

The image features a large, light gray watermark of the USAID seal in the background. The seal is circular and contains the text "UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT" around the perimeter. In the center of the seal is a shield with a map of the United States, and the word "USAID" is written in a large, bold, sans-serif font across the middle of the shield. There are three stars at the bottom of the seal.

**USAID**

**This document has been archived. The “[Why and When](#)” list at the AAPD Archive identifies why the document has been archived and where current guidance may be found. Internal users may also access the [OAA Policy Division webpage](#) to locate current policy and regulations.**



U.S. AGENCY FOR  
INTERNATIONAL  
DEVELOPMENT

August 10, 1999

MEMORANDUM FOR ALL CONTRACTING OFFICERS AND NEGOTIATORS

TO: Distribution List FAC

FROM: Rodney W. Johnson, Director, M/OP

SUBJECT: Increase in Authority for Signing Personal Services Contracts

CONTRACT INFORMATION BULLETIN 99 - 16

The authority of overseas heads of contracting activities to sign personal services contracts is being increased. Overseas heads of contracting activities will now have authority to sign personal services contracts where the cumulative amount of the contract, as amended does not exceed \$500,000 (or the local currency equivalent). Authority remains at \$100,000 for all other contracts. AIDAR 701.601 will be amended to reflect this increase.

The authority of U.S. direct-hire Executive Officers currently holding warrants is similarly increased through the issuance of a blanket ad hoc redelegation of authority. A copy of the ad hoc redelegation is attached. Individual warrants are being re-issued.

It is important to remember that when you sign a contract, you are responsible for the action regardless of whether you are exercising authority that is given to you personally or is given to you by virtue of your position. If problems arise under the contract that result in a case before the General Accounting Office, Board of Contract Appeals, or a court, the individual who signed the contract may well be called on to explain your actions with regard to the contract.

Att: a/s

UNCLASSIFIED

USAID/M/OP/E:JSWANN:JGS:RDPA99.45

8/5/1999 25205

AID/M/OP:RJOHNSON

@@@###

AID/M/OP/E:ECORDARO

AID/M/OP:KCUNNINGHAM

AID/M/AS/OMS:NKESTER

ROUTINE AWIDE

AIDAC FOR EXO'S

E.O. 12958: N/A

TAGS:

SUBJECT: AD HOC REDELEGATION OF AUTHORITY NO.  
1182.99.45

1. PURSUANT TO SECTION 103.5.10.H OF THE AUTOMATED DIRECTIVES SYSTEM, I HEREBY REDELEGATE TO ALL USAID US CITIZEN DIRECT HIRE EXECUTIVE OFFICERS CURRENTLY HOLDING WARRANTS THE AUTHORITY TO SIGN PERSONAL SERVICES CONTRACTS, AS AMENDED, NOT TO EXCEED 500,000 DOLLARS.

2. THE AUTHORITY REDELEGATED HEREIN IS TO BE EXERCISED IN ACCORDANCE WITH THE REGULATIONS, PROCEDURES, AND POLICIES PROMULGATED WITHIN USAID IN EFFECT AT THE TIME THIS AUTHORITY IS EXERCISED.

3. THIS DELEGATION OF AUTHORITY IS EFFECTIVE UNTIL PERMANENT WARRANTS ARE ISSUED TO THE INDIVIDUAL EXECUTIVE OFFICER OR DECEMBER 31, 1999, WHICHEVER IS EARLIER.

4. SIGNED RODNEY JOHNSON, DIRECTOR, OFFICE OF PROCUREMENT.

UNCLASSIFIED