

April 10, 2020

**Expanding Procurement Capabilities (Agency Lead: Office of Acquisition and Assistance [OAA], Bureau for Management [M])**

1. **Missions may request additional warrants for FSNs and CCN PSCs:** Some senior FSNs and CCN PSCs hold limited warrants to carry out functions such as actions to add incremental funding and administrative modifications. M/OAA will consider waivers of certain warrant-related requirements on a case-by-case basis for additional senior FSN and CCN PSC Acquisition and Assistance Specialists at the request of Contracting Officers (COs). Warrants granted under these waivers would be temporary, and only valid during the response to the COVID-19 pandemic.
  - COs should contact Jennifer Norling, at [jnorling@usaid.gov](mailto:jnorling@usaid.gov).
  
2. **Missions may request increased purchase-card authority for FSNs, CCNs, and TCN PSCs:** Chapter 331.3.6 of the Automated Directives System currently limits the use of purchase cards by FSNs, CCNs, and TCN PSCs who work in Executive Offices to \$3,500 per transaction and \$25,000 cumulative on a monthly basis. Executive Officers (EXOs) may request an increase in the single-purchase limit for such staff for Mission-essential purchases. This increase would be temporary, and only valid during the response to the COVID-19 pandemic.
  - EXOs should contact Lynda Jackson, at [ljackson@usaid.gov](mailto:ljackson@usaid.gov).

**Facilitating Telework (Agency Leads: Office of the Chief Information Officer [CIO] in the M Bureau and the Office of Human Capital and Talent Management [HCTM])**

3. **Missions may request M/CIO's support for additional information-technology (IT) equipment and services for FSNs, CCNs, and TCN PSCs:**
  - a. M/CIO continues to issue RSA soft tokens to FSNs, CCNs, and TCN PSCs on either personal or official phones, laptops, tablets, *etc.*
  
  - b. M/CIO will work with Missions on a case-by-case basis in situations in which FSNs, CCNs, and TCN PSCs require additional IT services (*i.e.*, Internet connection to a telework site) or supporting equipment (*e.g.*, laptops, uninterruptible power supplies [UPS], power banks, *etc.*) to telework effectively.
  
  - c. In cases in which it is not possible to transport Agency-purchased laptops and IT equipment to a Mission in an expedited manner through diplomatic pouch or other secure shipping mechanisms, M/CIO will work with Missions on a case-by-case basis to facilitate the local purchase of necessary IT services and supporting equipment. Without exception, M/CIO must pre-approve all local

purchases of IT and supporting equipment/services. Because of the Agency's cybersecurity requirements, standards, and policy, M/CIO would not authorize any IT equipment and/or services purchased locally for use past the response to the COVID-19 pandemic. After the current emergency is over, M/CIO would own the assets.

- d. Following M/CIO's review and approval on a case-by-case basis, Missions will be responsible for purchasing equipment and Internet services locally. The M Bureau's Central Budget Office (M/MPBP/BUD) has set aside supplemental Operating Expense (OE) funding for Missions with limited OE resources to pay for the additional IT equipment and services needed to maintain the telework capabilities of FSNs, CCNs, and TCN PSCs. Mission Controllers should work with their Regional Bureau's Controller and Budget Office in Washington, which will collect this information and collaborate directly with M/MPBP/BUD to provide funding.
  - For questions for M/CIO, EXOs should contact Christopher Olaes, at [colaes@usaid.gov](mailto:colaes@usaid.gov).
  - For questions on the Agency's Telework Policy, EXOs should contact HCTM's Monika Parker, at [moparker@usaid.gov](mailto:moparker@usaid.gov).
  - For questions for M/MPBP/BUD, Controllers should contact Justin Datta, OE Budget Chief, at [jdatta@usaid.gov](mailto:jdatta@usaid.gov).

#### **Increasing Supervision and Leadership (Agency Leads: M/OAA, HCTM, and the Office of the General Counsel [GC])**

4. **Missions can increase supervision and leadership responsibilities for FSNs, CCNs, and TCN PSCs:** FSNs, CCNs, and TCN PSCs may, and already do, serve in many leadership and supervisory positions. Missions may modify their Statements of Duties/Position Descriptions under the terms of their contracts to reflect temporary supervision and leadership responsibilities required during the COVID-19 pandemic. Mission Directors and other Principal Officers must consult with the cognizant CO(s), and Resident Legal Officer (RLO), as applicable, regarding the limitations and any exceptions or deviations that might be required to implement these modifications.
  - EXOs and/or COs with questions should contact [PSCpolicymailbox@usaid.gov](mailto:PSCpolicymailbox@usaid.gov).
  - RLOs with questions should contact Deputy General Counsel Matt Cohen, at [mcohen@usaid.gov](mailto:mcohen@usaid.gov)