



Requesting Approval to Use Alternate Classification Procedures (ACP)

A Mandatory Reference for ADS Chapter 309

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REQUESTING APPROVAL TO USE ALTERNATE CLASSIFICATION PROCEDURES (ACP) FOR CCNPSC AND TCNPSC COMPENSATION NOT SUBJECT TO THE LOCAL COMPENSATION PLAN (LCP)

a. Introduction

As stated in [ADS 309.3.3.2](#), the Requesting Office must make every effort to ensure that a CCNPSC or TCNPSC position is properly classified within, and according to, the LCP. Additionally, the Requesting Office must consider the hiring preference for a CCNPSC per [ADS 309.3.3](#).

USAID recognizes there may be extraordinary circumstances where, based on an assessment of the labor market, the Requesting Office determines it would be impossible to classify and recruit for the position within the LCP. This reference provides instructions for the Requesting Office and CO when exercising the authority in [AIDAR Appendix J, section 4, \(c\)\(2\)\(ii\)](#), which provides the option to request Mission Director approval to use an “alternate” basis for position classification instead of the LCP.

b. Market Research for Alternate Classification Procedures

At the position classification stage, the Requesting Office must analyze the PSC position in comparison to market value for such positions in the cooperating country, as represented by the LCP. When specialized expertise or unique qualifications are necessary to meet the Mission’s needs or programmatic demands, the Requesting Office must assess if using the LCP will not attract the necessary pool of offerors for the position. To request approval to use an alternate basis of compensation in accordance with [AIDAR Appendix J, section 4, \(c\)\(2\)\(ii\)](#), the Requesting Office must prepare the alternate classification procedures memo (ACP) as follows:

1. The Requesting Office must draft the ACP and have the CO clear it before sending it to the Mission Director for approval. It is important for the CO to clear the use of alternate procedures since the CO is responsible for approving the position classification for the salary range to be used to advertise and negotiate the position.
2. The ACP must cite either sub-paragraph (A) or (B) of [AIDAR Appendix J, section 4, \(c\)\(2\)\(ii\)](#), and must document the Requesting Office’s market research, including sources and concrete data that demonstrate why the market value for the position is not within the current LCP. The Requesting Office must substantively explain why one of the alternate procedures must apply instead of the LCP. Because the LCP includes both salary and benefits compensation, the ACP must address the inapplicability of the LCP as an overall compensation package. As part of the ACP memo, the Requesting Office must propose a position level and corresponding market value salary range for the position.

3. In preparing the ACP, the Requesting Office must address one of the two Appendix J alternate procedures as follows:

If based on (A), the ACP must

- Cite the specific current Mission policy for foreign national employee compensation that is an alternative to the LCP, and
- Provide detailed market research data, and concrete reasons to justify not using the LCP.

If based on (B), the ACP must

- Indicate that no other Mission policy for foreign national employee compensation applies, and
- Provide sufficient market research data, and concrete reasons to justify the inapplicability of the LCP, and that the position must be classified to include specific sub-sections of [AIDAR Appendix D, section 4](#) as necessary to indicate the specific benefits that would be necessary to incentivize qualified individuals to submit offers. Within the sections indicated below, the CO can determine which specific benefits might be necessary and justify each separately:

Sub-Section	Title	Applicability
(c)	Withholdings and Fringe Benefits	TCNPSCs
(d)	U.S. Resident Hire PSC Contractors <i>[for withholdings and benefits]</i>	CCNPSCs
(e)	Determining Salary for PSCs	CCN and TCN PSCs
(g)	Performance-Based Salary Increase	CCN and TCN PSCs
(h)	Pay Comparability Adjustment	CCN and TCN PSCs
(i)	Subcontracting	CCN and TCN PSCs

For example, if the CO decides to approve a salary above the LCP, the Requesting Office or CO must demonstrate the market research that was done to determine that there would not be qualified offerors at the LCP salary rate, and specify what alternate rate would attract qualified offerors. Similarly, if any additional benefits are to be provided, the Requesting Office or CO must justify the need for each individual benefit from those listed in the table above.

c. ACP and Other CCNPSC and TCNPSC Policies

See the following [ADS 309](#) sections referenced for greater details about CCNPSC and TCNPSC policies that may be affected by an approved ACP.

ITEM	ADS § 309.3.____
HCTM Prior Approval	1.4

ITEM	ADS § 309.3. __
Determining Benefits	3.3
Budget	3.4
Publicizing & Competition	3.5
Requisition	3.6
Solicitation	3.7
Pre-Award Documentation	3.10
Contract Award	3.11

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