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101841

**USAID CAMEROON**

*OPERATIONAL CLOSE-OUT PLAN*

APRIL 1994

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## O V E R V I E W

On October 22, 1993, the U.S. Government made a policy determination to unilaterally close-out the economic assistance program of USAID/Cameroon. A Mission Close-out Plan based upon the guidelines contained in AID Handbook 23, Chapter 13, was approved by the AA/AFR on December 28, 1993. The Operational Plan presented herein provides for an orderly and efficient close-out of USAID Cameroon's general management operations.

The Mission has retained sufficient and suitable staff to carry to completion the required actions to close-out the Cameroon program. The Mission is being phased down over a 12 month period with a final management operation close-out date no later than December 31, 1994. Ten of the thirteen (13) USDH staff will depart post by the end of the fourth quarter of FY 94. A core group of three (3) USDHs will remain as needed until the end of the first quarter of FY 95 to complete administrative close-out actions. A PIT (.8) administrative secretary, A.I D financed, will remain until March 30, 1995 for residual items. The Mission will continue to access select Embassy JAO services through FAAS until the December 31, 1994 close-out date. After September 1994, the core staff will draw upon REDSO staff, as needed, for contract and legal assistance and financial services. The Mission will remain self-supporting in administration and management as long as it is economically feasible and necessary to do so.

The USAID office building, garage and warehouse, and a majority of its residential leases will be transferred to the Embassy no later than January 1, 1995. A memorandum of understanding is being negotiated between USAID and the Embassy delineating specific management responsibilities the Embassy will assume after the departure of the USAID core staff on December 31, 1994. Ordinary FAAS charges to support the core staff will be offset by in-kind transfers of equipment and commodities to the Embassy. Details of these commitments under the memorandum are presented in Attachment A.

The Phase-Out Timetable, a monthly time frame of projected activities for the entire close-out period, is shown herein as Attachment B.

Barring any unforeseen difficulties, the USAID/Cameroon Mission will be closed as planned no later than December 31, 1994.

## I. P E R S O N N E L

As of November 1993, USAID/Cameroon had a staff of thirteen (13) US Direct Hires, one (1) PASA, one part time (.8) resident hire, seven (7) USPSCs, five (5) TCNPSCs, thirteen (13) FSNDHs, and sixty (60) FSNPSCs, for a total of ninety-nine point eight (99.8) employees. Upon official notification of closure, the Mission developed a personnel close-out plan, with scheduled departures beginning from the first quarter of FY 94 until the end of the first quarter of FY 95. The Mission's personnel operational plan is as follows:

### USDH

All US Direct Hires have submitted their COARs and are now awaiting formal transfer notification from AID/W for their onward assignments. Of the three (3) USDH employees who will be leaving in the third quarter, one (1) will retire and two (2) have been assigned to missions that have requested direct transfers to existing vacancies. Seven (7) USDH officers are scheduled to leave during the fourth quarter. The remaining core staff of three (3) USDH who will remain at post until the end of the first quarter of FY 95 are the Supervisory Program Officer, the Executive Officer, and the Supervisory Financial Management Officer. In addition, a PIT secretary will remain until March 30, 1995.

For any USDH who has not received an ongoing assignment at the scheduled departure date, the Mission will request AID/W to issue travel authorizations for rotation to the complement in Washington, with post to be determined.

The Mission's USDH post departure schedule is as follows:

POSITION TITLE	DEPARTURE DATE
Sup General Development Officer	3rd Quarter FY 94
Agriculture Development Officer	3rd Quarter FY 94
Executive Assistant	3rd Quarter FY 94
Mission Director	4th Quarter FY 94
Deputy Director	4th Quarter FY 94
Controller	4th Quarter FY 94
Sup. Agriculture Development Officer	4th Quarter FY 94
Sup. Health & Population Officer	4th Quarter FY 94
Sup. Program Economics Officer	4th Quarter FY 94
Regional Contracting Officer	4th Quarter FY 94
Sup Financial Management Officer	1st Quarter FY 95
Sup Executive Officer	1st Quarter FY 95
Sup Program Officer	1st Quarter FY 95

A prerequisite for post clearance for departing employees will be

that they have discharged or provided sufficient documentation for others to discharge all essential responsibilities such as contract close-out, retirement of files, accounting of project and OE funded property, etc. Formal check out procedures have been developed with the JAO to assure proper post clearance before departure.

#### PASA

The one (1) PASA employee at post is scheduled to leave in the third quarter of FY 94, and is being transferred back to his parent agency, the Center for Disease Control (CDC). CDC is handling this transfer in collaboration with USAID.

#### USRH

The Mission has one part time ( 8) U. S Resident Hire employee who will remain as part of the core group until the Mission closes Pending approval from AID/AA/HR, the Mission plans to have this employee remain after the close-out date of December 31, 1994 for three months to handle any residual close-out actions. Logistic support for this employee will be provided by the Embassy as part of the services agreed to under a memorandum of understanding being negotiated between USAID and the Embassy. This position will be eliminated no later than March 30, 1995.

#### USPSC

During the first quarter of FY 94, one (1) USPSC departed; one (1) will be released during the third quarter; three (3) during the fourth quarter; and the remaining (3) three are part of the core group who will depart during the 1st quarter of FY 95

#### TCNPSC

Of the five (5) employees in this group, three (3) will be discharged during the third quarter of FY 94, and two (2) will remain with the core group departing in the first quarter of FY 95

#### FSNDH AND FSNPSC

The Mission had seventy-three (73) cooperating country national employees. The timetable of their release dates follows:

	1st Qt	2nd. Qt.	3rd. Qt.	4th. Qt.	1st. Qt
	FY 94	FY 94	FY 94	FY 94	FY 95
FSNDH	3	0	1	3	6
FSNPSC	18	4	12	18	8

Termination procedures are in accordance with 3 FAM and the approved local compensation plan. Each FSN employee has been officially notified of his/her termination date. Conferences have been arranged to provide out placement counseling and training to enhance job search skills, resume preparation, and employment interview skills for each FSN. USAID is offering computer training to all its departing personnel to further enhance their professional skills.

The Mission has sent letters to other donors, embassies, and private organizations in Cameroon informing them of the availability of our FSN and contract personnel. Cables are being sent to other USAID Missions and U.S. Government agencies in the region in an effort to seek employment for the terminating staff. Other U. S. Government agencies in Cameroon have provided employment to five (5) USAID FSNS to date and will continue to do so on an as needed basis.

#### ASSISTANCE FROM OTHER SOURCES

The Mission arranged for appropriate TDY services to augment the capabilities in the USAID Management Office. Management and NXP specialists assisted in the preparation of this plan and in the NXP inventory in February. The C&R Specialist is currently assisting the Mission in classifying and disposing of its files. An experienced USAID GSO Specialist will assist in implementing the operational close-out plan. The GSO specialist is expected in April. Estimated total cost for this additional technical assistance is \$190,000.

## II. F I N A N C I A L M A N A G E M E N T

The Mission has developed an OE budget for the costs required to close down USAID/Cameroon operations: \$4.0 million for field activities, \$1.2 million for the Washington paid salaries and related benefits, and, based on FY 93 experience, \$600,000 for FAAS costs. As REDSO/WCA will provide the necessary financial management and contract management support for residual activities, the Mission will not incur any cost for this support in fiscal year 1995. Contract management will be transferred to REDSO/WCA effective July 1 and financial management activities as of October 1, 1994. The Mission's open financial commitments currently stand at 150. It is expected that this number will be reduced to 50 by the end of FY 94.

#### AUDIT MANAGEMENT

The Office of the Regional Inspector General for Audit/Dakar completed a performance audit of AID/financial construction activities in Cameroon from August to December 1992. The audit

disclosed three recommendations. One recommendation has been effectively closed. The second recommendation requested resolution of questioned costs amounting to \$229,211. Upon receipt of copies of the Bill of Collection and follow-up notices, the RIG/A/Dakar closed the recommendation. USAID/Cameroon has not yet been successful in its collection action, but will continue to provide RIG/A/Dakar reports on the status of the collection efforts. The third recommendation requested the Government of the Republic of Cameroon (GRC) to provide a required water system at the University of Dschang. In order to protect the U. S. investment at this university and to expedite the close-out of this recommendation, USAID/Cameroon contracted with a local firm to carry out water and related sewage system improvements based on GRC assurances that it would meet recurrent costs. The system will be fully operational by June 30, 1994. Once the system is installed, USAID will request RIG/A/Dakar to close this last recommendation.

#### PIPELINE REVIEWS

Unliquidated obligations are reviewed at least twice a week and there is constant communication among project officers, vendors and contractors to expedite final close-out. This process will be continued through September 30, 1994, at which time residual accounting activities will be transferred to REDSO/WCA. A total of \$21.2 million have been deobligated since November 1993. Another \$3.9 million is expected to be deobligated by Mission close-out.

#### PERSONAL PROPERTY

A physical OE NXP inventory was conducted in February 1994 and a list of the Mission's property was forwarded to the Controller by the Property Disposal Officer to create a NXP ledger. When property is disposed of, the disposal officer will forward copies of the OF-132, Property Disposal Authorization and Survey Report, to the NXP Records Closeout Specialist to prepare form AID 5-73. A copy will be forwarded to AID/W and to the Mission's Controller. A U-754/1 will be submitted in October 1994 for the fiscal year ending September 30, 1994. A final U-754/1 showing - 0 - balances will be submitted December 31, 1994.

#### REPORTING

Disbursements are monitored daily and reported in a timely manner. The SF-1221's, Summary of Appropriations of Vouchers, are received, reconciled and reported monthly on the U-101, Summary of Budget Allowance Ledger Transactions and Reconciliation with Disbursing Officer's Account. Copies of all reports are maintained and are readily accessible for reference. Systems are in place to monitor Advices of Charge (AOCs). G-2 balances as noted on AID/W's "Mission Disbursement Reconciliation Listing", were reviewed in August 1993. Another review will be made before September 30, 1994. If the chief accountant is unable to reconcile the balances,

AID/W will be requested to write off the differences.

#### TRUST FUNDS

USAID/Cameroon does not have an OE trust fund account. There was a project trust fund account that has been closed.

#### OPERATING EXPENSES

The Mission has given notice that USAID/Cameroon will withdraw from FAAS services on September 30, 1994. A schedule has been prepared listing lease termination dates and dates in which letters must be issued to landlords. Systems are in place to insure that employees account for educational allowances and for monitoring collection of refunds. Salary, leave, severance and other final payments due to local employees are covered under the current year budget and, for employees terminating in FY 95, will be covered under FY 95 OE

#### ADVANCES

Advances to grantees, employees and/or projects are accounted for in a timely manner. Documentary files of all advances have been established and are reviewed weekly during Mission close-out meetings. All advances will be liquidated by the December 31, 1994 close-out date.

#### ACCOUNTS RECEIVABLE

The Mission is vigorously pursuing the collection of outstanding debts. Bills of Collection are posted within one week of receipt in the Controller's Office. A weekly report is issued listing all outstanding collections. Per A.I.D. policy, files on uncollectible accounts receivable will be transferred to M/FM/CAR. All Bills for Collection will be liquidated by September 30, 1994.

#### CASHIER OPERATIONS

Cashiering operations are conducted by a Principal Class "B" and an Alternate Class "B" cashier. The cashier has an authorized maximum limit of \$150,000. As employees depart post, an analysis will be made of the cashier's accountability to determine the appropriate level needed to meet cash requirements. The limit will be adjusted accordingly, but in any case, the cashier's operation will be closed NLT the Mission's close-out date of December 31, 1994.

#### VOUCHER PROCESSING AND PROMPT PAYMENT

Adequate controls are in place for voucher processing but as staff are terminated there will be merging of duties which will result in a weakening of internal controls. Employees, suppliers, grantees and contractors have been requested to submit claims for immediate settlement. The Controller will issue follow-up requests to the

local Post & Telecommunications office to obtain final office telephone bills. Systems are in place to monitor Advices of Charge (AOCs). FM/W provides the USAID Mission with a listing of outstanding AOCs and informs the Mission of all payments made on their behalf. FM/W has agreed to begin express mailing AOCs, which are normally sent by pouch. Claims not settled by September 30, 1994 will be forwarded to REDSO/WCA for follow up action.

#### LOAN ACCOUNTING

USAID/Cameroon does not have any loan agreements.

#### PAYROLL, FICA AND FEDERAL INCOME TAXES (FIT)

W-4s are on file for USPSCs and appropriate taxes are withheld. Quarterly 941's are also on file and sufficient information is contained in the files to expedite possible IRS inquiries. The REDSO/WCA Controller will notify IRS in December 1994 that the 1st quarter FY 95 941 is a final return. USAID/Cameroon does not have any FSN employees covered under the Civil Service Retirement System. As FSN employees are terminated, US Embassy personnel process/file whatever documentation is required by local GRC authorities. Payments made to US non-personal services contractors will be reported to the IRS before the close of the Mission. USDH employees will submit Form AID 760-23 as part of post check out procedures.

#### LOCAL CURRENCY MANAGEMENT

The Mission has two (2) local currency accounts. Caisse Autonome D'Amortissement du Cameroun (CAA) is the responsible agency and is reporting to the Mission in accordance with its agreement. The Mission project accountant monitors the local currency accounts. The two accounts will be closed before June 30, 1994. The IG office has requested that funds be jointly programmed and that all activities be completed by the Program Activities Completion Date (PACD), i.e., June 30, 1994. The Mission has contracted to have the accounts audited. The Mission has requested guidance to assist it in completing the U-205 Reports. It will submit the reports by September 1994.

#### MACS AND ACCOUNTING RECORDS

The Mission Accounting and Control System (MACS) is installed on site but services will be transferred to REDSO/WCA at the end of FY 94. The Controller's Office is reviewing their files to insure that there is sufficient detail for REDSO to perform the function. The Mission Controller will prepare a memorandum to the REDSO/WCA Controller, when the records are transferred, and certify to the correctness and completeness of specific actions required and to the files, records, and books transferred. User IDs and passwords to MACS will be cancelled as staff are terminated. There is an up-

dated disaster recovery and continuity of operations plan. The plan calls for backup tapes to be stored at the Embassy weekly, until all financial management activities are transferred to REDSO/WCA in October 1994.

A team from REDSO/WCA visited USAID/Cameroon during the week of March 14th to assess operations. They reported satisfaction with the system.

#### MISCELLANEOUS

USAID/Cameroon does not have any letters of commitment. There are two special dollar accounts under non-project assistance agreements that remain open. Caisse Autonome D'Amortissement du Cameroun (CAA) will liquidate the \$221,834 remaining by June 30, 1994, to pay debts as obligated by the agreements.

Lists of addresses, phone numbers, and contacts for Mission employees have not as yet been compiled. A listing will be prepared and forwarded to FM/W by December 1994.

### **III. S U P P L Y   A N D   P R O C U R E M E N T**

The Mission has ceased NXP procurements, however, USAID/Cameroon currently has three commodity requirements for close-out: shipping containers, packing material and CD-ROM equipment. In addition the Mission has asked permission to purchase urgently needed computer parts.

There are only three (3) offshore procurement orders for projects. If these commodities do not arrive by the promised delivery date, USAID will terminate the orders. Expendable supplies are provided by the USG through FAAS or are procured locally. The Mission has only two (2) general maintenance contracts still in effect, one for its central air system and one to support its computer local area network (LAN) UPS. These will both expire in December 1994, the date of the Mission's closing.

The Mission is in the process of reviewing all its open procurements. Vendors are being notified that the Mission is closing and have been asked to deliver goods and submit invoices as soon as possible. A contract close-out statement is being prepared for each purchase order.

#### IV. P E R S O N A L P R O P E R T Y

The inventory of the USAID titled OE personal property, was completed in February 1994, with the assistance of a M/OMS NXP inventory expert. The assessed value of the property is \$2,609,000. Very little is in condition 1, "new in the box". Much is in condition 2, "good" with the remaining in condition 4, "fair". This inventory is presented as Attachment C.

The Mission has requested disposal instructions from IRM for its new, non WANG, computer equipment. The remaining ADP equipment will be disposed of following the established procedures of Handbook 23, ch. 4 part 227.3a and recent M/IRM cabled instructions.

Following instructions from IG/SEC, security communications equipment will be transferred to the Embassy. Since the office building will be transferred to USIS and the U.S. Embassy in January 1995, the security doors and alarm systems will be left intact

#### DISPOSAL OF OE PROPERTY

Per instructions from M/OMS, USAID will implement procedures to dispose of the bulk of the Mission's excess property at post. The Mission's Executive Officer will serve as the property disposal officer. The method of disposal will follow Handbook 23, Chapter 13, i.e redistribution, transfer to other U.S. Government agencies, sale, transfer to the cooperating country, donation and, finally, destruction or abandonment

#### Redistribution to other USAID missions

USAID/Cameroon through M/OMS offered for redistribution to other USAID missions in the region, eight vehicles less than two years old, and condition code 1 and 2 NXP goods. As instructed by M/OMS five missions are scheduled to receive the following property.

Accra, Ghana	Three sets of new residential furniture,
Dakar, Senegal	Two used Toyota Landcruisers,
Conakry, Guinea	Two used Toyota Landcruisers,
Kigali, Rwanda <sup>1</sup>	Two used Toyota Landcruisers;
Lagos, Nigeria <sup>1</sup>	One used Toyota Landcruiser and nine sets of condition 2 residential furniture.

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<sup>1</sup> Shipment to Rwanda and Nigeria will be postponed pending final decision on closing of those missions

The three sets of furniture to be sent to USAID/Ghana is not unpacked, although two sets have been removed from their shipping containers. Shipping costs at \$2,000 per container will be borne by USAID/Ghana. The 9 sets of furniture for USAID/Nigeria will be professionally packed and containerized directly at the residences, at a cost of \$1,500 per set. The seven vehicles will also be containerized for redistribution. Shipping quotations for these items have been requested. Given the condition and age of the goods, there is no need for the receiving missions to inspect the items before shipment.

#### Transfer to other U.S. Government agencies

All property not redistributed above will be offered to other USG agencies in Yaounde at a fair market value price. The fair market value base line has been established by using the average prices paid for various goods during 1994 JAO/GSO sealed bid sales. A complete NXP inventory list of these items has been distributed to all USG agencies in Yaounde for their perusal.

#### Commercial sale

Sealed bid sales of condition "4" residential furniture will be carried out at the residences within one week after the departure of the occupant. This will save both time and the expense of moving the furniture to the JAO warehouse. It will also allow for greater USAID control over the sale process. These sales will be managed, with Embassy's technical assistance, by the USAID TDY General Services Coordinator. Goods not sold at sealed bid sales will be moved and stored at the USG warehouse for further disposition.

When an appropriate amount of surplus office furniture and equipment becomes available for disposal, sealed bid sales will be held on site at the USAID office building.

#### Transfer to cooperating government

A few selected grants-in-aid may be made to a limited number of Cameroonian Government institutions if the Mission Director determines that it is in the best interest of the US Government to do so.

#### Donations

Following HB 23, Ch.4 App.4A property not disposed of through redistribution, transfer, sale or grant-in-aid may be donated to various eligible organizations. The USAID Executive Officer will manage this process and will determine which unsold goods should be donated. The USAID Mission Director will make the decision on what organization will receive the donated NXP. First consideration will be given to those institutions which are organized under the

laws of the United States or any of its subdivisions or which are supported in whole or in part by taxes of the United States or which are exempt from taxation as a nonprofit organization. Other institutions which may be considered are nonprofit educational, public health, welfare, charitable, scientific, or literary institutions and international bodies in which the United States participates.

#### Destruction or abandonment

USAID personal property not disposed of in the above manners will be abandoned or destroyed.

#### TRUST-FUNDED AND PROJECT TITLED PROPERTY

The Mission has no trust-funded property. The disposal of project-titled property will take place in accordance with project grant agreements. End use checks and inventories of commodities and equipment are underway for all active projects. The transfer of project funded commodities to host government project implementing agencies should be completed by the end of the third quarter of FY 94.

#### OE PROPERTY UNDER CUSTODY OF CONTRACTORS

The only USAID/Cameroon OE owned property in the custody of contractors is emergency radios. These radios are being returned to USAID on the departure of the staff.

### V. R E A L P R O P E R T Y

#### LEASED PROPERTY

USAID/Cameroon currently leases eighteen residences, one office building and one warehouse in Yaounde. The InterAgency Housing Board determines the disposition of the residences after the departure of the occupants. At this time the Board has decided that 7 of the USAID residences will be returned to their owners. The 11 remaining houses will be transferred to other USG agencies in Yaounde. The office, warehouse/garage leases are scheduled to be transferred to USIS and US Embassy in January 1995.

USAID/Cameroon, with the support of the GSO, is responsible for restoring the houses to be returned to their owners. The TDY General Services Coordinator will manage this process. This can be handled either through negotiations with the landlords, cash payment for renovations in lieu of actual work, leaving of installed property in the residences, or using building contractors to carry out any necessary restorations and painting.

At the end of FY 93 the Mission advised all its landlords that for budgetary reasons it could now only make quarterly rent payments in advance. Since all leases contain a ninety day or less clause for notice termination, the advance quarterly payment will cover the required notice/restoration period, and refund of prepaid rent unearned will not be required.

#### OWNED PROPERTY

USAID/Cameroon does not own any real property in Cameroon.

#### **VI. R E C O R D S M A N A G E M E N T**

USAID/Cameroon has fifty 5-drawer file cabinets of official and working files. In addition, it has several mini technical libraries and several hundred boxes of retired records and files, including some for Chad, located in its warehouse. This accumulation is normal for a thirty (30) year old mission.

The TDY C&R Specialist is assisting the Mission in the process of identifying, classifying and disposing of its files. This activity includes selecting and preparing for shipment those files destined for another post or AID/W. Files no longer needed are being destroyed. The ongoing need for records movement and destruction after the departure of the C&R Specialist will be handled by the local staff, including USPSC personnel, who are being trained by the C&R expert.

USAID/Cameroon has maintained all administratively controlled and classified records separately from unclassified files. Most classified files have been disposed of. Only two (2) classified files remain. These files will be packed and sent to AID/W through the classified pouch.

Cameroon records are being closed out as follows:

- The official files are being marked with yellow-band labels showing retention periods. The working files are being sorted and unnecessary copies are being destroyed.
- The inactive official files are being packed in record shipping boxes. The subject files are being separated from case files and permanent folders are packed separately from the ones to be destroyed.
- Files with the same retention periods are being packed and combined into groups. Each box is being listed by folder title on a SF 135A or a shelf list. The boxes are being marked to show disposal authority and actual destruction date of their contents. The files that are

to be destroyed are put into boxes and the total volume measured in cubic feet. Supervised destruction of these files has begun.

At the start of the file cleanup process, the Mission had enough records to fill one 20' shipping container. The Mission intends to halve that amount. Pending approval of M/ISS/RM, the Mission will convert those files to be transferred to REDSO/WCA to CD-ROM. The Regional Contracting Office (RCO) records and files will be transferred to REDSO/WCA July 1, 1994. The Controllers files will be transferred on or about October 15, 1994. REDSO will take the records in hard copy but would prefer them on CD-ROM. The program subject files are being shipped to USAID/W by pouch as they are completed. Project files and subject files will be sent to REDSO for storage for the required three (3) year period.

Two options are being considered for shipping of boxed files. One is to ship through the diplomatic pouch. Another is to contract with an air freight company. The final volume of boxes will determine the shipping method selected.

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

## VII. P A R T I C I P A N T T R A I N I N G

Pending approval of AID/Washington, management of the nineteen long-term academic participants currently enrolled in degree programs in the United States will be transferred to Partners for International Education and Training (PIET) or AFR/ONI effective May 1, 1994 under funding from the Human Resources Development Assistance Project (HRDA). Current PIO/Ps funded with bilateral project funds will be amended to end on April 30, 1994. The Mission will decommit any remaining funds.

There are four AFGRAD and four Cameroon Agricultural Planning & Policy Project (CAPP) participants remaining in the U.S. beyond their previously estimated dates of return to Cameroon. The AFGRAD participants are under the supervision of the African American Institute (AAI) and the CAPP participants under the Consortium for International Development (CID). Attempts by the Mission to accelerate the return of these participants have been unsuccessful.

LOCAL CURRENCIES

The Mission has no local currency funds for training

PARTIALLY FINANCED TRAINING

USAID/Cameroon has no partially financed training.

SELECTED PROCEDURES AND REGIONAL/CENTRALLY FUNDED TRAINING GRANTS

There are no plans for regional or centrally funded training

FOLLOW-UP OF RETURNED PARTICIPANTS

Limited follow-up will be taken over by the U. S Information Service (USIS) in Cameroon. The Mission will transfer its Participant Training Management System (PTMS) software and data to USIS so that the Mission's participants can be incorporated into the USIS data base. In this way, the returned USAID/Cameroon participants will benefit from the distribution of publications by USIS and be made aware of U.S cultural presentations

REGIONAL USE OF RESOURCES IN THE COUNTRY

At present, there are three third country participants in training in Cameroon. The first will return to Chad in April 1994. USAID Niger and USAID Senegal have agreed to accept full responsibility for the second and third participants, respectively.

POST CLOSE-OUT ASSISTANCE

USAID is working closely with OIT and AFR/ONI on participant close-out. Mission does not envision any field assistance required to complete this action.

## MEMORANDUM OF UNDERSTANDING

The purpose of this Agreement is to set forth various commitments made by and between USAID/Cameroon and the United States Embassy in Yaounde related to the close out of USAID activities in Cameroon

- 1 It is agreed that USAID and the Embassy will formally coordinate and consult with each other on a weekly basis regarding the close out,
- 2 It is agreed that USAID will provide TDY assistance to manage close out administrative activities to include sales of USAID NXP property, renovation of USAID residences, packouts and inventories,
- 3 It is understood that most USAID activities will be completed and USAID personnel be transferred or separated by September 30, 1994, that USAID will leave a core staff of three USDH officers plus a limited FSN support staff in Cameroon which will work to complete all USAID actions and activities on or before December 31, 1994. It is also recognized that limited residual actions may be required after December 31, 1994,
- 4 It is agreed that the Embassy will notify the Department of State of the facilities and equipment that USAID will transfer to the Embassy and USIS free of charge if they rent the current USAID building. Based on the value of these facilities and equipment, the Embassy will ask that the Department consider an appropriate offset of costs under the FAAS system for USAID for the period beginning October 1, 1994,
- 5 It is agreed that USAID will be billed directly for any program support activities, including support for TDYers and Consultants, obtained from the Embassy after 1 January, 1995,
- 6 It is agreed that residual USAID activities for which the Embassy hereby agrees to assume responsibility for, effective January 1, 1995 are as follows
  - a Renovate, at USAID expense, after the departure of the occupants, any USAID leased residences still occupied by December 31, 1994, and return residences to owners,
  - b Oversee the packing and shipping of any remaining personal effects, household or

- privately owned vehicle belonging to USAID personnel Charges for such shipping will be paid in cash and charged to AID, or transferred to the to-be-designated AID financial servicing station for payment,
- c Pay in cash any residual unpaid minor-value billing properly chargeable to USAID and transfer the charge to the USAID financial servicing station,
  - d Approve for payment and unpaid billing, exceeding \$500, properly chargeable to USAID and submit to the designated USAID financial servicing station for payment,
  - e Transfer any unresolved financial matter to the AID financial servicing station,
  - f Transfer any unresolved contract matter to the USAID contract servicing station,
  - g Refer any unresolved USAID programmatic issues to the USAID Cameroon Desk in Washington, or to other designated servicing station,
  - h Provide limited secure storage for USAID official records not otherwise disposed of in accordance with the official schedule in USAID's regulations (to be provided by USAID) Storage of records to be reviewed at the end of each fiscal year,
  - i Effective January 1, 1995, pay total cost of current USAID office building, and shared warehouse and motor pool garage,
  - j Assure that correct separation and out placement services are followed for termination of final group of USAID's FSN staff,
  - k Arrange for storage and sale of excess furniture and equipment prior to January 1, 1995 (direct charge or FAAS) Subsequent storage and sale of same after this date is to be direct charged to USAID

In consideration for providing the above servicing, USAID will grant to Embassy, at no cost, property and facilities as follows

- 1 USAID office building USAID will release the building and remaining fixtures and equipment to Embassy on December 31, 1994 USAID

will attempt to provide space prior to the transfer date should Embassy decide to transfer selected activities earlier to the USAID building. It is acknowledged that rent for the building has been paid by USAID through January 31, 1995,

- 2 The Local Area Network wiring, including concentrators installed in the USAID Building,
- 3 All existing security doors, windows and vault,
- 4 All existing telephone switches and the internal Mitel telephone system,
- 5 Existing intercom and alarm system,
- 6 Receptionist console,
- 7 Emergency Generator system,
- 8 Air-conditioning system plus spares,
- 9 Communication system, including
  - a roof antennas,
  - b radio base stations,
  - c various radio transceivers,
  - d assorted electronic testing equipment,
  - e assorted radio and electronic spares
- 10 Miscellaneous office furnishings and fixtures, including fire extinguishes, wall clocks, window treatments, etc

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

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Morris N Hughes, Jr  
Deputy Chief of Mission

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Peter Benedict  
USAID Mission Director

PHASE - OUT TIMETABLE

ATTACHMENT C

NON-EXPENDABLE PROPERTY INVENTORY

USAID/CAMEROON NXP INVENTORY AS OF FEBRUARY 18, 1994  
SUBJECT CLASS 319 AUTOMOTIVE

FSI	Control Number	Description	Qty	\$Unit	\$Total
---	-----	-----	---	-----	-----
61	6360	Battery Charger	1	285	285
49	6400	Steam Cleaner/High Pressure Washer	1	2,275	2,275
43	6420	Air Compressor (Small)	1	625	625
43	6420	Air Compressor (Large)	1	1,500	1,500
51	6590	Drill	2	570	1,140
49	6960	Jack	2	90	180
51	6972	Air Lift Jack	1	1,300	1,300
34	7310	Press, Large	1	550	550
3	7383	High Pressure Vacuum Pump/ Air Conditioner	1	510	510
49	7710	Paint Sprayer	2	90	180
51	8016	Tool Box, Metal	6	480	2,880
34	8340	Welding Generator	1	1,000	1,000
51	8370	Air Wrench	1	100	100
99	9999	Motor, (Balder)	1	90	90
99	9999	Engine Analyser	1	110	110
99	9999	Analyser with Timing Light	2	115	230
99	9999	Tool Storage Rack, Metal	1	350	350
99	9999	Bench Grinder	1	225	225
99	9999	Oxygen Cart	1	175	175
99	9999	Tire Changing Stand, Metal	1	565	565
99	9999	Brake Bleeder	1	100	100
Total--(319 Automotive)					\$14,370

USAID MOTOR VEHICLE INVENTORY  
SUBJECT CLASS 312, AS OF FEBRUARY 18, 1994

Vehicle Serial No -----	Make/ Type of Vehicle -----	Acquisition Cost -----
46500	Toyota-Compact (Class II Sedan	\$ 16,400
180899	Chevrolet-Mid-Size (Class III Sedan	12,580
004981	Toyota-Truck, 8500 lbs. & under 4x4	15,830
004997	Toyota-Truck, 8500 lbs. & under 4x4	15,830
005011	Toyota-Truck, 8500 lbs & under 4x4	15,830
06476	Toyota-Truck, 8500 lbs & under 4x4	17,125
006477	Toyota-Truck, 8500 lbs & under 4x4	17,125
006478	Toyota-Truck, 8500 lbs & under 4x4	17,125
006481	Toyota-Truck, 8500 lbs. & under 4x4	17,125
47518	Toyota-Truck, 8500-12,499 lb 4x4	16,610
63845	Toyota-Truck, 8500-12,499 lb 4x4	20,970
59064	Toyota-Truck, 8500-12,499 lb. 4x4	20,970
0001451	Toyota-Mini-Van, 8 passengers	13,580
115342	Chevrolet-Truck, 8500 lbs & under 4x2	16,600

USAID MOTOR VEHICLE (CONTINUATION)  
SUBJECT CLASS 312, AS OF FEBRUARY 18, 1994

<u>Vehicle Serial No</u>	<u>Make/ Type of Vehicle</u>	<u>Acquisition Cost</u>
300568	Chevrolet-Truck, 8501-23,999 lbs	17,760
300697	Chevrolet-Truck, 8501-23,999 lbs	17,760
108499	Chevrolet-Truck, 8500 lbs & under	18,880
	TOTAL	<u>\$288,100</u> =====

USAID/CAMEROON NXP INVENTORY AS OF FEBRUARY 18, 1994  
SUBJECT CLASS: 313, OE FUNDED

FSI	CONTROL NUMBER	DESCRIPTION	QTY	\$UNIT	\$TOTAL
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70	5010	MAINFRAME CPU Model 6515	1	95,000	95,000
70	5020	MINICOMPUTER CPU 015	1	27,215	27,215
70	5030	WORD PROCESSOR CPU 015 6540	2	30	60
70	5040	MICROCOMPUTER CPU	93	2,200	204,600
70	5060	IOP/CONTROLLER	5	4,870	24,350
70	5090	TAPE DRIVE	3	1,700	5,100
70	5100	WORKSTATION	3	190	570
70	5110	MONITOR	102	495	50,490
70	5120	PRINTER	59	1,180	69,620
70	5130	TELECOMMUNICATION Equipment	4	315	1,260
70	5150	UNINTERRUPTIBLE POWER SUPPLY/POWER EQUIPMENT	2	15,055	30,110
99	5999	OTHER ACCESSORIES	4	60	240
99	5999	TAPE DRIVE CABINET	1	2,000	2,000

Total Subject Class 313 = \$ 510,615

USAID/CAMEROON NXP INVENTORY AS OF FEBRUARY 18, 1994  
 SUBOBJECT CLASS 311, OE FUNDED

FSI	CONTROL NUMBER	DESCRIPTION	QTY	\$UNIT	\$TOTAL
71	3005	BEDFRAME/HOUSEHOLD/BUNK	7	320	2,240
71	3010	BEDFRAME, HOUSEHOLD, SINGLE, WITH/WITHOUT HEADBOARD	96	160	15,360
71	3030	BEDFRAME, HOUSEHOLD, QUEEN, WITH/WITHOUT HEADBOARD	28	600	16,800
72	3060	BEDSPRING, HOUSEHOLD, SINGLE	85	175	14,875
72	3080	BEDSPRING, HOUSEHOLD, QUEEN	22	240	5,280
72	3100	BENCH, DREXEL	2	50	100
71	3130	BOOKCASE, HOUSEHOLD, WOOD	80	150	12,000
71	3140	BUFFET/CREDENZA/WOOD	21	800	16,800
71	3150	CABINET, CHINA	30	920	27,600
71	3160	CABINET, STORAGE, HOUSEHOLD, (EXCEPT WARDROBES)	29	185	5,365
71	3165	CABINET, STORAGE, MEDICINE	1	35	35
71	3170	CABINET, TELEPHONE, HOUSEHOLD	2	75	150
	3205	DISH, CHAFING	2	210	420
71	3210	CHAIR, OCCASIONAL, HOUSEHOLD	128	350	44,800
71	3230	CHAIR, FOLDING, METAL	64	35	2,240
71	3240	CHAIR, DESK, HOUSEHOLD	32	35	1,120
71	3250	CHAIR, DINING	226	220	49,720
71	3260	CHAIR, PORCH/GARDEN	138	60	8,280
71	3270	CHEST OF DRAWERS	91	690	62,790
71	3290	CRIB, BABY	4	130	520

<u>FSI</u>	<u>Control Number</u>	<u>Description</u>	<u>Qty</u>	<u>\$Unit</u>	<u>\$Total</u>
71	3320	DESK, WRITING/HOUSEHOLD	35	350	12,250
73	3330	DINNER SET, CHINA, UNCRESTED	265		4,210
71	3357	DRESSER (BEDROOM)	47	425	19,975
35	3360	DRIER, CLOTHES HOUSEHOLD	38	330	12,540
71	3365	ETAGERE	19	225	4,275
73	3410	FLATWARE SET, SILVERPLATE	230		1,995
71	3430	FOOTSTOOL (OTTOMAN)	5	65	325
41	3440	FREEZER, FOOD, HOUSEHOLD	33	600	19,800
73	3450	GLASSWARE SET, UNCRESTED	341		2,860
71	3454	HEADBOARD, SINGLE, (UNATTACHED)	93	160	14,880
'	3456	HEADBOARD, QUEEN	25	335	8,375
71	3495	HUTCH, WOOD	7	200	1,400
62	3500	LAMP, FLOOR	61	205	12,505
62	3510	LAMP, TABLE	169	100	16,900
72	3530	MATTRESS, SINGLE	85	140	11,900
72	3550	MATTRESS, QUEEN	21	220	4,620
72	3570	MATTRESS, CRIB, BABY	1	35	35
71	3571	MIRRORS	106	170	18,020
72	3585	OVEN, MICROWAVE	1	300	300
41	3640	REFRIGERATOR, FOOD, ELEC	45	720	32,400
72	3680	RUG, 0-108 SQ.FT.	46	405	18,630
72	3690	RUG, 109-288 SQ. FT.	49	450	22,050
71	3725	SIDEBOARD, SERVER	6	445	2,670

FSI	Control Number	Description	Qty	\$Unit	\$Total
71	3740	SOFA, WOODEN FRAME	79	570	45,030
71	3741	SOFA, PORCH	7	175	1,225
71	3750	STOOL	4	80	320
73	3771	RANGE, COOKING, GAS 30"	26	400	10,400
71	3780	TABLE, CARD	58	40	2,320
71	3790	TABLE, COFFEE	46	230	10,580
71	3800	TABLE, DINING/DINETTE	24	1,050	25,200
71	3810	TABLE, DRESSING	3	35	105
71	3820	TABLE, END/CORNER/NIGHT, WOOD	128	210	26,880
71	3840	TABLE, MISC	55	100	5,500
71	3850	TABLE, PORCH/GARDEN	40	60	2,400
77	3860	TELEVISION	3	630	1,890
83	3895	PORCH, PATIO SET	20	440	8,800
79	3900	VACUUM CLEANER, HOUSEHOLD	19	260	4,940
71	3905	WALL UNIT, ENTERTAIN CTR	3	1,340	4,020
71	3910	WAREROBE, HOUSEHOLD	8	200	1,600
35	3920	WASHING MACHINE, HOUSEHOLD	28	330	9,240
99	4999	OTHER	8	100	800
TOTAL-----SUBJECT CLASS: 311			=	\$690,660	=====

USAID/CAMEROON NXP INVENTORY AS OF FEBRUARY 18, 1994  
SUBJECT CLASS: 310 OE FUNDED

FSI	CONTROL NUMBER	DESCRIPTION	QTY	\$UNIT	\$TOTAL
36	0070	Binding, Machine	1	200	200
75	0080	Board, Bulletin, Non Magnetic	21	40	840
71	0085	Board, Bulletin Magnetic	5	85	425
71	0090	Bookcase Section, Wood Class A	5	100	500
71	0100	Bookcase Section, Wood Interlocking Sliding Glass Door	3	260	780
71	0110	Bookcase Section, Metal Interlocking Sliding Glass Door	18	225	4,050
71	0120	Bookcase, Office, Wood Except Class "A"	106	305	32,330
71	0130	Bookcase, Office, Metal	23	175	4,025
71	0180	Cabinet, Filing, Metal, Legal Size, 1-3 Drawers	23	145	3,335
71	0190	Cabinet, Filing, Metal, Legal Size, 4 or more Drawers	52	150	7,800
71	0200	Cabinet, Filing, Metal Letter Size, 1-3 Drawers	17	145	2,465
71	0210	Cabinet, Filing, Metal Letter Size, 4 or more Drawers	23	150	3,450

FSI	Control Number	Description	Qty	\$Unit	\$Total
71	0220	Cabinet, Filing, Metal Safe Combination Lock 1-3 Drawers	1	1,165	1,165
71	0240	Cabinet, Filing, Metal Miscellaneous	5	150	750
71	0260	Cabinet, Wardrobe or Storage, metal	19	145	2,755
71	0270	Cabinet, Visible Files Kardex, 1-12 Slides	1	150	150
71	0290	Cabinet, Wood, Telephone Class "A"	1	100	100
71	0291	Cabinet, Telephone	6	75	450
71	0300	Electronic, Calculator, Desk	44	135	5,940
67	0370	Camera	2	110	220
71	0380	Chair, Easy, Class "A"	4	250	1,000
71	0390	Chair, Miscellaneous, Office	39	150	5,850
71	0400	Chair, Secretarial, Metal Without Arms	81	150	12,150
71	0410	Chair, Secretarial, Wood Without Arms	7	160	1,120
71	0420	Chair, Straightback Metal	109	125	13,625
71	0430	Chair, Straightback Wood	7	130	910
71	0440	Chair, Swivel, Metal with Arms	116	165	19,140
71	0450	Chair, Swivel, Wood with Arms	10	170	1,700

FSI	Control Number	Description	Qty	\$Unit	\$Total
71	0460	Chair, Swivel, Class "A" with or without arms	9	230	2,070
71	0470	Chair, Wood, Straightback, Class "A"	2	200	400
71	0475	Chart, Planning, Panel	3	50	150
66	0480	Clock, Stamp, Date/Time	2	280	560
36	0530	Copying Machine	13	4,035	52,455
71	0540	Costumer, Wood, Class "A"	1	75	75
71	0541	Costumer, Other	1	50	50
71	0550	Credenza, Office, Metal	8	275	2,200
71	0560	Credenza, Office, Wood Except Class "A"	4	220	880
71	0570	Credenza, Office, Wood Class "A"	1	230	230
71	0600	Desk, Attachment, Metal	28	100	2,800
71	0620	Desk, Attachment, Wood	24	100	2,400
71	0630	Desk, Office, Metal (Except Secretarial)	57	280	15,960
71	0640	Desk, Office, Metal (Secretarial)	19	200	3,800
71	0660	Desk, Office, Wood (Except Class "A" and Secretarial)	14	230	3,220
71	0670	Desk, Office, Wood, Class A Executive or Secretarial	5	800	4,000
1	0700	Dispenser, Water Cooler	7	300	2,100

FSI	Control Number	Description	Qty	\$Unit	\$Total
72	0820	Lamp, Desk	4	40	160
67	0837	Microfiche, Reader, printer	1	3,635	3,635
58	0843	Fax Machine	2	1,665	3,330
67	0930	Projector, Movie	4	510	2,040
67	0960	Projector, Overhead	4	510	2,040
71	0987	Rack, Display	7	50	350
71	0990	Rack, Wearing Apparel	1	160	160
74	1030	Recorder, Tape, Reel	1	2,665	2,665
74	1033	Recorder, Video, VCR	6	535	3,210
71	1050	Safe, Combination Lock	1	2,070	2,070
71	1065	Shelves, Metal or Wood, Storage	8	150	1,200
71	1080	Destruction Equipment	2	2,845	5,690
71	1090	Sofa, Office, Except Class A	4	300	1,200
71	1095	Sofa, Office, Class A	1	375	375
67	1125	Stand, Projection, Photographic	1	100	100
71	1130	Stand, Office Machine	44	50	2,200
75	1140	Stapling Machine	1	250	250
58	1160	Telephone, Switchboard	1	75,000	75,000
71	1190	Table, Occasional, Office	49	120	5,880
71	1200	Table, Wood, Coffee, End or Occasional, Class "A"	13	275	3,575
71	1210	Table, Conference, Metal	4	200	800
71	1220	Table, Conference, Wood Class "A"	1	720	720
71	1230	Table, Conference, Wood Except Class "A"	6	275	1,650

FSI	Control Number	Description	Qty	\$Unit	\$Total
74	1290	Typewriter, Non-Portable, Electric	4	335	1,340
74	1316	Typewriter, Selective III	48	575	27,600
74	1320	Typewriter, Manual	1	275	275
62	3510	Lamp, Table	9	40	360
99	2999	Other	13	200	2,600
99	2999	Computer Desk	30	500	15,000
99	2999	Clock	53	50	2,650

TOTAL--Subobject Class 310 = \$389,830  
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USAID/CAMEROON NXP INVENTORY AS OF FEBRUARY 18, 1994  
 SUBJECT CLASS 319, OE FUNDED

FSI	CONTROL NUMBER	DESCRIPTION	QTY	\$UNIT	\$TOTAL
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41	6010	AIR CONDITIONER, CENTRAL (Trane)	1	250,000	250,000
41	6015	AIR CONDITIONER, SPLIT LEVEL	14	1,150	16,100
41	6020	AIR CONDITIONER, WINDOW UNIT	135	500	67,500
58	6070	AMPLIFIER	1	220	220
59	6120	ANTENNA, MULTIAPPLICATION	9	100	900
39	6320	CART, UTILITY	3	400	1,200
61	6370	CHARGER, BATTERY	2	835	1,670
60	6480	PAPER CUTTER	7	60	420
44	6500	HUMIDIFIER/DEHUMIDIFIER	44	390	17,160
42	6640	EXTINGUISHER, FIRE MOUNTED	114	205	23,370
41	6650	FAN, AIR, PORTABLE	14	125	1,750
41	6655	FAN, AIR, FLOOR	5	300	1,500
41	6656	FAN, AIR, CEILING	97	110	10,670
46	6658	FILTER, WATER	58	75	4,350
61	6730	GENERATOR, ELECTRICAL, UNDER 5KW	1	2,000	2,000
61	6740	GENERATOR, ELECTRICAL, 5 TO 50 KW	1	25,000	25,000
54	7000	STEP LADDER, METAL	34	120	4,080
54	7005	LADDER, ESCAPE	1	200	200
3	7210	MONITOR TEST RADIO	4	1,415	5,660

<u>Fs1 Ind.</u>	<u>Control Number</u>	<u>Description</u>	<u>Qty</u>	<u>\$Unit</u>	<u>\$Total</u>
37	7230	MOWER, LAWN, POWERED	4	350	1,400
37	7235	MOWER, LAWN, MANUAL	17	100	1,700
79	7300	POLISHER, FLOOR	1	1,000	1,000
43	7350	PUMP, WATER	18	1,100	19,800
58	7430	RECORDER, AUDIO VISUAL	3	5,800	17,400
61	7480	VOLTAGE REGULATOR	3	300	900
66	7590	SCALE	4	75	300
54	7815	TANK, STORAGE, WATER	19	740	14,060
61	8150	TRANSFORMER, ABOVE 1 KVA	64	165	10,560
59	8160	TRANSFORMER, UNDER 1 KVA	47	80	3,760
7	8270	VACCUM CLEANER, COMMERCIAL	1	1,600	1,600
99	9999	OTHER	37	400	14,800
99	9999	POWER BRUSH	1	600	600

TOTAL VALUE OF 319 MISC. \$ 521,630  
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USAID/CAMEROON NXP INVENTORY AS OF FEBRUARY 18, 1994  
 SUBOBJECT CLASS 310/319 OF FUNDED

Fs1 Ind	Control Number	Description	Qty	\$Unit	\$Total
63	0060	Pac Power Supply	4	500	2,000
63	0060	Microphones	6	30	180
63	0060	AES Alarms	23	500	11,500
63	0060	Remote Control	6	250	1,500
63	0060	Amplifier Selectone	2	300	600
36	1080	Destruction Equipment	2	2,845	5,690
10	6245	Bullet Resistant Mat'l	3	5,000	15,000
61	6940	Inverter	12	500	6,000
53	7125	Locks	3	200	600
4	7147	Metal Detectors	2	700	1,400
58	7250	Communications Test Equip	30		28,275
58	7389	Radios/Chargers	88	1,340	118,360
99	9999	Cashier, Miscellaneous	7	200	1,400
99	9999	Electrical Switches	6	200	1,200
Total Subobject Class. 310/319=				\$193,705	<u>          </u>