA, Addis Ababa
Executive Officer — Dee Ann Smith

GAMBIA, Banjul
Executive Officer — Sean O'Leary (PSC)

GHANA, Accra
Executive Officer — Floyd R. Spears

General Services Officer — G. Richard Reed (PSC)

Contract Officer — (Vacant)

GUINEA-BISSAU, Bissau
Executive Officer — Charles G. Knight, 9/92

Assistant Executive Officer — Trevor Brentnall (TCN/PSC)

GUINEA, Conakry
Executive Officer — Gerald C. Render

KENYA, Nairobi
Executive Officer — Jairo J. Granados

Deputy Executive Officer — Neil M. Kester

Personnel Officer — Jackie Rose (PSC)

General Services Officer — Penelope Hong

Reg Contract Officer — Richard J. Womack

Reg Contract Officer — Robert I. Weissberg

Reg Contract Officer — David J. Osinski

Reg Contract Officer	Michael M. Gibbons
Reg. Contract Officer	Kimberly M. Kester
Reg Commodity Mgt Officer	Robert A. Van Horn
Reg Commodity Mgt Officer	Christine E. Lyons
Computer Specialist	David A. Washburn
LESOTHO, Maseru	
Executive Officer	Corwin V. Edwards, Jr.
MADAGASCAR, Antananarivo	
Executive Officer	Lena M. Gurley
MALAWI, Lilongwe	
Executive Officer	Scott Covert
MALI, Bamako	
Executive Officer	Nancy L. Hoffman
MOZAMBIQUE, Maputo	
Executive Officer	John Tincoff
Assist. Executive Officer	Jack Gunther (PSC)
NAMIBIA, Windhoek	
Executive Officer	Cynthia Bryant
NIGER, Niamey	
Executive Officer	Marilyn Collins
Assistant Executive Officer	Anita Ouedraogo (PSC)
REPUBLIC OF SO. AFRICA, Pretoria	
Executive Officer	Bruce G. Gatti
RWANDA, Kigali	
Executive Officer	Yashwant Kainth
GSO Assistant	Veronica A. Rickard (PSC)
SENEGAL, Dakar	
Executive Officer	Michael J. Ireland
Deputy Executive Officer	Carrie Dailey (Resident-Hire)
Contract Officer	Sharon Cromer
SOMALIA, Mogadishu	
Executive Officer	(Vacant)
SUDAN, Khartoum	
Executive Officer	None
General Services Officer	Romulo Yunienco (PSC)
SWAZILAND, Mbabane	
Executive Officer	R. Max Walton
Reg Contract Officer	Michael S. Kenyon
TANZANIA, Dar Es Salaam	
Executive Officer	R. Douglass Arbuckle
UGANDA, Kampala	
Executive Officer	Anthony J. Vodraska, (8/92)
Assistant Executive Officer	Yves Core (PSC)
General Services Officer	Tony Cocayne (PSC)
ZAIRE, Kinshasa	
Executive Officer	Linda R. Gregory
ZAMBIA, Lusaka	
Executive Officer	Mary Ann Epley
ZIMBABWE, Harare	
Executive Officer	Margaret McCarthy

** Denotes detail to State*

NEAR EAST REGION (NE)

JORDAN, Amman

Executive Officer	Roy H. Johnson
Contract Officer	Ceophus Kennedy

EGYPT, Cairo

Associate Dir for Management	Harold S. Daveler
Supervisory Exec Officer	(Vacant)
IDI Executive Officer	Alan Reed
Personnel Officer	Carol S. Snowden
*Gen Services Officer	Cecile A. Williams
Contract Officer	Frederick A. Will
Contract Office	Michael F. Walsh
Contract Officer	Leonel Pizzaro
Contract Officer	Brandon W. Enroth
IDI Contract Officer	Beth S. Paige
Commodity Mgt Officer	Arthur J. Laemmerzahl
Commodity Mgt Officer	Thomas A. Baranyi
Commodity Mgt Officer	William L. Dunn
Commodity Mgt Officer	Stephen A. Klaus
Commodity Mgt Officer	Joseph W. Van Meter, Jr.
Computer Specialist	(Vacant)

MOROCCO, Rabat

Executive Officer	Edward P. Rhatigan
Contract Officer	Mary Reynolds

TUNISIA, Tunis

Executive Officer	Peter R. Hubbard

YEMEN, Sanaa

Executive Officer	Charles G. Knight

ASIA REGION

AFGHANISTAN, AID Rep, Islamabad

Executive Officer	(Vacant)
Contract Officer	Carlton M. Bennett

BANGLADESH, Dhaka

Executive Officer	Philip J. Buechler
Contract Officer	Alvera Sweet

CHINA, Chengdu

* Administrative Officer (Emb.)	Bryan Chastain

FIJI, Suva

Administrative Advisor	Kathryn Hawley (PSC)

INDIA, New Delhi

Executive Officer	R. Neal Meriwether
Assist. Executive Officer	Mr. Manchanda (FSN)
Contract Officer	Leonard J. Kata

INDONESIA, Jakarta

Executive Officer	Timothy L. Bertotti
Contract Officer	(Vacant)
IDI Contract Officer	Raymond L. Edler

NEPAL, Kathmandu

Executive Officer	Gerald R. Johnston
General Services Officer	Tom Hand (PSC)

** Denotes detail to State.*

PAKISTAN, Islamabad

Executive Officer	John Martin
Deputy Executive Officer	John M. Tincoff
Contract Officer	Marilyn B. Buchan
Contract Officer	Michael Nicholas
Contract Officer	Timothy H. Anderson
IDI Contract Officer	Donella Russell
Commodity Mgt. Officer	Girard J. Labombard

PHILIPPINES, Manila

Executive Officer	William Wanamaker
Deputy Executive Officer	Anne S. Heard
Contract Officer	Stanley D. Heishman
Contract Officer	William Reynolds

SRI LANKA, Colombo

Executive Officer	Carole J. Jones

THAILAND, Bangkok

Executive Officer	Margaret Healey
Assist. Executive Officer	Amara Charoenphol, (FSN)
Contract Specialist	Ana G. Viscal-Williams, (PSC)
Reg Contract Officer	Neil C. Edin

EUROPE REGION (EUR)

BULGARIA, Sofia

Executive Officer	Thomas Jefferson

CZECHOSLOVAKIA, Prague

Executive Officer	Joseph Dorsey

POLAND, Warsaw

Executive Officer	Ron Olsen

ROMANIA, Bucharest

Executive Officer	Stephen Callahan

NEWLY INDEPENDENT STATES (NIS)

RUSSIA, Moscow

Executive Officer	James Leo

UKRAINE, Kiev

Executive Officer	Anatole Bilecky

LATIN AMERICA AND THE CARIBBEAN REGION (LAC)

BARBADOS, Bridgetown

Executive Officer	Ray Reddy
Assistant Executive Officer	Albert Caldeira (PSC)
Reg Contract Officer	Allen Eisenberg

BELIZE, Belize City

Executive Officer	Denise Awad

BOLIVIA, La Paz

Executive Officer	John J. Liebner
Deputy Executive Officer	(Vacant)
Contract Officer	Clement J. Bucher

COSTA RICA, San Jose

Executive Officer	John S. Johns

LATIN AMERICA AND THE CARIBBEAN REGION

Computer Specialist	James Bossard
DOMINICAN REPUBLIC, Santo Domingo	
Executive Officer	Joe Varley, (9/92)
Contract Officer	Martin F. Napper
IDI Exec. Officer	Edith J. Humphreys
ECUADOR, Quito	
Executive Officer	Paule-Audrey Kizziar
Assist. Executive Officer	Mareya Calderon (FSN)
Reg Contract Officer	Marcus L. Stevenson
EL SALVADOR, San Salvador	
Executive Officer	(Vacant)
Deputy Executive Officer	Anne Dahlstedt
Contract Officer	Laura K. McGhee
Contract Officer	Carl Derrick
IDI Contract Officer	Paula Miller
GUATEMALA, Guatemala City	
Executive Officer	William R. Granger
Deputy Executive Officer	Linda D. Whitlock
Reg Commodity Mgt Officer	John Lewis
Contract Officer	John P. McAvoy
IDI Contract Officer	Donna Gray
HAITI, Port-au-Prince	
Executive Officer	Charles G. Drilling
Reg Contract Officer	(Vacant)
HONDURAS, Tegucigalpa	
Executive Officer	Gerald L. Nell
Deputy Executive Officer	Theresa A. Stephan
Contract Officer	Michael H. Snyder
Contract Officer	Anna Marie Scott
JAMAICA, Kingston	
Executive Officer	Raymond J. Dunbar
NICARAGUA, Managua	
Executive Officer	Edward O. Aker
Deputy Executive Officer	Scott Bellows
Contract Officer	James E. Corley
PANAMA, Panama City	
Executive Officer	James P. Donnelly
Commodity Mgt Officer	Robert B. Stader
PERU, Lima	
Executive Officer	Laurence M. Foley
COLUMBIA, Bogota	
* Gen Services Officer	Virgilio Perez

NOTE: In countries where there is a PSC executive officer rather than a direct-hire EXO, please let us know so that we can publish a complete roster to include PSC EXOs in the next issue of the SERLETTER. Send notification to FA/OMS.

** Denotes detail to State*

Directory of USAID Telefax Machines

Following is a current directory of USAID and FA Directorate Office telefax machines. However, due to the increasing number of telefax machines being installed worldwide and the constant changing of telephone numbers, missions are reminded that this list cannot be totally accurate but should be helpful in enabling missions to communicate with each other through the telefax machine.

If your mission has changed its telefax number or if this list shows an erroneous number, please send us a cable stating the correct number so that we can keep this list current. We would appreciate your assistance in keeping this directory as up-to-date as possible. Send all cables to FA/OMS.

Missions are reminded that these telefax machines are not to be used for transmission of CLASSIFIED or LIMITED OFFICIAL USE (LOU) documents.

AFRICA

LOCATION	TELEFAX PHONE—DIAL	LOCATION	TELEFAX PHONE—DIAL
USAID/Abidjan, Redso/WCA	225-413544	USAID/Malawi, Lilongwe	265-730-237
USAID/Botswana, Gaborone	267-313072	USAID/Mali, Bamako	223-22-39-33
USAID/Brazzaville, Congo	242-83-6338	USAID/Mauritania, Nouakchott	222-2-53355
USAID/Burkina Faso, Ouagadougou	226-312368 *	USAID/Mozambique, Maputo	258-1-492098 *
USAID/Burundi, Bujumbura	257-2-22986 *	USAID/Namibia, Windhoek	264-61-227006
USAID/Cameroon, Yaounde	237-22-18-90	USAID/Niger, Niamey	227-723918
USAID/Chad, Ndjamena	235-51-50-02	USAID/Rwanda, Kigali	250-7-4735
USAID/Djibouti, Djibouti	253-353940	USAID/Senegal, Dakar	221-232965
USAID/Ethiopia, Addis Ababa	251-1-55-0774	USAID/S. Africa, Pretoria	27-12-217212
USAID/Gambia, Banjul	220-28066	USAID/Sudan, Khartoum	160-016-73139
USAID/Ghana, Accra	233-21-774338	USAID/Swaziland, Mbabane	268-44770
USAID/Guinea, Conakry	224-44-19-85	USAID/Tanzania, Dar Es Salaam	255—51-22534
USAID/Guinea-Bissau, Bissau	245-20-1185*	USAID/Togo, Lome	228-218856
USAID/Kenya, Nairobi	254-2-337304	USAID Uganda, Kampala	256-41-233417
USAID/Lesotho, Maseru	266-310284 *	USAID/Zambia, Lusaka	260-1-225741
USAID/Liberia, Monrovia	231-223-710	USAID/Zaire, Kinshasa	243-12-21824 *
USAID/Madagascar, Antananarivo	261-2-349883	USAID/Zimbabwe, Harare	263-4—722418

* Not an international dial country. Operator assistance required and billed at station rate.

ASIA & NEAR EAST

LOCATION	TELEFAX PHONE—DIAL
USAID/Bangladesh, Dhaka	880-2-834909
USAID/Egypt, Alexandria	20-3-4838830
USAID/Egypt, Cairo	20-2-356-2932
USAID/Fiji, Suva	679-300075
USAID/India, New Delhi	91-11-677012
USAID/Indonesia, Jakarta	62-21-380-6694
USAID/Italy, Rome	39-6-4674-2356
USAID/Jordan, Amman	962-6-604858
USAID/Morocco, Rabat	212-7-679-30

LOCATION	TELEFAX PHONE—DIAL
USAID/Nepal, Kathmandu	977-1-272357
USAID/Oman, Muscat	968-797778
USAID/Pakistan, Islamabad	92-51-823796
USAID/Philippines, Manila	63-2-521-5241
USAID/Sri Lanka, Colombo	94-1-574264
USAID/Thailand, Bangkok	662-255-3730
USAID/Tunisia, Tunis	216-1-782-464
USAID/Yemen, Sanaa	967-2-251-578

LATIN AMERICA & CARIBBEAN

LOCATION	TELEFAX PHONE—DIAL
USAID/Barbados, Bridgetown	809-429-4438
USAID/Belize, Belize City	501-2-30215
USAID/Bolivia, La Paz	591-2-356096
USAID/Brazil, Brasilia	55-61-225-9136
USAID/Chile, Santiago	562-380931
USAID/Colombia, Bogota	57-1-288-5687
USAID/Costa Rica, San Jose	506-203434
USAID/Dom. Rep., Santo Domingo	809-685-1939
USAID/Ecuador, Quito	593-2-561-228
USAID/El Salvador, San Salvador	503-980885
USAID/RDO/C, Grenada	809-444-4809

LOCATION	TELEFAX PHONE—DIAL
USAID/Guatemala, Guatemala City	502-2-311505
ROCAP/Guatemala	502-348502
USAID/Haiti, Port-Au-Prince	509-239603
USAID/Honduras, Tegucigalpa	504-312776
USAID/Jamaica, Kingston	809-929-3752
USAID/Mexico, Mexico City	525-511-9980
USAID/Nicaragua, Managua	505-2-75711
USAID/Panama, Panama City	507-639519
USAID/Paraquay, Asuncion	595-21-213878
USAID/Peru, Lima	51-14-337034
USAID/Uruguay, Montevideo	598-2-400022

EASTERN EUROPE

LOCATION	TELEFAX PHONE—DIAL
USAID/Hungary, Budapest	36-1-1188659
USAID/Bulgaria, Sofia	359-2-543111
USAID/Czech., Prague	42-2-532456
USAID/Poland, Warsaw	48-2-287486
USAID/Romania, Bucharest	40-0-120508
USAID/Yugoslavia, Belgrade	38-11-645221 38-11-645641
USAID/Albania, Tirana	355-4232222

THE BALTIC STATES

LOCATION	TELEFAX PHONE—DIAL
USAID/REP, Lithuania,Vilnius	873-150-6776
USAIDREP, Latvia, Riga	871-150-7503
USAID/REP, Estonia, Tallinn	873-150-7476 358-49306817

NEWLY INDEPEDENT STATES

USAID/REP, Kazakhstan, Alma Ata	873-151-5435
USAID/REP, Ukraine, Kiev	871-151-3424
USAID/REP, Russia, Moscow	871-140-3207
USAID/REP, Armenia, Yerevan	7885-215-1131

* Not an international dial country. Operator assistance required and billed at station rate.

SUPPORT SER LETTER SERVICE

Management Information Bulletin

Agency for International Development Washington, D.C. 20523

A.I.D./W Issue No.
June 1994

FOREWORD

Due to circumstances beyond our control, the issuance of the SERLETTER has been delayed by several months which explains why some articles are somewhat out-dated. They were, however, included, some because of their importance, others as a reminder.

Should you have any comments, suggestions, questions, articles for inclusion, etc., please send them to Audrey Minkley, M/AS/OMS.

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Overseas Management Support

MISSION DIRECTORS' INVENTORY
AND APPROVED ITEMS

Mission Directors and Representatives are expected to take to post those personal property items normally required for self and family. Persons assigned as Mission Directors or USAID Representatives will, for representational purposes, be issued only those personal property items required and authorized over and above those normally brought to post.

USAID principle officers are expected to bring to post most of the items listed in HB 23. Duplicate items should not be purchased at Government expense. It would be unlikely that any Mission residence would come close to a complete set of approved items. These are not entitlements per se. They are representative of the kinds of items that can augment a Director's personal inventory. It is not intended that the entire list be provided at a Director's residence. It is a list from which items can be selected, as long as the total does not exceed $34,000.

Personal preference items, e.g., ice cream and pop corn machines, electric blankets, yogurt makers, hibachis, crock pots, barbecue grills and other such items, should not be procured from OE funds for representational use.

Microwave oven, dishwasher and garbage disposal were added to the list. None of these items should be bought at every mission. This change was to give the flexibility to posts which have the capability to house, sustain, maintain, service, and utilize these items properly, still staying within the approved maximum levels. Before installing a dishwasher and/or a garbage disposal be sure the local facilities (sufficient water pressure, sewerage accommodation, electricity, maintenance/repair capability) are available to service these items.

COBRA REPORT

USAID/W must report motor vehicle data to Congress, via OMB (Office of Management and Budget) which falls directly under the Executive Office of the President and presents budgets for all government agencies to Congressional budget committees.

The COBRA (Consolidated Omnibus Budget Reconciliation Act) report is one of two motor vehicle reports which USAID/W provides to Congress on its overseas motor vehicle fleets. Its use is to report the operation, maintenance, acquisition costs, and total income from sale of vehicles for the fiscal year which just ended, estimates for the fiscal year which has just begun and the budget year, which is the fiscal year after the present fiscal year. A sample of a suitable format is shown below. In this sample, assume it is October 1997, the first month of Fiscal Year 1998. Fiscal Year 1997 ended on September 30, 1997. The sample shown below would be the body of your COBRA REPORT memo or telegram to M/AS/OMS.

To estimate the present and budget year costs, consider:

1. Is the mission expected to increase or decrease in the number of projects and people supported?

2. What is the expected rate of inflation for the vehicle-related commodities you expect to buy?

3. Since your vehicles are aging, how many more spare parts or additional hours of maintenance will be required per vehicle? (The older the vehicle, the greater the maintenance costs).

In order for USAID/W to consolidate all reports from the field into the report to OMB, your reports must arrive in M/AS/OMS no later than October 25.

SAMPLE

	FY-97	FY-98	FY-99
OPERATION COSTS:	$5,600.00	$5,800.00	$5,900.00
MAINTENANCE COSTS:	7,900.00	8,300.00	8,600.00
ACQUISITION COSTS:	21,500.00	23,000.00	24,000.00
DISPOSAL INCOME:	3,400.00	3,500.00	3,600.00

AGENCY POLICY ON FUNDING SOURCES

There has been a recent exchange between the Budget Office and USAID/Guatemala which may be useful elaboration of the general guidance and which is reproduced in summary form below. Most relate to costs of supporting program-funded staff within the USAID mission.

- Contract employee costs should be charged to OE when their roles are:

  1) to support direct-hire employees;
  2) part of the "cost of doing business"; or
  3) beneficial primarily to the mission or USAID/W.

- A proportional share of office rent and building maintenance for space occupied by program-funded staff may be charged to program funds if that space would not otherwise be retained in the lease.

- Only those additional guards required because of the presence of program-funded staff may be charged to program funds.

- Costs for telephone calls made by program-funded staff should be charged to program funds, but costs for the basic telephone system equipment/operation/maintenance can be charged to program funds only if they are additional to what would be required without the presence of program-funded staff.

- Furniture and equipment devoted to program-funded staff may be charged to program funds but must be inventoried separately from OE property and disposed of as project property when no longer needed by the program-funded staff.

REVISIONS OF 6 FAM 220
PERSONAL PROPERTY MANAGEMENT

FAM Volume 6, Section 220 regarding personal property management has been revised and its contents reduced to solely policy. Procedures for the management of personal property are promulgated in a separate Foreign Affairs Handbook (6-FAH-220) to FAM Volume 6. The FAM policy and FAH procedures format/presentation and numbering correspond with each other. The revised 6 FAM 220 has been issued under TL:GS-21 dated 6/4/91 and is available in the 4/94 quarterly issue of the AID HB on CD-ROM.

The following brief outline shows policy revisions made in 6 FAM 220:

<u>6 FAM 220 - Personal Property Management</u>

1. Waivers will be permitted on negotiated sales of replacement property exceeding the limitation of $2,000 of the property's fair market value. For USAID, M/AS/OMS will approve waivers.

2. Records must be kept on all issued nonexpendable stock inventory regardless of cost. The $50 acquisition cost criteria for accountability of nonexpendable property no longer applies.

3. The U-754/1 report has been revised and will be issued as exhibits in both HB 23 (Overseas Management Support) and 19 (Financial Management). FM and OMS jointly revised the form.

4. M/AS/OMS's revised reporting requirements disseminated to the field per State telegram 231980 dated July 17, 1990 and State telegram 237084 dated July 19, 1991 are reflected in the policy revision.

5. The update specifies USAID procedures for employees to appeal property liability decisions of the property management officer or property survey board. Also, it specifies the procedures for handling property liability appeals of employees who were assigned to USAID missions which have closed.

6. The revision clarifies policy on the disposition of USAID owned contract property.

REVISIONS TO 6 FAM 610 REGARDING SAFETY, HEALTH AND ENVIRONMENTAL MANAGEMENT PROGRAM

FAM Volume 6, Section 610 regarding the establishment, implementation and administration of safety programs has been revised and issued under DOS TL:GS-12 dated January 13, 1993, and is available in the 4/94 quarterly issue of the AID HB on CD-ROM. The major changes include:

1. Combines Chapters 1600 of 6 FAM (domestic program) and Chapter 610 into one document.

2. The text "Health and Environmental Management Program" has been added to the title "Safety" to coincide with the State Department's coverage of health and environmental issues in its safety program.

3. Throughout Section 610, the previously used reference to "Safety Program" has been changed to "Safety/Health and Environmental Management Program."

4. Inserts two State Department offices previously not mentioned which have program administration responsibilities (Sections 613.9 and 613.10). They are the Office of Facilities Management and Support Services, and the Office of Real Property Management.

5. Section 617.3-2 updates the accident reporting dollar thresholds for Class 3 mishaps (it revises the Class 3 dollar threshold from $250 up to $50,000 to $1,000 up to $50,000 for the cost of damage to property/real estate/environmental damage).

REVISIONS TO 6 FAM 500
COMMISSARY, MESS AND RECREATION FACILITIES

FAM Volume 6, Section 500 regarding commissary, mess and recreation facilities has been revised and issued under DOS TL:GS-11 dated January 11, 1993, and is available in the 4/94 quarterly issue of the AID HB on CD-ROM. Below is a summary of policy revisions reflected in 6 FAM 500:

1. The text "food service" has been added to the title "Commissary, Mess and Recreation Facilities" to include all food service operations provided by employee associations.

2. Emphasizes employee associations will be penalized for noncompliance with 6 FAM 500 regulations.

3. Emphasizes associations are encouraged to have Board of Trustees that represent a broad section of agencies at post.

4. Clarifies the proper filing date and the office to whom to submit the annual certification.

5. Revised to accurately reflect the two methods employee associations use to capitalize their operations through direct member contributions.

6. Clarifies the definition of "access to packaged duty-free goods". Access refers to all goods, whether consumable or not, imported under the principal officer's name, for which import tariffs are waived by the host government in accordance with the terms of the Vienna Convention.

7. Stipulates U.S. citizen teachers hired outside the host country for employment at overseas schools may have, on alimited basis, access to the purchase of packaged duty-free goods. Access is not accorded to locally hired U.S. citizen teachers.

8. Specifies U.S. resident alien U.S. Government employees (recruited offshore) who are assigned to the locality abroad are entitled to all employee association services and facilities available at post the same as U.S. citizen Government employees receive, including the purchase of packaged duty-free goods.

9. Clarifies the extent to which FSNs are permitted to use association facilities. With the exception of access to the purchase of duty-free goods, use of all other association facilities may be extended to FSNs.

10. Clarifies the extent to which TCNs are extended association privileges. With the exception of access to the purchase of

duty-free goods, third-country national direct-hire or contractor personnel, and their dependents, recruited in-country for employment by the USG may be extended the use of all other association facilities.

11. More clearly defines "guests" and the extent of privileges extended to them.

12. Specifies a MOU is required between the post and association to better define support provided and planned reimbursement for such.

13. Clarifies that flat fees may be charged to TDY personnel for temporary association membership or commissary enrollment.

14. Clarifies regulations on association profits and their use.

15. Clarifies that copyright laws apply for videos even in cases where the association does not charge a fee.

16. Clarifies the USG's position regarding association liability and emphasizes the need for associations to be adequately insured.

17. Specifies additions to reporting requirements. This will enable A/OPR/ST/CR to adequately monitor each association's financial position.

18. Stipulates that associations are to set aside funds for capital asset replacement to cover contingent liabilities.

19. Clarifies the process for reorganization or termination of operations.

MOTOR VEHICLE TRANSPORTATION OPERATIONS MANUAL

M/AS/OMS has expanded the three-part GSO Self-Study module to include a fourth course entitled Motor Vehicle Transportation Operations. The self-study course gives detailed guidance on operating a vehicle fleet. The course covers the areas of:

1. Acquisition of vehicles
2. Maintenance of vehicles
3. Fleet management
4. Vehicle forms reporting
5. Disposal of vehicles

Each mission executive officer should have received a copy of the course book in April 1993. Mission executive officers are encouraged to enroll fleet management employees in the self-study course. Missions may nominate employees for the training via telegram to M/AS/OMS. Upon receipt of training requests, M/AS/OMS will immediately pouch to the mission executive officer, the course guidebook, course handbook and the pre-test.

Personnel

STANDARDIZED REGULATIONS REVISED

The following are from State telegram 357006 dated October 31, 1992 which specifies the revisions made to the Standardized Regulations which became effective on November 1, 1992.

LODGING ALLOWANCE

The temporary lodging allowance (Section 120) and the supplementary post allowance (Section 230) have been replaced with a single allowance called the temporary quarters subsistence allowance (TQSA). This allowance is not a per diem. It covers the initial period of 90 days after arrival at a new post of assignment in a foreign area or 30 days immediately preceding final departure. Each period, either the 90-day or 30-day, maybe extended up to an additional 60 days if determined by the head of agency that compelling reasons beyond the control of the employee require continued occupancy of temporary quarters. Refer to the telegram for the formula for payment of TQSA.

LIVING QUARTERS ALLOWANCE

Section 132.2 now permits the continuance of living quarters allowance (LQA) to the end of a school year following the death of an employee, when the employee is receiving an educational allowance grant on behalf of a dependent at the time of his/her death.

EDUCATIONAL ALLOWANCE

Education Allowance (Section 276.10) may be authorized to a dependent following the death of the employee to allow the dependent to complete the current school year.

EDUCATIONAL TRAVEL

Educational Travel (Section 280) now covers dependents' travel to post-secondary, vocational or technical educational institutions, including nursing or performing arts institutions, which require full-time attendance for at least nine months or 900 clock hours per school year. The institutions must be accredited by a State Department of Education or a Regional Association of Colleges and lead to a degree, certification or license.

EDUCATION ALLOWANCE

Following is the digest of a Comptroller General Decision which was sought in a case where a USAID employee claimed education allowance for his four children from a prior marriage who reside with their mother in the United States during the school year.

> The employee stationed overseas cannot receive educational allowances for his four children who reside with their mother, the employee's former wife, in the United States, where they attend a private school. Educational allowances are provided only to reimburse employees stationed at foreign posts of duty the extraordinary and necessary expenses they incur to educate their children. While by mutual consent of the parties, the legal custody of the children was changed from the mother to the employee to meet technical provisions of authorizing regulations, the children's living arrangements and residence remained unchanged. Also, the employee's decision to send his children to a private school instead of the U.S. public schools is personal to the employee, and not incident to his service overseas.

Approving and certifying officers should keep this decision in mind if presented with a claim for education allowance for children living in the U.S. with a parent divested of custody. If you have a case similar to this, and would like a copy of the entire CG decision, please contact M/HR/PPM/PP.

In any case where you have questions about an allowance, please don't hesitate to contact M/HR/PPM/PP for assistance. Our Phone number is (202) 663-1436; fax number is (202) 663-1268; and we are on E-Mail.

LOCAL HOLIDAYS

The policy revision in 3 FAM 433.3 is a radical change from the previous policy. An employee is no longer entitled to local holiday pay for such holidays which occur after the employee DEPARTS POST on home leave, transfer orders, rest and recuperation travel, or annual leave. Employees are entitled to local holiday pay in conjunction with annual leave for travel in-country.

The above policy also applies to unannounced local holidays. An employee will not get unannounced local holiday pay for a holiday which occurs after the employee DEPARTS POST; however, an employee is authorized unannounced local holiday pay in conjunction with annual leave for travel in-country.

Contracting and Procurement

APPLICATION OF LOCALITY PAY TO CONTRACTORS

TO: ALL CONTRACTING OFFICERS AND NEGOTIATORS

FROM: M/PPE, Kathleen J. O'Hara

We have been asked by a number of people whether the new government locality pay affects the FS-1 limitation established by CIB 93-4; it does not. Locality pay is applicable to specified areas in the U.S. for people who are working in those locations. For purposes of AID's salary reviews threshold, the FS-1 maximum remains $86,589 per year/$331.92 per day.

Washington's locality pay should be provided to PSCs stationed in Washington as a matter of course. PSCs working overseas would not be entitled to the Washington locality pay.

Locality pay is not automatically applicable to employees of institutional contractors working in Washington; it would be a negotiable item. If the contractor has locality pay as an established part of its personnel system, they may negotiate for acceptance and reimbursement under the contract. It is not automatic, and there is no presumption of reasonableness, allowability or allocability.

ACKNOWLEDGEMENT OF USAID FUNDING
UNDER CONTRACTS AND ASSISTANCE INSTRUMENTS

USAID provides substantial funding for a number of important and widely circulated studies, reports, publications, videotapes and other forms of public communication. Yet in too many instances, the Agency's contribution receives little, if any, recognition.

To increase positive awareness of USAID programs among both the American public in general and development professional colleagues, last year the Office of External Affairs developed two new clauses for contracts and assistance instruments designed to ensure that USAID funding is acknowledged in a prominent manner by contractors and other recipients. One clause assures that USAID receives credit on publications, video tapes, and other information products that are funded under USAID agreements. The other clause encourages contractors and recipients to provide public notice about awards they receive from USAID and to announce periodically progress and accomplishments.

The contract clauses were included in the AIDAR in March 1992: AIDAR 752.7034, "Acknowledgement and Disclaimer" and AIDAR 752.7035, "Public Notices". The grant and cooperative agreements provisions were included in Handbook 13 in October 1992: "Publications" and "Public Notice". The "Acknowledgement and Disclaimer" contract clause or the "Publications" provision should be included whenever it is likely that information products such as books, reports, or video tapes may be developed under a contract or assistance instrument. Program offices should determine when it is appropriate to include "Public Notice(s)" in a contract or assistance instrument.

Please bring this message to the attention of your project officers and encourage them to work with you on implementation of the new requirements. Documents, etc. that are published under contracts or assistance instruments containing the new clause that do not comply with the new requirements should be returned to the contractor or recipient for correction and reprinting or revision as appropriate.

MEDEVAC COVERAGE

In FY 1993, the Agency made medical evacuation (medevac) coverage mandatory in all USAID direct contracts and subcontracts for U.S. citizens, U.S. resident aliens, and Third Country Nationals and their dependents while working overseas. There is no dollar threshold for this requirement. Coverage is to be provided by Medex Assistance Corporation (MEDEX) of Baltimore, MD, at favorable fixed rates under a contract with USAID. Upon receiving a request for emergency medical assistance to a contractor, MEDEX assistance coordinators will take full charge until the medical emergency is fully addressed. EXOs and COs should make certain that all USAID direct contracts requiring performance overseas by eligible contractor employees, and all contracts with U.S. citizens, U.S. resident aliens, and Third Country Nationals for personal services abroad contain the approriate clause provided in Contract Information Bulletin (CIB) 93-9. CIB 93-9, dated April 2, 1993 and its Supplement, dated November 12, 1993 also provide information on exemption from coverage, rates, how to obtain coverage, and a description of the program. Pending final AIDAR coverage, CIB 93-9 and its Supplement provide the only guidance on this requirement.

Requests for information and applications for coverage should be made directly to MEDEX Assistance Corporation, P.O. Box 10623, Baltimore, MD 21285-0623. The toll-free number is (800) 537-2029 and the telefax number is (410) 321-9779.

Any questions regarding the requirement for medevac coverage in USAID contracts may be directed to M/PPE/E at (703) 875-1535.

WORLD-WIDE APPROVAL GIVEN TO U.S. CITIZEN PERSONAL SERVICES CONTRACTORS (PSCs) HIRED IN THE UNITED STATES TO USE MILITARY POSTAL SERVICE (APO/FPO) FACILITIES

The Under Secretary of Defense has approved AID's request that U.S. Citizen personal service contractors (PSCs) hired in the United States be granted authority to use the military postal system.

Authorization for use of the military postal system by USAID PSCs who are U.S. Citizens hired in the United States is approved under the following provisions:

(1) The use of the military postal service by USAID PSCs is not precluded by the host government and the inclusion of this service will not overburden the military post office facility or its manpower capability and;

(2) The cost for this service, as determined by MPSA, is reimbursed to DOD.

This approval was the result of close coordination and follow-up with the military postal system for the past two years to obtain approval for U.S. Citizen PSCs hired in the United States to use the APO/FPO system. As stipulated in the position paper provided by A.I.D.'s General Counsel, U.S. Citizen PSCs will be given the same rights and privileges as U.S. Direct Hires.

USPSCs who need information on this approval can contact Liz Baltimore or Ellen Fendley, M/AS/ISS, at (202) 647-9394.

THE PROCUREMENT MANAGEMENT CERTIFICATION PROGRAM (PMCP)

The Agency for International Development in accordance with the OFPP Policy Letter 92-3, implemented its Procurement Management Certification Program (PMCP) on April 30, 1993. PMCP provides for a competency based training and certification program as part of the career management program required under Section 16 of the Office of Federal Procurement Policy Act. This training program applies to all procurement personnel including Foreign Service BS-03 Executive Officers, Contracting Officers and PSC and FSN contracting staff.

A memorandum from the Procurement Executive dated April 30, 1993 explains the program and contains all the forms that need to be completed by all procurement personnel to obtain certification under the program. In formulating the PMCP, USAID followed the guidelines developed by the Federal Acquisition Institute, adapting them as necessary to USAID's requirements. The program requires that procurement personnel achieve a specified level of skill in each of 78 identified competencies. The skill levels required for certification in each competency can be achieved either through on-the-job training (OJT) or through coursework. This information is provided in matrix format in attachment 2 to the memorandum. Attachment 5 to the memorandum is the Individual Development Plan (IDP) for Executive Officers and Commodity Officers which must be completed by all EXOs in the agency. These IDPs must be submitted to M/PPE and will be used in the future for supporting training and warrant requests.

The PMCP is important especially in light of negative findings of poor procurement practices in USAID by the Joint OMB-AID SWAT Team and the GAO report on USAID grants and cooperative agreements. The agency has undertaken this program in an effort to provide procurement personnel with appropriate training and experience to effectively perform their jobs. As a result, funding has been made available for training under this program including travel and per diem expenses associated with it. Any course listed on State cable 361800 is eligible for this funding. To access this training, provide a SF-182 to Judy Alexander in HR/TSD. Once the course is approved, travel and per diem funding requests may be made to Christine Glaubach in M/PPE and fund cites will be cabled to the Mission for use in the travel authorization. However, EXOs must have completed and returned their IDPs to be eligible to receive this funding.

For additional information about the program or to receive copies of the memorandum implementing the program, please contact Christine Glaubach, M/PPE at 703-875-1535.

CONSTRUCTION CONTRACTING WITHOUT FAR

Summary

FAR's complexity coupled with our relative inexperience in construction contracting are among the reasons we often choose to acquire built-to-order structures and space from the owner rather than contract for construction. This article suggests a method to simplify direct contracting by substituting STATE/FBO techniques and clauses for FAR and AIDAR required clauses. (Contracts for A&E services and use of FBO construction management services are outside the scope of this article.)

What's Wrong with FAR and AIDAR?

You will spend many hours with FAR PART 36 whether or not you use the approach suggested here. Unfortunately, FAR's construction provisions and clauses don't work well where we do our business. They simply are too complex, murky, and unwieldy for our projects and contractors; they are lawyer friendly, not EXO and contractor friendly!

And AIDAR doesn't help you contract for construction services. Subpart 736.6 is silent on construction, aside from its useful and mandatory guidance on A&E services. On the other hand, many of AIDAR's mandatory clauses are irrelevant to construction contracts with foreign firms.

The FBO Alternative

By contrast, FBO's Office of Acquisitions has assembled an "FBO Package" of forms, formats, and guidance to help GSOs and Admin Officers contract for construction services. The "FBO Package" is available to you in two versions: projects less than and more than $500,000. The former consists of:

- Guide for the Use of FBO Forms DS-1161SHORT and DS-1231SHORT on Small Projects.

  These eight pages of common sense guidance cover: Organizing for the Project, Hiring an Architect or Engineer, Supplementary Clauses and Conditions, and Completing and Issuing DS-1161SHORT. The narrative also discusses IFBs vs RFPs, contract timing, liquidated damages, bid and performance bonds, pre-bid conferences, bid evaluation, and notices.

- DS-1161SHORT (Invitation, Proposal and Award: Construction, Alteration or Repair of Foreign Service Facilities)

- DS-1161SHORT replaces SF 1442 (Solicitation, Offer, and Award -Construction, Alteration, or Repair). Its pre-printed material covers the numerous items included in the solicitation, instructions to offerors, and award. Attachment

A -- Breakdown of Proposal Price by Divisions of Specifications -- is a useful way to obtain certified prices.

I used DS-1161SHORT to format the SF 1442 and as a checklist of essential elements for the solicitation.

- DS1167SHORT, Representations and Certifications - Fixed Price Construction

  This version of Reps and Certs proved an excellent checklist.

- DS-1231SHORT, Contract Clauses and Conditions for Foreign Service Facilities

  These short, plain-English clauses replace FAR's required and optional clauses. FBO's clauses DO NOT include an analog to FAR 52.225-7, Balance of Payments Program. In other words, FBO contracts do not follow FAR 25.3 which requires the contracting officer to stipulate US materials unless they are 50% more expensive than foreign.

- DS-1037 Mailing List Application for Construction Contracts

  DS-1037 provides the information the CO and/or evaluation panel need to qualify or pre-qualify offerors. In addition to the information required of the offeror, this form includes model certification statements from reliable construction surety and banking institution, company balance sheet, profit & loss statement, Bid Bond (SF 24), Performance and Guarantee Bond (DS-1167), and Payment Bond (SF 25-A).

<u>AIDAR 701.4 -- Deviations from the FAR or AIDAR</u>

AIDAR 701.4 requires the CO who wants to use FBO in place of FAR and AIDAR clauses to obtain FA/PPE's written comments and the Head of Contracting Activity's approval.

To process the deviation, PPE needed to know (1) whether the contract was to be fixed price or cost reimbursement, (2) whether labor, equipment and materials would be acquired locally, (3) whether a U.S. firm would be involved, (4) the contract format proposed (a copy of the actual proposed contract, if possible), (5) a rationale for non-use of the Balance of Payments clause and (6) the AIDAR clauses to be dropped. Mandatory AIDAR clauses inapplicable to a contract with a non-U.S. firm are:

752.7001	Biographical Data
752.7004	Source and Nationality Requirements (Comments: FAR 52.225-6 and -7 will be used.)
752.7008	Use of Government Facilities or Personnel
752.7009	Marking

752.7010	Conversion of U.S. Dollars to Local Currency
752.7013	Contractor-Mission Relationships
752.7015	Use of Pouch Facilities
752.7027	Personnel
752.7029	Post Privileges
752.7033	Physical Fitness

PPE's concurrence stipulated that no precedent was set pending further analysis of whether FBO had, in fact, obtained a deviation from FAR for its non-use of the Balance of Payments clause. Since PPE has not granted blanket approval, EXOs and COs still will follow the procedure at AIDAR 701.4.

Contracting Techniques: The Bill of Quantities

A plainly written contract (schedule and clauses) was necessary, but hardly sufficient to guarantee a successful project at this post, Tirana, Albania. Among the other hurdles were: competitive forces were insufficient to guarantee low costs, we had insufficient information to develop a sound Government Estimate based on Albanian and European costs, and Albanian firms had never bid on international contracts. No surprise we issued an RFP, not an IFB!

The Bill of Quantities was our most important technique to achieve a reasonably-priced contract. In addition to detailed construction drawings, the architect provided the specifications, quantities, and brand name of every item of equipment and material to be used on the project.[1] The architect also specified the F.O.B. price and U.S. labor cost of each item in the Bill of Quantities.

The RFP required offerors to use the U.S. brand name or equal, or specify U.S. or foreign brand name substitutes. For substitutes, we required offerors to submit manufacturers' catalogs.

The Bill of Quantities enabled us to analyze offerors' prices, ensure that material was up to standard, and to negotiate with confidence.

Copy of Contract and FBO Package

Obtain a WordPerfect copy of the contract from OMS and a hard-copy of the "FBO Contract Package" from A/FBO/AP/AD, 1143 SA 6. Specify whether the "package" is for projects of less or more than $500,000.

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[1] For example: Storefront wall: 36.9 sm anodized/extruded aluminum curtain wall single glazed, approx 0.115 m wall thickness, 3m high (VistaWall, Kawneer, or approved equal)

PURCHASE ORDERS - ELIMINATE THE BUREAUCRACY

Recently, missions have been sending fiscal data on purchase orders to their regional executive officers and requesting the regional EXO to forward same to the USDA. In an effort to remove at least one layer of the bureaucracy, we suggest that posts fax this information directly to the USDA. The fax numbers of the USDA offices are:

USDA/Miami:	(305) 526-2596
USDA/Baltimore:	(410) 962-0754
USDA/New York:	(908) 855-8899
USDA/San Francisco:	(415) 705-2365

HOSPITALITY KITS

If you have trouble finding a source of welcome kits, you might write to:

Enterprise Services International, Inc.
16 Horner St.
P.O. Box 718
Warrenton, Va. 22186

This company has a variety of "kits" as well as replacement items for the kits. Their kits are self-contained in a heavy duty trunk for sanitary storage and easy portability. ESI will send you their brochure and price list upon request.

Automation

USAID COMMUNICATING WITH STATE DEPARTMENT PERSONNEL
A LOOK TO THE HORIZON

A major initiative is underway in order to allow the exchange of E-Mail between USAID and Department of State personnel. This functionality has been requested by USAIDs and DOS personnel all over the world for quite sometime.

The pilot testing for this initiative is planned during March and April 1994. This phase will include the review of configuration options and interoperability, assess the impact on E-Mail directories and general systems performance, and determine system troubleshooting procedures and maintenance requirements. The "hub" for this connection will exist at USAID/W for simplicity of installation, support, and security ("hub" means that all mail sent from USAID destined for DoS E-mail addresses will be routed through Washington -- and vica versa).

Bottom line: this means that USAID/Mission who utilize E-mail will be able to send to their counterpart in the Embassy who is attached to and uses the DOSNET E-Mail system.

Additional news of this project will be distributed as pilot testing proceeds and input from local USAID/Missions are solicited concerning configuration options, functionality, etc.

For more information, send an E-Mail to Ken Roko@IRM.TCO@AIDW.

USAID IMPLEMENTS INTERNET ACCESS

As many of you know, USAID/Missions can E-Mail to and receive e-mail from Internet users. The first section in the USAIDNET Internet User Guide describes what the Internet is about and why the Agency is connected. To summarize:

What is the Internet?

Internet is about 10,000 information networks of all kinds, encompassing approximately 1,000,000 computers, that are linked together through common open protocols to form a vast global network of networks. It includes all kinds of diverse public and private networks, gateways, and backbones, in almost every country and region of the world: from Antarctica to Siberia, from Mongolia to Manitoba. Only the public telephone network exceeds it - in terms of extent and connectivity.

Where did Internet come from?

Internet is an outgrowth of a research effort on packet switching technology started by the U.S. Defense Advanced Research Projects Agency in 1968. An immediate result of this research was the creation of a network called ARPANET which eventually included packet nodes in the U.S. and sites in the UK and Norway. An extension of this effort led to packet switching experiments using mobile radio and satellite communications.

The need to link these systems together led to the Internetting project, the immediate outcome of which was a research Internet to join many autonomous information networks at participating research, academic and government institutions.

In the mid-80s, the U.S. DoD separated an operational MILNET from the rest of the experimental ARPANET. In the last half of the 1980s, the National Science Foundation began work on a supercomputer network called NSFNET. When the ARPANET was retired, the NSFNET backbone, together with other agency networks (e.g. NASA and Department of Energy nets), became the principal backbone nets for the Internet in the U.S.

Beginning in the late 80's, similar major internet initiatives were begun throughout the world in dozens of countries, and connections among all these networks were established and are continuously enlarged to meet the global needs for information resource connectivity.

Why is the Internet important to USAID??

To mention a tip of the iceberg:

- AID personnel can electronically exchange mail messages anddocuments with contractors, vendors, universities, USAID missions not directly connected to USAIDNET, and other Government Agencies.

- Improved information access methods can supplement our OE and project-funded activites.

- Communications with disaster relief personnel can be more complete and complement the capabilities of our internal network

What does Internet Cost ?

AID IRM/TCO has acquired an annual subscription for an Agency membership to the Internet through a Washington area Internet service provider. This annual subscription covers our multiple links in Washington through gateway services and telco lines and will be used to service the Banyan USAIDNET user community, domestically and overseas.

The subscription covers all E-Mail messaging, as well as interactive telnet and FTP from hosts that allow public access to their information. The subscription does not cover services provided by other commercial services that provide online access to information (such as Compuserve, Down Jones Retrieval, etc.).

What type of business can a user conduct ?

Access to the Internet through USAID's facilities is for **official and unclassified use** only. It is the user's responsibility to follow this guideline.

What access can USAID/Missions have to the Internet through USAIDNET ?

All USAID/Missions with Banyan E-Mail can send to and receive E-Mail from any E-Mail location in the world that has a direct link or gateway to the internet.

This means that a project officer in Kenya can send an e-mail to the contracting firm's head office in Kansas, USA without charge to USAID. This means that a contractor in Massachusetts can send an e-mail message or report to a environmental project director in New Delhi without charge to USAID. The possibilities are endless to save telecommunication and shipping/paper charges of the Agency and expedite the availability of information.

E-mail can also be used effectively with such e-mail enabled applications as LISTSRV, newsgroups, gopher e-mail, etc. The

use of these and similar tools are designed to allow you to use the Internet to tap into database resources even though online access is not possible. A separate notice will be distributed shortly from IRM.TCO regarding procedures on how to find out about where these applications exist and how to use them.

What about additional functionality ?

At the moment, additional functionality beyond E-Mail or e-mail enabled tools/applications will not be available for USAID/Missions through USAIDNET in the near future. This is caused by the small bandwidth that serves as the dedicated connection between USAID/Mission through the Embassy facilities to USAID/W (currently 2400 Baud is the normal, although some 1200 Baud rates are employed). Dial-up sites have even more limited possibilities, considering that there connections are at most for one hour in the morning and afternoon.

We are investigating Internet access alternatives for USAID/Missions until such time that the USAID/Mission capacity (ie bandwidth) to USAID/W is upgraded to allow this expanded requirement. If we were to permit online access from USAID/Missions to the USAID/W based Internet connection, some of the same problems that we have been experiencing with the consumption of bandwidth resources with internal file transfers would be exasperated with the additional internet-related file transfer requirements.

The options we are exploring are numerous and will not focus on providing E-Mail accounts (you already have an Internet E-Mail address through your Banyan E-Mail box through USAIDNET). Our efforts are focusing on the more sophisticated accesses of online queries, file transfers, and other functions that cannot be met through simple e-mail communications. We are aware of the need of the USAID/Missions to have access to the wealth of information available on the Internet and want to be able to make this access possible.

The One Question asked by all Internet users

How can I find someone's address ?

The easiest method is to call or fax them. It is the most direct method, since there is no one single source of individual user address on the Internet. There are other methods that will be made available ... but the simplest will continue to be direct contact.

For more information, send an E-Mail to Ken Roko@IRM.TCO@AIDW

INFOEXPRESS CDs

To get on the subscription list for State Infoexpress CDs, which quarterly update the FAM and Standardized Regulations, among other items, you need to send a cable slugged to A/IM/IS/OIS CD-ROM COORDINATOR. Specify how many sets you want, what kind of CD-ROM drives you will be using them on, and, if they will be used on a network, what your network operating system is. The cable TAGS line should read AINF.

Infoexpress publication is during the first month of each quarter. If you put an order now, be sure to request a set of the current release to get you started.

ELECTRONIC TELEPHONE DIRECTORY

A copy of the Electronic Telephone Directory is pouched to the Computer System Manager at each post every three months. The next version will be February 1994. This can be put on the server in each mission or individual copies can be made of the diskettes. If there are any problems or if post is not receiving this, contact John Toner, IRM/TCO.

CONVERSION OF AGENCY HANDBOOKS FROM PAPER TO CD-ROM DISKS

September 1993: the entire set of 33 Agency handbooks was converted from hard copy to CD-ROM disk. November 1993: all USAID/W and missions were provided a CD-ROM disk and readers. All 10,000 pages, 700 chapters and 2,000 graphics were reduced to one disk which makes the Agency's policies and procedures more accessible and user friendly. On a quarterly basis, USAID offices will receive a new CD-ROM disk with updated handbook information. Placing the handbooks in electronic form saves the Agency about $300,000 annually in printing and mail costs. As the re-engineering of the entire directives system unfolds and the agency reduces its internal regulations, CD-ROM will play an integral part in simplifying the entire process and reducing the volume of paper.

If there are any problems or post is not receiving the CD-ROMs, contact Mary Roko, M/AS/ISS.

Travel and Transportation

EXCESS BAGGAGE

Regulations and policy pertaining to the amount of excess baggage allowable on official travel are being amended to adapt to changes in airline policy. The new policy will become effective with the issuance of the revised 6 FAM 100. Two methods are used to determine the free baggage allowance for international travel. The method used is independent upon the airline(s) involved and the origin and/or destination points of travel. The two systems are the piece system, normally used by American carriers; and the weight system, normally used by foreign carriers.

The **piece system** would apply to most international travel between points in the USA/Canada and points outside the USA/Canada. The free baggage allowance is determined by the number of pieces of checked and/or unchecked (carry-on) baggage provided the sum of the linear measurements (length/width/height) does not exceed 159 cm/63 in. **per piece** and is within 32 Kg/70 lb **per piece**. Current allowance is **two checked pieces** per traveler.

The **weight system** would apply to most international travel other than travel between points in the USA/Canada and points outside the USA/Canada. The official U.S. government baggage allowance will be equivalent to the amount of free baggage allowed for first class travel. This baggage **allowance will be 40 kg/88 lbs**.

Travelers who are either making a stopover or are unable to check their baggage through to their destination should be aware that their baggage allowance may be converted from the piece system to the weight system at the intermediate point. In this case the allowance of the weight system (40 kg/88 lbs) will apply.

TEMPORARY STORAGE OF UNACCOMPANIED AIR BAGGAGE

Following the issuance of revised regulations the temporary storage of Unaccompanied Air Baggage (UAB) at government expense will only be allowed in exceptional instances. UAB is intended for the shipment of **items needed immediately** upon arrival at destination, hence to place UAB in storage would be contrary to the purpose of shipping these items. In exceptional cases, i.e., consultation en route to destination (and family unable to accept UAB) or post unable to accept UAB until employee arrives, the post administration must provide written justification for temporary storage.

STORAGE TRACKING AND RECORDS SYSTEM (STARS)

The Permanent Storage Accounting System (PSAS) was developed for use by M/AS/TT and FM/Payments in 1978 to approve and pay storage bills for Agency employees. FM cut off data input in 1988 when the FACS system was installed. PSAS was not updated or maintained, was antiquated and difficult to modify to input relevant data for M/AS/TT. In addition, the IG audit of PSAS in 1991 confirmed M/AS/TT contentions that there were serious vulnerabilities and internal control weaknesses with the antiquated PSAS. Thus, a new Storage Tracking and Records System was agreed to after a six-month assessment in response to problems identified in the antiquated Permanent Storage Accounts System (PSAS) by FA/AS Management and an Audit. The Storage Tracking and Records Systems (STARS) was agreed to in February 1992, designed in six months, tested and installed in three months, and accepted by M/AS/TT as of December 31, 1992, to replace PSAS. The STARS System was accomplished within the planned timeframe, and was well under budget ($125,000), thanks to the newest software tools and expertise of the IRM contractors. The savings ($60,000) were used to procure automation equipment and software for M/AS. M/AS/TT's objective in developing this new system was to develop a cost effective, efficient and modern storage tracking and records system, and to eliminate vulnerabilities. The linkage of data from FM and HRDM eliminates the double entry of data in different offices, and minimizes payments. During the System assessment by IRM, M/AS/TT reviewed with FM/CMP a variety of storage billings and payments and found a solution to a costly problem. It was agreed that FM would split combined billing charges, separating out storage charges from packing or delivery charges. This increased scrutiny and proper allocation of charges saved the permanent storage budget about $185,000 in FY 92.

REDUCTION OF STORAGE COSTS

In May 1993, the Travel & Transportation Division introduced assigning storage companies to new-hire employees and to those employees packing out of USAID/W for assignment overseas. There is an anticipated cost savings of $100,000 to the Agency as a result of a Value Engineering study conducted by M/AS/TT with the help of an expert consultant from the Office PRE. They determined that a potential cost savings could be realized by assigning storage (as opposed to allowing employees to select their own packing and storage company as was previously the practice) to 2 or 3 low cost companies in the D.C. Metropolitan area. As a part of the study, quality factors such as clean and orderly warehouses, good management for accurate billing, responsiveness to employee and M/AS/TT needs, fire safety and pest control were given just as much consideration as the low storage cost. We estimate that over four to five years we will have assigned most of the Foreign Service employee personal effects to lower cost storage facilities with a potential cumulative savings of as much as $400,000 per year.

Fire, Safety and Security

A/FBO ASSISTANCE TO POSTS

In an effort to assist posts in installing necessary fire protection equipment, A/FBO/OPS/FIR has developed the capacity to provide direct assistance. Within certain limits primarily imposed by funding constraints, FBO/FIR can provide the following equipment to posts:

- Fire extinguishers/refill material
- Emergency lighting
- Exit signs
- Exit door panic hardware
- Residential smoke detectors/batteries

Fire Extinguisher Standardization:

In 1991, FBO/FIR implemented a fire extinguisher standardization program. The program is outlined in both 1991 State 301598 and Section G-2 of the FBO Fire Protection Handbook. The primary objectives of the program are (1) to ensure that adequate extinguishers are in place, (2) to replace unserviceable or unreliable locally acquired extinguishers, and (3) to give posts the ability to maintain extinguishers in-house and thus eliminate the need to send units out for service which many times is questionable in terms of quality and security.

Posts are periodically requested to determine their extinguisher requirements. Section G-2 of the FBO Fire Protection Handbook contains guidance as to determining needs. (Paragraph-B on Page G-2.2 of the handbook has been changed to require only 10-pound ABC extinguishers. Water extinguishers are no longer required in safehavens.) Requests for extinguishers should be made to FBO/FIR by cable.

Other Equipment:

Posts requests for other fire protection equipment should be based upon equipment needs identified in FBO/FIR Fire and Life Safety Inspection Reports.

Residential Smoke Detectors:

Requirements for residential smoke detectors were changed in 1992. The change increased the number needed for appropriate residential protection by requiring a unit be placed in each residential sleeping room. 1992 State 393469 transmitted in December of 1992 described the new requirements as well as other factors such as battery replacement. 1993 State 050567 dated Feb. 1993 revised residential smoke detector placement recommendations.

In view of the worldwide scope of the above programs, FBO/FIR resources may be strained during certain periods as a result of

the volume of requests. Posts should not expect that all requests will be satisfied immediately. If posts can acquire needed equipment within their own resources, we encourage them to do so, thereby relieving demand on FBO/FIR resources. In this way, we can meet the needs of posts without resources and accomplish our goals more efficiently.

FIRE EMERGENCY PLANNING

Fire Emergency Planning is often neglected with the thought that "it can't happen here". All too often we find that post is well aware of their need to be prepared in the event of a security emergency but little thought has been given to preplanning a fire emergency. Fire is the one issue that knows no boundaries. Rich or poor, young or old, fire can strike with devastating results unless steps are taken before the fire occurs.

KNOW YOUR ENVIRONMENT

Be aware of your surroundings at all times. Know where the nearest available exit is located and if possible, have two or more exits available to use in the event of an emergency. Check the routes to the exits to make sure that they are not blocked or have locked doors at the bottom of stairways. Know where the nearest fire extinguisher is located and be aware of the proper use of the extinguisher. If you have not been exposed to the use of fire extinguishers, contact your local G.S.O. or POSHO for training.

PREPARE YOUR BUILDING

If the building has an alarm system, test it at least semi-annually and record the test date, what was tested as well as the results of the test. If the system is inoperative for any reason, notify A/FBO/OPS/FIR by telephone, cable or FAX to be scheduled for repairs. The phone number is 703-875-6988 and the FAX number is 703-812-2302. Post fire evacuation routes in corridors and near elevators showing the location of stairways and exit doors from that position. Post signs at all elevators stating "IN CASE OF FIRE DO NOT USE ELEVATORS". Do not block stairs or exitways! If storage space is at a premium as it is in most of our buildings, make other arrangements to store the materials but DO NOT BLOCK STAIRS OR EXIT CORRIDORS. Do not prop open fire doors or stairway doors. This practice allows smoke and fire to rapidly fill the stairs and block egress from the building

HAVE A PLAN

Assign a staff member from each area to act as the floor warden. The floor warden is responsible for insuring that the floor is evacuated in a timely fashion when the fire alarm sounds. This even includes suspected false alarms until it is verified that there is no fire in the building. Each person should close windows and doors and turn off window air conditioning units in their office. The POSHO or designated fire warden should assign an area for personnel from each office to report to outside and away from the building in order to account for all personnel and not block the path of responding fire fighters. If you are working on classified documents and do not feel that there is time to lock them up properly, take them with you and lock them up when it is safe to do so. Take the time to assist any handicapped person leaving the building.

Don't hesitate to contact us for your fire protection needs.
Dennis Martin, Fire Protection Officer

EXTENSION CORDS AND
FIRE EXTINGUISHERS

State/FBO/FIR has used this forum on a number of occasions to help promote fire safety. We know their message is getting through to most of the people they are trying to assist. But, investigations of fires, whether done by Post or by Washington based staff, indicates not everyone gets the word about fire safety.

A report from one post reported a minor electrical fire in a residence caused by an electrical short. The cause of the electrical short was a newly purchased extension cord. The cord was of foreign manufacture and bore no safety certification. The occupant heard a loud popping noise coming from the room where the cord was in use. Almost immediately, the extension cord ignited, which in turn ignited furnishings in the room. At this point, the occupants left the residence. Post maintenance personnel responded with fire extinguishers and put the fire out.

These are the findings from the investigation:

1. The extension cord was probably manufactured with undersized wiring and substandard insulation.

2. The residence was equipped with battery powered smoke detectors. They activated during the fire.

3. A dry chemical fire extinguisher was found in the residence but was not in operating condition.

4. The local fire department was called but took 45 minutes to arrive.

It does not take a genius to imagine what the scenario might have been if the fire had occurred while the occupants were asleep or post personnel were not available to respond quickly with the proper fire extinguishers. The minor fire becomes major with the associated trauma.

FBO/FIR has an active program to supply residences with smoke detectors, batteries for those smoke detectors, and fire extinguishers. The equipment does not prevent fire. People do that. But in order to keep the threat and potential loss to a minimum, this equipment must be kept in working order.

Miscellaneous

WHAT IS TOTAL QUALITY MANAGEMENT?
A VIEW FROM THE OFFICE OF ADMINISTRATIVE SERVICES

The latest management literature often refers to Total Quality Management or TQM. In brief, TQM is a process which embraces the concepts of employee empowerment, continuous improvement, customer satisfaction. Total Quality Management is often described as a journey, a multi-year journey which organizations make to turn themselves around in becoming the best that they can be. The Office of Administrative Services (or AS) in the Management Bureau started its own TQM journey about two years ago. In making this journey, AS has identified many successes along the way. The most recent success occurred a few weeks ago on December 19th during the Office's quarterly All Employee Meeting. Four teams of AS employees from all levels of the office presented their recommendations on ways to improve communication, customer satisfaction, employee involvement, and rewards and recognition. In developing their recommendations over the preceding three months, individual team members learned many skills like how to develop affinity diagrams and prioritization matrices, but most importantly they learned how to work together. As one team member reported, "we learned how to work together professionally, even if we didn't like one another personally." That lesson learned alone is one of life's great success stories!! AS is well on its quality journey.

FEDERAL TRIANGLE BUILDING

In November 1993 the Agency was selected as one of the three Federal tenants for the Federal Triangle Building (FTB) under construction at 13th and Pennsylvania Avenue, N.W., Washington, D.C. This action culminates over 20 months of negotiations with the General Services Administration for a new Headquarters location that would consolidate all of the USAID/W's ten office locations in the District of Columbia and Rosslyn, Virginia. USAID/W will occupy approximately 525,000 square feet in the FTB, starting late CY 1995. The Federal Triangle Building provides an opportunity to realize a long sought objective - a consolidated USAID unit, **A NEW DIRECTION and A NEW HOME.**