

SUBJECT: Cash Awards for U.S. Citizen and Third Country National Personal Services Contractors

NEW MATERIAL: Effective immediately U.S. citizen personal services contractors (USPSC) and Third Country National personal services contractors (TCNPSC) are eligible for cash awards. Within the next month, implementing instructions and changes to the ADS 491 and AIDAR, and an Acquisition and Assistance Policy Directive (AAPD) will be issued. In the interim, awards for USPSCs and TCNPSCs may be processed based upon the policy guidance provided in this General Notice.

EFFECTIVE DATE: 05/14/2004

POLICY

USAID/General Notice
M/OAA and M/HR
05/14/2004

SUBJECT: Cash Awards for U.S. Citizen and Third Country National Personal Services Contractors

The offices of Acquisition and Assistance (OAA) and Human Resources (HR) are pleased to announce that effective immediately U.S. citizen personal services contractors (USPSC) and Third Country National personal services contractors (TCNPSC) are eligible for cash awards. Within the next month, implementing instructions and changes to the ADS 491 and AIDAR, and an Acquisition and Assistance Policy Directive (AAPD) will be issued. In the interim, awards for USPSCs and TCNPSCs may be processed based upon the policy guidance provided in this General Notice.

Over the last 15 years, the hiring of USPSCs and TCNPSCs by USAID has evolved from contracting for a technical expertise for a limited period of time, to contracting as a necessity for carrying out the Agency's mission worldwide. As this evolution has occurred, recognition of individual accomplishments has been limited by statute-Section 636(a)(3) of the Foreign Assistance Act of 1961, as amended, and by regulation--- Appendix D of the Agency for International Development Acquisition Regulations (AIDAR). Up to this point, individual recognition has been limited to non-monetary awards and certificates of appreciation. Since the Agency depends so much on PSCs and their contributions to the Agency, the Administrator has decided to change the Agency's method of recognizing the work of its PSCs by utilizing the Agency's

discretionary authority to establish a cash awards program for its USPSCs and those TCNPSCs whose compensation is based on the USPSC scale.

M/OAA, M/HR, and M/FM will collaborate in carrying out this change through the implementation of specific policies and procedures for establishing cash awards. The USPSC awards system will closely parallel the program for U.S. direct hire personnel. Cash awards, as specified below, will be funded, approved, and controlled at the Mission or Bureau level, as appropriate.

- USPSCs and TCNPSCs continue to be eligible for non-monetary awards, such as Certificates of Appreciation and honorary awards including the Meritorious, Superior, and Distinguished Honor Awards, along with Time-Off Awards.
- On-the-spot awards may be granted up to a maximum of \$500 per award and are subject to the provisions of ADS 491.
- Special acts awards may be approved by Operating Units up to the established maximums -- Mission Directors can approve up to \$1000 and Heads of Independent Offices and Bureaus can approve up to \$2000, subject to review by Post Awards Committee or Bureau/Office Awards Committee, as appropriate. Any award above \$2,000 requires review by the Special Awards Committee and the Administrator.
- The responsible Operating Units must provide funds for all such awards, and the type of funding must be from the same source as the PSC contract.

Within the next thirty (30) days, instructions, changes, and the specifics of the process will be issued in an Acquisition and Assistance Policy Directive (AAPD) with HR and FM collaboration. Conforming changes will be made to other policies and regulations, including ADS 491, USAID Awards Program.

Point of Contact: Any questions regarding this Notice can be directed to Tom M. Henson, M/OAA/POL, (202) 712-5448.

Notice 0544

File Name	Notice Date	Effective Date	Editorial Revision Date	ADS CD No.	Remarks
IU4_04_03_05182004_CD36	05/14/2004	05/14/2004	N/A	36	Will be cancelled once ADS 491, AIDAR, and an AAPD are issued.

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