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FROM THE AMERICAN PEOPLE

# Authorized Senders for Agency Notices

## A Mandatory Reference for ADS Chapter 504

Partial Revision Date: 12/07/2011  
Responsible Office: M/MPBP/POL  
File Name: 504maa\_120711

## Authorized Senders for Agency Notices

This mandatory reference lists those individuals within USAID who are authorized to send Agency Notices to the Notice Mailbox. The Notice Mailbox will only post Notices that come from these authorized senders for Agency Notices.

Please use the Notice Generator application found at <http://iapp1.usaid.gov/noticeform/> to format your Notice. For questions, contact the Notice Mailbox at [nmailbox@usaid.gov](mailto:nmailbox@usaid.gov)

A	ADMINISTRATOR
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	Patrick Butler, SEC/OD
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\* An asterisk and yellow highlight indicate that the adjacent information is new for this reference or substantively revised.

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<b>AFSA</b>	<b>American Foreign Service Association</b>
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	Douglas Broome, AFSA
	Francisco Zamora – Vice-President, AFSA
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### **Operating Expense (OE) Funded USPSC Vacancies**

All Operating Expense (OE) Funded, internationally recruited U.S. Personal Service Contractor (USPSC) announcements must include a copy of DAA/OHR's approval to advertise with their submission of the Notice to M/MPBP/POL as evidence of HR's prior approval. M/MPBP/POL will not distribute the announcements without this evidence.

### **M Bureau Approval Required for New Offshore Hire USPSC Contracts and Extensions of Existing Contracts**

All new program-funded offshore hire USPSC positions or extensions of existing contracts that meet all the following criteria MUST be submitted to OHR for approval:

1. Positions at the GS 10-14 level
2. Positions in any of the following backstops:
  - a. Program/Project Development (02, 94, 02/94)
  - b. Economic Growth (10, 11, 12, 21 and 40)
  - c. Health (50)
  - d. Education (60)
  - e. General Development (12)
  - f. Contracts (93)
  - g. Crisis, Stabilization & Governance (76)

NOTE: These backstops are subject to revision in the future if required to accommodate the actual backstops of the Foreign Service junior officers to be placed.

3. Position is a program-funded U.S. PSC (not local hire)
4. Position is not encumbered or reserved for Eligible Family Members

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