

Additional Help: 527  
File Name: 527sad\_100103\_cd33  
Revision: 10/01/2003  
Effective Date: 09/29/2003

## **SAMPLE ADMINISTRATIVE OPERATIONAL CLOSE-OUT PLAN**

### **USAID Mission**

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Attachment A – Personnel Departure List

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Other recommended attachments:

- Residential Property List (appropriate page from the USAID Real Property Inventory)
- Timeline/Schedule of Events

## **I. INTRODUCTION**

This Administrative Operational Close-out Plan for the USAID Mission has been developed on the following assumptions:

- a. The Executive Office and Regional Controller's Office, which serve other Missions and regional operations, are not closing out.
- b. The Mission will close on September 30, 1999. Most of the USPSCs (international hire and local hire) and FSNPSCs will be off the rolls by July 31, 1999. Two employees are scheduled to depart in August 1999 and three in September 1999.
- c. Program close-out plans have been established which require activities to close-out not later than June 30, 1999, with the exception of one major activity. Administrative close-out actions are planned for the last quarter of FY 99.

## **II. PERSONNEL**

A personnel departure list (Attachment A) has been developed showing departure dates in accordance with the following:

- a. For FSNPSCs a six-month advance notice period has been established. Employees have been notified of this plan individually in writing. The departure schedule shows for each employee the NLT date the termination notice is to be issued and the termination (departure) date. Contracts are in the process of being amended to reflect the established termination (departure) dates. Severance pay and the close-out bonus are being factored into contract amendments. Preliminary plans call for the Executive Office, in coordination with RFMO and the Embassy, to calculate each FSNPSC's final two pay periods and severance pay for any eligible employee. A check for this amount will be ordered and available to give to them on their last day.
- b. For USPSCs, the contracts are being amended to reflect the established termination (departure) dates.
- c. For one USDH employee the departure date is August 31, 1999, after the program is closed and any administrative matters requiring his attention are completed.

For employees [employees' names] entitled to repatriation travel, travel orders, pack-out of HHE and UAB, and arrangements for shipment of POVs need to be initiated 45-60 days in advance of departure dates. The Executive Office has principal responsibility for initiating, coordinating, and tracking/monitoring personnel-type actions for USDH,

USPSC, and FSNPSC employees. The Executive Office is also responsible for managing the Transitional Training program designed to assist FSN employees in preparing for re-entry into the local job market upon completion of service with USAID's Bilateral Mission. (Attachment B, USAID Staff Notice No. 97-10, dated October 29, 1997) Related to this training, employees will be given up to 40 hours of Training Leave, which is separate from and does not affect annual leave. The Training Leave may be supplemented by a flextime/flexible work hours schedule. It is Agency policy (ADS 527) as well as the Mission's highest priority that all employees affected by close-out are assisted, to the maximum extent practicable, in obtaining rewarding, onward employment. It is also important that employees are provided incentives to remain with USAID until the established termination date.

The Executive Office is responsible for developing a proactive outplacement program, to include

- a. Maintaining a system for the receipt and posting of both U.S. Government and private sector job announcements;
- b. Assisting employees with applications and resumes, as well as counseling;
- c. Working with the Embassy and other USG agencies to ensure priority consideration for employment opportunities;
- d. Setting up private office space with a computer and a phone for employees to use in seeking employment opportunities; and
- e. Coordinating with supervisors for approval of administrative leave for job interviews.

### **III. RECORDS, PROCUREMENT, NONEXPENDABLE AND REAL PROPERTY**

Checklists, contained in ADS 527.4.2.n. identify the specific responsibilities of the Executive Office for the following areas:

- a. Personnel
- b. Financial Management
- c. Procurement and Supply
- d. Personal Property (Nonexpendable Property)
- e. Disposal/Distribution of IT Equipment
- f. Real Property
- g. Records Management
- h. Participant Training

Administrative procurement commitments will be tracked by the Procurement Division to ensure that no commitments go beyond September 30, 1999, unless specifically

authorized by the USAID Mission Director. Effective immediately, the procurement of major items of equipment or furnishings will be prohibited except under extraordinary circumstances such as major breakdowns and if no other option such as temporary rental is feasible. Procurement of supplies and petty cash operations will continue to September 30, 1999, as needed.

Personal property for the Bilateral Mission and the Regional Services Center (RSC) is commingled. The residential property being returned from terminating leases and in the warehouse will be included in property disposal actions. Office furniture and equipment assigned to the Bilateral Mission staff members will be similarly selected for disposal action. The Embassy will be asked to conduct these disposals through public sales. The Embassy has already expressed interest in accepting the transfer of approximately 15 workstations of modular office furniture. The possibility of an ICASS offset for the fair-market value of the items needs to be discussed with the Embassy. Disposal of IT and other equipment and vehicles will follow USAID guidelines, with preliminary specific plans developed by the Executive Office NLT March 31, 1999.

Warehouse facilities are rented by the number of square meters actually used. Therefore a reduction in the amount of furniture and appliances being stored for the Bilateral Mission will result in a reduction in operating costs without the need to secure a smaller warehouse for the RSC and RIG equipment.

For the two residential leases (refer to the recommended attachment listing residential property), termination notices will be issued providing for a few weeks for restoration after the departure of the occupants. RSC is establishing a timetable for moving to the office space on the 4<sup>th</sup> floor of the Bank Center Building, now occupied by the Bilateral Program. This will coincide with the October 14 expiration of RSC's lease for office space on the 9<sup>th</sup> floor in the Bank Center.

Motor Pool operations and the size of the current fleet (four vehicles) will remain unchanged until after the close of the Bilateral Mission. In FY 2000 a review will be made by Management of usage by the RSC with a view toward reducing the number of vehicles.

Records management close-out activities have already started. In April 1997, the Bilateral Mission employed a long-term Records Management Assistant to develop a training program plan on proper records management procedures relating to close-out. In addition, this Records Assistant has been responsible for hands-on and planning actions for program and activity (project) files inventory, cataloguing, retirement, and disposal in anticipation of 1999 close-out requirements. Administrative actions involving the disposition of OAR's program and Strategic Objective Team (SOT) records which are directly related to specific program activities will be time-phased to correspond to activity completion dates.

The Executive Office will be responsible for assessing the volume and variety of the Bilateral Mission's administrative records during the first half of FY-99 and for taking appropriate disposal action during the period April 1 through September 30, 1999.

#### **IV. OTHER ACTIONS**

The Embassy needs to be notified six months in advance of close-out (NLT 3/31/1999) of ICASS pull-out and which specific support services will be impacted.

A world-wide cable on closing the Bilateral Program needs to go out prior to close-out.

A notice, cleared with the RLA, needs to be put in local papers regarding possible claims against the Bilateral Mission.

**ATTACHMENT A****Personnel Departure List**

<b>Name</b>	<b>Employment Type</b>	<b>Contract End Date</b>	<b>Termination Date</b>	<b>Notification Date</b>	<b>Funds Until</b>	<b>Action to be Taken</b>
BK	FSNPSC	31/7/99	31/1/99	1/31	Fully funded	Entitled to 23 days admin leave Last day of work 7/8
FC	USPSC	31/7/99	31/7/99	N/A	4/17/99	MAARD & MOD to be done for funds – 3/1/99
JR	FSPSC	31/7/99	31/7/99	1/31	Fully funded	
KS	USPSC	31/7/99	31/7/99	N/A	Fully funded	
OK	USPSC	31/7/99	31/7/99	N/A		RCO contract
SS	FSPSC	31/7/99	31/7/99	1/31	Fully funded	
DW	USDH	N/A	31/8/99	N/A	N/A	
NN	FSNPSC	30/8/99	31/8/99	2/26	Fully funded	Selected for new PSC position in OAR 3/14/99
SK	FSNPSC	30/9/99	30/9/99	3/31	Fully funded	
BL	USPSC	30/9/99	30/9/99	N/A		RCO contract
CA	FSPSC	2/7/99	30/9/99	3/31	Fully funded	Possible extension to 9/30/00
EM	USPSC	31/7/99	30/9/99	N/A	Fully funded	To be extended to 9/30/00
NY	FSNPSC	30/9/99	30/9/99	3/31	Fully funded	New position filled 3/14/99
FP	USPSC	30/9/99	30/9/99	N/A		EOD 4/6/99 Contract pending
MD	USPSC	30/9/99	30/9/99	N/A		RCO contract
CC	USPSC	31/10/00	31/10/00	N/A	9/30/99	To move to RSC 10/1/99

## ATTACHMENT B

### STAFF NOTICE

NO. 97-10

October 29, 1997

TO: All employees and supervisors

FROM: USAID Representative

SUBJECT: The USAID Mission Transitional Training Program

The purpose of this notice is to establish, effective immediately, and describe the USAID Mission **Transitional Training Program**.

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The United States Government has announced the host country's graduation from the USAID assistance program by September 30, 1999. It is Agency policy (ADS 527) as well as this Mission's highest priority that all employees affected by such actions as close-out be assisted, to the maximum extent feasible, in obtaining rewarding, onward employment. It is also an important element of Mission management that employees are provided incentives to remain with USAID until they and the USAID Mission agree their contribution has been successfully achieved. In order to assist employees for the career transition resulting from the completion of USAID's mission in the country, the Mission hereby establishes the Transitional Training Program for local employees. The specific purpose of this program is to provide the funding and leave in order to enable the employee to prepare for reentry into the local job market upon completion of service with USAID.

**Prerequisite:** All local employees who have been employed full-time at USAID for longer than one year will be given the opportunity to select and attend training courses, including language courses, to be included in the Transitional Training Program (TTP).

**Procedures:** In order to participate in TTP, the employee must

1. Meet the prerequisite above.
2. Sign a Transitional Training Agreement (see Attachment B) with USAID agreeing to stay until the close-out date of September 30, 1999, or until the final contract

termination date as given in their Termination Notice determined in the Operational Close-Out Plan. This agreement includes a statement that if the employee decides to terminate his/her contract effective 10 or more work days before either of these dates, the employee authorizes that training costs and the cost of any Training Leave provided by USAID will be recovered from any amount due to the employee. If the amount of that payment is insufficient, the employee will directly reimburse USAID for the outstanding balance due.

3. Supply a course description and timetable with the agreement.
4. Obtain the approval of the employee's supervisor and the AIDREP for their training plan. Only training provided by qualified or locally accredited schools or instructors will be eligible for TTP.
5. Register for courses after getting the necessary approvals and give the EXO formal written invoice or pro forma invoice from the school or trainer a minimum of 20 working days before payment is due. This is in order to allow time for processing. An exception has been provided for the first semester of academic year 1997-1998 if the supervisor and the AIDREP properly authorize ex post the Transitional Training Agreement for courses currently being taken by the employee.
6. After completing the training in the Training Agreement, the employee must submit certification to the supervisor from the training provider that the employee's final grade for the training was equivalent to at least average performance, for example, a three on a five-point scale or a C on a letter-grade scale. If a lower grade was achieved, the employee may not proceed to subsequent courses in the employee's training plan.
7. Further exceptions to the above procedures must be agreed to in writing by USAID.

**Financing:** USAID will finance courses provided subject to the conditions described in "Procedures". Payment will be made directly to the providers, unless USAID agrees otherwise in writing.

**Cost Limit:** The total cost of all courses financed by USAID for each employee participating in TTP is the local currency equivalent of US\$2,500. Employees whose training costs are LESS than the \$2,500 equivalent will NOT be eligible for payment of the difference between the costs of courses they attend and the \$2,500 equivalent limit. The \$2,500 equivalent limit is intended only as a guide as to the maximum available and for planning purposes. USAID's objective is to provide useful transitional training for employees. This training is not intended to provide additional or supplemental severance pay.

**Training Leave:** Employees will be given up to 40 hours of Training Leave per year for their authorized training during work hours. This leave is separate from and does not affect annual leave. Again, this is intended only as a guide as to the maximum available



time and for planning purposes. Employees who do not need 40 hours of time for their training will not be given extra leave.

**Flexible work hours (flextime):** The employee may supplement the allowed 40 hours of Training Leave by using daily flextime schedules. Upon two weeks notification to his/her supervisor and with the supervisor's approval, an employee may elect to come in as early as 07:30 daily and leave as late as 18:00. Employees must maintain normal lunch and other breaks. That is, an employee is NOT allowed to work through lunch or other breaks and count that towards his/her flexible work-hour schedule.

**Annual Leave:** The employee may also supplement Training Leave by using personal annual leave, with the advance written approval of his/her supervisor according to standard office policy.

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