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## Acquisition & Assistance Policy Directive (AAPD)

From the Director, Office of Acquisition & Assistance Issued: August 1, 2007

**AAPD 07-04**

### Defense Base Act (DBA) Insurance Rates for FY 2007

Subject Category: Acquisition Management  
Type: POLICY

AAPDs provide information of significance to all agency personnel and partners involved in the Acquisition and Assistance process. Information includes (but is not limited to): advance notification of changes in acquisition or assistance regulations; reminders; procedures; and general information. Also, AAPDs may be used to implement new requirements on short-notice, pending formal amendment of acquisition or assistance regulations.

AAPDs are EFFECTIVE AS OF THE ISSUED DATE unless otherwise noted in the guidance below; the directives remain in effect until this office issues a notice of cancellation.

This AAPD:  Is New  Replaces/  Amends CIB/AAPD No: 04-05

<p>Applicable to:</p> <p><input checked="" type="checkbox"/> Existing awards; <input type="checkbox"/> Modification required</p> <p><input type="checkbox"/> No later than</p> <p><input type="checkbox"/> As noted in guidance below</p> <p><input checked="" type="checkbox"/> RFPs/RFAs issued on or after the effective date of this AAPD; all other Pending Awards, i.e., 8(a), sole source, IQC</p> <p><input type="checkbox"/> Other or N/A</p>	<p>Precedes change to:</p> <p><input type="checkbox"/> AIDAR Part(s) Appendix</p> <p><input type="checkbox"/> USAID Automated Directives System (ADS) Chapter</p> <p><input type="checkbox"/> Code of Federal Regulations</p> <p><input type="checkbox"/> Other</p> <p><input checked="" type="checkbox"/> No change to regulations</p>
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New Provision/Clause Provided Herein: If checked, scheduled update to Prodoc:

\_\_\_\_\_  
(Signature of File)  
Michael F. Walsh

**PURPOSE:** The purpose of this directive is to provide rate and contact information relative to USAID's contract with Fidelity and Casualty of New York to provide Defense Base Act (DBA) coverage to USAID direct and host country contractors.

**BACKGROUND:** Guidance concerning DBA insurance requirements previously published in AAPD 04-05 (and its supplements) has been incorporated into ADS 302. As stated in ADS 302, updated information concerning USAID's contract for DBA insurance will be provided through annual AAPDs.

**GUIDANCE:** The rates and contact information for Fidelity and Casualty of New York are as follows:

A. RATES:

For policies issued during the period 10/01/2006 - 09/30/2007, the premium is based upon a rate of \$1.58 per \$100 of employee remuneration. The contract includes a provision for periodic adjustment of the basic rate that is applicable upon the renewal of the insurance policies for 12-month periods.

Employee remuneration is defined as salary plus overseas recruitment incentive and post differential (including danger pay), but excludes per diem, housing allowance, travel expenses, temporary quarters allowance, education allowance and other miscellaneous post allowances. Changes in the amount of remuneration during the term of the policy will result in corresponding changes in the amount of coverage and premium.

An individual's coverage is effective the day the individual leaves the United States, and ends the date of his return.

B. OBTAINING DBA COVERAGE

Contractors must make applications for coverage directly to the administrative agent for Fidelity and Casualty of New York:

Rutherford International, Inc.  
5500 Cherokee Avenue, Suite 300  
Alexandria, VA 22312  
Points of Contact:

Name	E-mail
Diane Proctor	Diane.Proctor@rutherford.com
Taunya Jones	Taunya.Jones@rutherford.com

Hours of Operation: 8:00 AM. to 5:00 PM (Eastern Time)  
Telefax: (703) 354-0370  
Website: www.rutherford.com  
Telephone: (703)813-6500

Applicants must request coverage in accordance with USAID Contract No. REE-Q-03-00090-00 with Fidelity and Casualty of New York. Its administrative agent, Rutherford International, Inc., will require a faxed copy of the Application for Defense Base Act Coverage (see Attachment).

C. FORMS/REPORTS

Copies of Department of Labor (DOL) forms LS 201 and LS 202 necessary to make an initial report of death, injury, or illness are available at DOL website: <http://www.dol.gov/>.

**POINT OF CONTACT:** Gwendolyn Little, M/OAA/E, Phone: (202) 712-5473,  
E-mail: [glittle@usaid.gov](mailto:glittle@usaid.gov).

**Attachment:** Application for Defense Base Act Coverage