



## Request for Personal Service Contractor

### USAID Office of Transition Initiatives

Position Title: Administrative Program and Operations Assistant (Multiple Positions)  
Solicitation Number: SOL-OTI-12-000042  
Salary Level: GS-7 Equivalent: \$42,209 - \$54,875  
GS-9 Equivalent: \$51,630 - \$67,114  
Issuance Date: August 17, 2012  
Closing Date: August 31, 2012  
Closing Time: 5:00 P.M. EDT

Dear Prospective Applicants:

The United States Government (USG), represented by the U.S. Agency for International Development (USAID), is seeking applications (**Optional Form 612 only**) from qualified U.S. citizens to provide personal services as an Administrative Program and Operations Assistant under a personal services contract, as described in the attached solicitation.

Submittals must be in accordance with the attached information at the place and time specified.

Applicants interested in applying for this position **MUST** submit the following materials:

1. Complete and hand-signed federal form OF-612, including OF-612 continuation sheets as needed (downloadable forms are available at <http://www.usaid.gov/forms>, or at [www.globalcorps.com](http://www.globalcorps.com)).

**NOTE:** Submission of a resume in addition to the required forms is encouraged. A submitted resume, however, is considered supplemental application material. Submission of a resume alone or in lieu of the OF-612 form **IS NOT** a complete application. All information to be evaluated must be contained in the OF-612 form and continuation sheets and must not depend on references to your resume. Failure to provide the required information and/or materials will result in your not being considered for employment.

2. Supplemental document specifically addressing:  
Each of the Education/Experience requirements shown in the solicitation.  
Each of the six (6) Evaluation Factors shown in the solicitation.

**NOTE:** The Evaluation Factors are worth 70 out of 100 points. Applicants are required to address each of the Evaluation Factors in a separate document describing specifically and accurately what experience, training, education and/or awards they have received that are relevant to each factor.

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Incomplete or unsigned applications will not be considered. These **signed** forms must be mailed, delivered, faxed, or emailed (email applications must be signed) to:

GlobalCorps  
529 14th Street, NW, Suite 700  
Washington, DC 20045  
E-Mail Address: [adminops@globalcorps.com](mailto:adminops@globalcorps.com)  
Facsimile: (202) 403-3911 or (202) 403-3941

Applicants can expect to receive a confirmation email when application materials have been received. Applicants should retain for their records copies of all enclosures which accompany their applications. Any questions on this solicitation may be directed to:

Josh Litwin or Ian Reese  
Telephone Number: (202) 706-6105 or (202) 706-6109  
E-Mail Address: [adminops@globalcorps.com](mailto:adminops@globalcorps.com)  
Website: [www.globalcorps.com](http://www.globalcorps.com)  
Facsimile: (202) 403-3911 or (202) 403-3941

Sincerely,

Cristina Sylvia  
Contracting Officer

**Solicitation for a USPSC Administrative Program and Operations Assistant  
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SOL-OTI-12-000042**

Solicitation for U.S. Personal Service Contractor (PSC) Administrative Program and Operations Assistant (Multiple Positions)

- 1. SOLICITATION NO.:** SOL-OTI-12-000042
- 2. ISSUANCE DATE:** August 17, 2012
- 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** August 31, 2012, 5:00 pm EDT
- 4. POSITION TITLE:** Administrative Program and Operations Assistant
- 5. MARKET VALUE:** This position has been designated as a “tandem/ladder” position. The highest level of this position is a GS-10 (\$56,857 - \$73,917); however, USAID intends to fill this position at the entry GS-7 (salary range \$42,209 – \$54,875) or GS-9 equivalent level (Salary range: \$51,630 - \$67,114 per year), all at Washington, DC locality pay. The actual salary of the successful candidate will be negotiated within the pay range of the GS-7 or GS-9 level depending on qualifications, previous relevant experience and work history, salary and educational background. **Salaries over and above the top of the pay range will not be entertained or negotiated.**

The title of the position at the GS-7 and GS-9 levels will be “Administrative Program and Operations Assistant.” The title of the position at the GS-10 level will be “Administrative Program and Operations Specialist.” Following at least one (1) year at the GS-7 equivalent grade, the candidate may have the opportunity for advancement to a GS-9 equivalent grade. Following at least two (2) years at the GS-9 equivalent grade the candidate may have the opportunity for advancement to the GS-10 level. In order to be advanced to the higher grade, the incumbent must meet the minimum qualifications of the higher grade, and receive a “Fully Successful” performance rating in the annual performance evaluation. The evaluation must include a statement by the supervisor that the employee is performing successfully at the current grade and is considered ready to perform at the higher grade level. Neither advancement nor extension of the contract is guaranteed.

NOTE: Applicants who submit an application for the GS-9 grade level, but do not meet the minimum qualifications as outlined in this solicitation and as reviewed by the Technical Evaluation Panel (TEC) will not be considered for the GS-7 position if they have not submitted a separate application for the GS-7 level. Similarly, applicants who apply for the GS-7 position even though they might meet the minimum qualifications for the GS-9 position will not be considered for the higher graded positions if they have not submitted a separate application for the GS-9 level. **Applicants who are unsure of which grade level they meet the minimum qualifications should submit a separate application for each grade level.**

- 6. PERIOD OF PERFORMANCE:** Two years, with three one-year options
- 7. PLACE OF PERFORMANCE:** Washington, D.C.

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## **8. STATEMENT OF WORK**

### **POSITION DESCRIPTION**

#### **BACKGROUND**

USAID's Office of Transition Initiatives (OTI) is seeking highly motivated, highly qualified individuals who want the opportunity to help support rapid international transition programs for priority conflict-prone countries. Created in 1994 as a distinct operating unit within USAID, OTI helps local, indigenous partners advance peace and democracy in priority conflict-prone countries by providing fast, flexible, short-term assistance targeted at key transition needs.

Countries experiencing a significant political transition in the midst of a disaster or emerging from civil conflict have unique needs that cannot be fully addressed by traditional disaster relief. Timely and effective assistance to promote and consolidate peaceful, democratic advances can make the difference between a successful or a failed transition. OTI assists in securing peace by aiding indigenous local partners such as civil society groups (non-governmental organizations or informal community groups), local governments, private businesses, media groups, and others, through identification of quick-impact community self-help projects to meet urgent economic needs; development of initiatives to promote national reconciliation; re-integration of ex-combatants into civilian society; and aid to independent media outlets and community-based organizations to help promote informed debate and broaden public understanding and participation in their country's political process.

To respond quickly and effectively and meet its program objectives and mandate OTI retains a group of high level professionals and experts under U.S. Personal Services Contracts (USPSCs). These knowledgeable and skilled professionals make up the vast majority of the OTI work force and are at its forefront implementing and achieving the office's programmatic goals and objectives. USPSCs are considered employees of USAID for all purposes except programs administered by the Office of Personnel Management (OPM) – such as federally sponsored health insurance, life insurance, and retirement benefits. However, there are several other similar benefits that USPSCs may participate in, such as partial reimbursement for health and life insurance costs, as well as full coverage of workers' compensation, among other benefits. For more complete information on USPSC benefits, please see page 16 of this solicitation.

For more information about OTI and its country programs please see: <http://usaid.gov/what-we-do/working-crises-and-conflict/promoting-peaceful-political-transitions>

#### **INTRODUCTION**

The Administrative Program and Operations Assistant will be based in Washington, D.C., and will provide a range of administrative and/or program services in support of OTI program-funded staff in Washington and the field. The Administrative Program and Operations Assistant will start work within OTI's Operations and Management Division (OMD). The Administrative Program and Operations Assistant's supervisor will be determined upon hiring. Given the contingent, operational, and flexible nature of OTI's political transition work overseas, the

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Administrative Program and Operations Assistant may be required to move from one OTI division or team to another (including OMD, the Field Programs Division or the Program, Learning, and Innovation Division) depending on the operational and programmatic needs of the Office.

With this solicitation, OTI intends to recruit Administrative Program and Operations Assistants to work with the OMD Human Resources and Administrative Support, and Travel teams. All Administrative Program Assistant positions are comprised of administrative support tasks, though each Administrative Program and Operations Assistant's duties may be concentrated in different areas related to the Scope of Work. It is expected that Administrative Program Assistants selected from this solicitation may begin their first year by assisting with logistics for OTI's new staff orientation trainings, organizing informational brownbag sessions, or assisting with finance and travel support tasks, for example.

## **OBJECTIVE**

To hire an Administrative Program Assistant to support OTI program-funded staff in Washington and the field.

## **9. CORE FUNCTIONAL AREAS OF RESPONSIBILITY**

### **DUTIES AND RESPONSIBILITIES**

The work of the Administrative Program and Operations Assistant requires teamwork, the exercise of discretion, judgment, and personal responsibility. As a member of a highly visible and rapid response office, the Administrative Program and Operations Assistant requires a willingness and ability to perform a wide range of administrative functions to help ensure programmatic success. The Administrative Program and Operations Assistant is highly flexible and the working conditions are subject to ongoing change(s), while maintaining a professional and respectful conduct towards colleagues and authority in a diverse workforce. S/he places a premium on the building positive relationships with his/her respective team, with the rest of OTI and with key stakeholders both in and outside of USAID. The Administrative Program and Operations Assistant is a team player, able to prioritize and follow up on their own actions without prompting, while also assisting a busy supervisor and fellow colleagues to track and respond to incoming requests and routine tasks, filling in gaps as needed to ensure the responsiveness of the team. The Administrative Program and Operations Assistant has a strong sense of responsibility, service-oriented, highly organized, pays close attention to detail, is able to complete administrative tasks with minimal guidance, and is able to receive and respond to constructive criticism in a professional manner. The Administrative Program and Operations Assistant is a strategic thinker, articulates innovative ideas, presents solutions, and is a positive role model for colleagues both in and outside of OTI.

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The Administrative Program Assistant will perform the following duties:

***At the GS-7 “Administrative Program and Operations Assistant” level:***

- Provide knowledge management support such as tracking documents, lessons learned, best practices across OTI programs and/or operations as required. Assist teams in the creation and/or maintenance of information products in support of political transition programs;
- Perform other duties and activities as required for the successful completion of country programs;
- Participate as an active team member, providing technical support as necessary;
- Assist in responding to requests for information and taskers regarding OTI programs;
- After initial learning period, demonstrate an acquired knowledge on policies and procedures as relates to duties as assigned;
- Assist with program finance and budget management and planning;
- Assist in the preparation of Acquisition and Assistance Requests and support documentation for the management and administration of procurement in support of OTI country program activities;
- Coordinate closely between OTI’s three divisions (Operations and Management Division, Field Programs Division, and the Program, Learning and Innovations division) on all issues (attend the respective team meetings, report out to the supervisor, ensure the supervisor’s priorities are shared with other divisions/teams, etc.) Backstop other Admin and Program Assistants on other teams when required;
- Provide personnel support for program funded staff, including but not limited to travel assistance, training logistics assistance, submitting personnel action requests; payroll support, maintaining working personnel files in hard copy and on-line, maintaining a staff hiring tracker and temporary duty (TDY) scheduler, drafting and tracking personnel memos, and other personnel support duties as required;
- Provide general administrative support for the supervisor and program-funded staff such as: scheduling and facilitating meetings, drafting meeting minutes, drafting and tracking memos, tracking and ensuring action items are followed up, filing, correspondence control; and other administrative services as required.
- After an initial learning period, provide orientation, training, and mentoring for new staff who have since on-boarded as delegated; communicate with supervisor to recognize good performance and communicate where performance needs to be improved.

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***At the GS-9 “Administrative Program and Operations Assistant” level:***

- Provide knowledge management support such as tracking documents, lessons learned, best practices across OTI programs and/or operations as required. Assist teams in the creation and/or maintenance of information products in support of political transition programs;
- Perform other duties and activities as required for the successful completion of country programs;
- Participate as an active team member, providing technical support as necessary;
- Assist in responding to requests for information and taskers regarding OTI programs;
- Demonstrate an acquired knowledge on policies and procedures as relates to duties as assigned;
- Provide program finance and budget management and planning;
- Prepare Acquisition and Assistance Requests and support documentation for the management and administration of procurement in support of OTI country program activities;
- Coordinate closely between OTI’s three divisions (Operations and Management Division, Field Programs Division, and the Program, Learning and Innovations division) on all issues (attend the respective team meetings, report out to the supervisor, ensure the supervisor’s priorities are shared with other divisions/teams, etc.) Backstop other Admin and Program Assistants on other teams when required;
- Provide personnel support for program funded staff, including but not limited to travel assistance, training logistics assistance, submitting personnel action requests; payroll support, maintaining working personnel files in hard copy and on-line, maintaining a staff hiring tracker and temporary duty (TDY) scheduler, drafting and tracking personnel memos, and other personnel support duties as required;
- Provide general administrative support for the supervisor and program-funded staff such as: scheduling and facilitating meetings, drafting meeting minutes, drafting and tracking memos, tracking and ensuring action items are followed up, filing, correspondence control; and other administrative services as required;
- Provide orientation, training, and mentoring for staff as delegated; communicate with supervisor to recognize good performance and communicate where performance needs to be improved.

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***At the GS-10 “Administrative Program and Operations Specialist” level:***

- Provide knowledge management support such as tracking documents, lessons learned, best practices across OTI programs and/or operations as required. Assist teams in the creation and/or maintenance of information products in support of political transition programs;
- Participate as needed in implementation of new country program operations to include management, logistical, budget, administrative and contractual support;
- At this level, possible field travel (not likely more than once a year) may be required to provide program support for OTI program-funded staff;
- Perform other duties and activities as required for the successful completion of country programs;
- Participate as an active team member, providing technical support as necessary;
- Respond to requests for information and taskers regarding OTI programs;
- Demonstrate an acquired knowledge on policies and procedures as relates to duties as assigned;
- Provide program finance and budget management and planning;
- Prepare Acquisition and Assistance Requests and support documentation for the management and administration of procurement in support of OTI country program activities;
- Coordinate closely between OTI’s three divisions (Operations and Management Division, Field Programs Division, and the Program, Learning and Innovations division) on all issues (attend the respective team meetings, report out to the supervisor, ensure the supervisor’s priorities are shared with other divisions/teams, etc.) Backstop other Admin and Program Assistants on other teams when required;
- Provide personnel support for program funded staff, including but not limited to travel assistance, training logistics assistance, submitting personnel action requests; payroll support, maintaining working personnel files in hard copy and on-line, maintaining a staff hiring tracker and temporary duty (TDY) scheduler, drafting and tracking personnel memos, and other personnel support duties as required;
- Provide general administrative support for the supervisor and program-funded staff such as: scheduling and facilitating meetings; drafting meeting minutes; tracking and ensuring action items are followed up; scheduling and meeting logistics preparation; filing; correspondence control; and other administrative services as required;



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- Provide orientation, training, and mentoring for staff as delegated; communicate with supervisor to recognize good performance and communicate where performance needs to be improved.

**SUPERVISORY RELATIONSHIP:**

The Administrative Program and Operations Assistant will take direction from and will report to one of OTI's Division Chiefs or Team Leaders in the Field Programs Division, the Operations and Management Division, or the Program, Learning, and Innovation Division.

**SUPERVISORY CONTROLS:**

The Supervisor will set overall objectives. The employee and the supervisor together will develop work objectives, recurring tasks, projects to be accomplished and products to be produced and establish deadlines. The incumbent is then expected to take initiative, act independently, and manage his/her tasks with minimal supervision.

**10. PHYSICAL DEMANDS**

The work is generally sedentary and does not pose undue physical demands. During deployment on Assessment teams or during site visits, there may be some additional physical exertion including long periods of standing, walking over rough terrain, or carrying of moderately heavy items (less than 50 pounds).

**11. WORK ENVIRONMENT**

Work is performed in an office setting. Overseas deployments are not required for this position.

**12. START DATE:** Immediately, once necessary clearances are obtained.

**13. POINT OF CONTACT:** See Cover Letter.

**EDUCATION/EXPERIENCE REQUIRED FOR THIS POSITION**

(Determines basic eligibility for the position. Applicants who do not meet all of education and experience factors are considered NOT qualified for the position. **See detailed instructions for demonstrating Education/Experience under "Applying"**)

The Administrative Program and Operations Assistant must be an individual with sound judgment and excellent communication, interpersonal and analytical skills. The successful candidate must have a strong interest in program management and support, and be able to accomplish a wide range of assignments on short notice. The individual will be someone who is highly flexible and willing to work under conditions of ongoing change.

At a **minimum**, the applicant must have:

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**At the GS-7 Administrative Program and Operations Assistant Level:**

- (1) A Bachelor's Degree with a minimum of **one (1) year** of progressively responsible work experience performing a range of administrative or program support duties similar to those outlined in the scope of work above including some experience with one or more of the following: program design, program budgeting, program reporting, or program operations support;

**OR**

An Associate's Degree with a minimum of **two (2) years** of progressively responsible work experience performing a range of administrative or program support duties similar to those outlined in the scope of work above including some experience with one or more of the following: budgeting, reporting, operations support, or program design;

**OR**

A high school diploma with a minimum of **three (3) years** of progressively responsible work experience performing a range of administrative or program support duties similar to those outlined in the scope of work above including some experience with one or more of the following: budgeting, reporting, operations support, or program design;

- (2) Demonstrated knowledge of administrative concepts and practices, and ability to apply and adapt that knowledge to a specific office setting;
- (3) Demonstrated organizational skills showing attention to detail;
- (4) Demonstrated proof reading skills;
- (5) Demonstrated experience using Microsoft Office applications including Excel, Word, PowerPoint and Outlook.

**At the GS-9 Administrative Program and Operations Assistant Level:**

- (1) A Bachelor's Degree with a minimum of **two (2) years** of progressively responsible work experience performing a range of administrative or program support duties similar to those outlined in the scope of work above including at least **one (1) year** of experience with one or more of the following: budgeting, program design, program reporting, or program operations support;

**OR**

An Associate's Degree with a minimum of **three (3) years** of progressively responsible work experience performing a range of administrative or program support duties similar to those outlined in the scope of work above including experience with one or more of the following: program budgeting, program design, program reporting, or program operations support;

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**OR**

A high school diploma with a minimum of **four (4) years** of progressively responsible work experience performing a range of administrative or program support duties similar to those outlined in the scope of work above including experience with one or more of the following: program budgeting, program design, program reporting, or program operations support;

- (2) Demonstrated knowledge of administrative concepts and practices, and ability to apply and adapt that knowledge to a specific office setting;
- (3) Demonstrated organizational skills showing attention to detail;
- (4) Demonstrated proof reading skills;
- (5) Demonstrated experience using Microsoft Office applications including Excel, Word, PowerPoint, Outlook, and Access.

**At the GS-10 Administrative Program and Operations Specialist Level:**

- (1) A Bachelor's Degree with a minimum of **four (4) years** of progressively responsible work experience performing a range of administrative or program support duties similar to those outlined in the scope of work above including at least **three (3) years** of experience with one or more of the following: budgeting, program design, program reporting, or program operations support;

**OR**

An Associate's Degree with a minimum of **five (5) years** of progressively responsible work experience performing a range of administrative or program support duties similar to those outlined in the scope of work above including experience with one or more of the following: program budgeting, program design, program reporting, or program operations support;

**OR**

A high school diploma with a minimum of **six (6) years** of progressively responsible work experience performing a range of administrative or program support duties similar to those outlined in the scope of work above including experience with one or more of the following: program budgeting, program design, program reporting, or program operations support;

- (2) Demonstrated knowledge of administrative concepts and practices, and ability to apply and adapt that knowledge to a specific office setting;
- (3) Demonstrated organizational skills showing attention to detail;
- (4) Demonstrated proof reading skills;

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- (5) Demonstrated experience using Microsoft Office applications including Excel, Word, PowerPoint, Outlook, and Access.

**SELECTION FACTORS**

(Determines basic eligibility for the position. Applicants who do not meet all of the selection factors are considered NOT qualified for the position.)

- Applicant is a U.S. Citizen;
- Complete and hand-signed federal form OF-612 submitted (**see detailed instructions under "Applying"**);
- Supplemental document specifically addressing how the candidate meets each of the Education/Experience requirements, AND each of the Evaluation Factors submitted;
- Ability to obtain a SECRET level security clearance (**NOTE: Dual citizens may be asked to renounce second-country citizenship**);
- Satisfactory verification of academic credentials.

A USAID Secret level security clearance is required prior to issuance of the contract for this position.

**EVALUATION FACTORS**

(Used to determine the competitive ranking of qualified applicants in comparison to other applicants. The factors are listed in priority order from highest to least.)

- |           |   |
|-----------|---|
| Factor #1 | Demonstrated knowledge of administrative concepts and practices and ability to apply and adapt that knowledge to a specific office setting. Ability to apply sound, independent judgment in identifying management or administrative problems and proposing solutions to them. Applicants are encouraged to cite relevant examples of problem-solving in their application; |
| Factor #2 | Ability to effectively balance a wide variety of tasks and work independently under pressure, often with extremely short deadlines. Applicants are encouraged to cite relevant examples in their application;   |
| Factor #3 | Demonstrated attention to detail and ability to conduct sound financial analysis, planning, tracking and scheduling. Applicants are encouraged to provide brief examples of past work and to describe unique approaches to analyses;  |
| Factor #4 | Demonstrated ability to prioritize and follow up on one's own workload actions without prompting, while also being able to track and prioritize actions that need to be followed up by a team or division leader. Applicants are encouraged to cite relevant examples in their application;   |
| Factor #5 | Demonstrated ability to speak and write clearly and concisely. Applications (written and interviews) will be evaluated based on content as well as on the applicant's writing, presentation, and communication skills; and  |

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Factor #6 Skill in establishing and maintaining effective relationships with a variety of groups and individuals, across organizational structures. Applicants are encouraged to cite relevant examples in their application.

**BASIS OF RATING:** Applicants who clearly meet the Education/Experience Requirements and Selection Factors will be further evaluated based on scoring of the Evaluation Factor responses. Those applicants determined to be competitively ranked may also be evaluated on interview performance and satisfactory professional reference checks. In the event that a candidate has fully demonstrated his/her qualifications and there are no other competitive applicants, OTI reserves the right to forego the interview process.

Applicants are required to address each of the Evaluation Factors in a separate document describing specifically and accurately what experience, training, education and/or awards they have received that are relevant to each factor. Be sure to include your name and the announcement number at the top of each additional page. Failure to specifically address the Selection and/or Evaluation Factors may result in your not receiving credit for all of your pertinent experience, education, training and/or awards.

**The Applicant Rating System is as Follows:**

Evaluation Factors have been assigned the following points:

- Factor #1 – 15
- Factor #2 – 15
- Factor #3 – 15
- Factor #4 – 15
- Factor #5 – 05
- Factor #6 – 05
- Total Possible – 70 Points

Interview Performance – 30 points

Satisfactory Professional Reference Checks – Pass/Fail (no points assigned)

**Total Possible Points: 100**

The Evaluation Factors are worth 70 out of 100 points. Be sure to fully respond to each of the Evaluation Factors and include all relevant experience, training, and/or education in your responses. Sample Evaluation Factors are provided on the GlobalCorps website at [www.globalcorps.com](http://www.globalcorps.com).

The most qualified candidates may be interviewed and required to provide a writing sample. OTI will not pay for any expenses associated with the interviews. In the event that a candidate has fully demonstrated his/her qualifications and there are no other competitive applicants, OTI reserves the right to forego the interview process. Professional references and academic credentials will be evaluated for applicants being considered for selection.

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**APPLYING:**

Applications must be **received** by the closing date and time at the address specified in the cover letter.

Qualified individuals are **required** to submit:

1. A complete U.S. Government Optional Form 612 with hand-written signature, including OF-612 continuation sheets as needed (downloadable forms are available on the USAID website, <http://www.usaid.gov/forms>, or at [www.globalcorps.com](http://www.globalcorps.com)).

**NOTE:** Submission of a resume in addition to the required forms is encouraged. A submitted resume, however, is considered supplemental application material. Submission of a resume alone or in lieu of the OF-612 form **IS NOT** a complete application. All information to be evaluated must be contained in the OF-612 form and continuation sheets and must not depend on references to your resume. Failure to provide the required information and/or materials will result in your not being considered for employment.

**All applicants must submit complete dates (months/years) and hours per week for all positions listed on the OF-612 or on supplemental OF-612 continuation sheets to allow for adequate evaluation of your direct and related experience. Experience that cannot be quantified will not be counted towards meeting the solicitation requirements.**

**Dates (months/years) and locations for all field experience must also be detailed.**

2. A supplemental document specifically addressing:  
Each of the Education/Experience requirements shown in the solicitation.  
Each of the six (6) Evaluation Factors shown in the solicitation.

**NOTE:** The Evaluation Factors are worth 70 out of 100 points. Applicants are required to address each of the Evaluation Factors in a separate document describing specifically and accurately what experience, training, education and/or awards they have received that are relevant to each factor.

To ensure consideration of applications for the intended position, please reference the solicitation number on your application, and as the subject line in any cover letter.

**DOCUMENT SUBMITTALS**

**Via mail:** GlobalCorps, 529 14th Street, NW, Suite 700, Washington, D.C. 20045  
**Via facsimile:** (202) 403-3911 or (202) 403-3941  
**Via email:** [adminops@globalcorps.com](mailto:adminops@globalcorps.com)

*Please note in your document submittal where you heard about this position.*

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**NOTE:** If a temporary or full secret security clearance is not obtained within four months after offer acceptance, the offer may be rescinded.

**NOTE REGARDING GOVERNMENT OBLIGATIONS FOR THIS SOLICITATION**

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the application.

**NOTE REGARDING DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBERS**

All individuals contracted as US PSCs are required to have a DUNS Number. USAID will provide a generic DUNS Number and PSCs are not required to register with CCR.

For general information about DUNS Numbers, please refer to Federal Acquisition Regulation (FAR) Clause 52.204-6, Data Universal Numbering System (DUNS) Number (10/2003)  
[https://www.acquisition.gov/far/current/html/52\\_200\\_206.html](https://www.acquisition.gov/far/current/html/52_200_206.html)

**LIST OF REQUIRED FORMS FOR PSCs**

Forms outlined below can found at:

<http://www.usaid.gov/forms/> or at <http://www.forms.gov/bgfPortal/main.do>

1. Optional Form 612.
2. Medical History and Examination Form (DS-6561). \*\*
3. Questionnaire for Sensitive Positions (for National Security) (SF-86), or \*\*
4. Questionnaire for Non-Sensitive Positions (SF-85). \*\*
5. Finger Print Card (FD-258). \*\*
6. Employment Eligibility Verification (I-9 Form). \*\*

\*\* Forms 2 through 6 shall be completed **ONLY** upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

**CONTRACT INFORMATION BULLETINS (CIBs) and ACQUISITION & ASSISTANCE POLICY DIRECTIVES (AAPDs) PERTAINING TO PSCs**

CIBs and AAPDs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to [http://transition.usaid.gov/business/business\\_opportunities/cib/subject.html#psc](http://transition.usaid.gov/business/business_opportunities/cib/subject.html#psc) to determine which CIBs and AAPDs apply to this contract.

**AAPD 06-10 – PSC MEDICAL PAYMENT RESPONSIBILITY**

AAPD No. 06-10 is hereby incorporated as Attachment 1 to the solicitation.

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**BENEFITS/ALLOWANCES:**

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

**BENEFITS:**

Employer's FICA Contribution  
Contribution toward Health & Life Insurance  
Pay Comparability Adjustment  
Annual Increase (pending a satisfactory performance evaluation)  
Eligibility for Worker's Compensation  
Annual & Sick Leave

**ALLOWANCES (if Applicable).\***

(A) Temporary Lodging Allowance (Section 120).  
(B) Living Quarters Allowance (Section 130).  
(C) Post Allowance (Section 220).  
(D) Supplemental Post Allowance (Section 230).  
(E) Separate Maintenance Allowance (Section 260).  
(F) Education Allowance (Section 270).  
(G) Education Travel (Section 280).  
(H) Post Differential (Chapter 500).  
(I) Payments during Evacuation/Authorized Departure (Section 600), and  
(J) Danger Pay (Section 650).

\* Standardized Regulations (Government Civilians Foreign Areas).

FEDERAL TAXES: USPSCs are required to pay Federal Income Taxes, FICA, and Medicare

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING DISABILITY, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.



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**ATTACHMENT 1**

**ACQUISITION & ASSISTANCE POLICY DIRECTIVE (AAPD) NO. 06-10  
PSC MEDICAL EXPENSE PAYMENT RESPONSIBILITY**

General Provision 22, MEDICAL EXPENSE PAYMENT RESPONSIBILITY  
(OCTOBER 2006)

(a) Definitions. Terms used in this General Provision are defined in 16  
FAM 116 available at <http://www.state.gov/m/a/dir/regs/fam/c23002.htm>.

Note: Personal services contractors are not eligible to participate in the Federal Employees Health Programs.

(b) The regulations in the Foreign Affairs Manual, Volume 16, Chapter 520 (16 FAM 520), Responsibility for Payment of Medical Expenses, apply to this contract, except as stated below. The contractor and each eligible family member are strongly encouraged to obtain health insurance that covers this assignment. Nothing in this provision supersedes or contradicts any other term or provision in this contract that pertains to insurance or medical costs, except that section (e) supplements General Provision 25. “MEDICAL EVACUATION (MEDEVAC) SERVICES.”

(c) When the contractor or eligible family member is covered by health insurance, that insurance is the primary payer for medical services provided to that contractor or eligible family member(s) both in the United States and abroad. The primary insurer’s liability is determined by the terms, conditions, limitations, and exclusions of the insurance policy. When the contractor or eligible family member is not covered by health insurance, the contractor is the primary payer for the total amount of medical costs incurred and the U.S. Government has no payment obligation (see paragraph (f) of this provision).

(d) USAID serves as a secondary payer for medical expenses of the contractor and eligible family members who are covered by health insurance, where the following conditions are met:

(1) The illness, injury, or medical condition giving rise to the expense is incurred, caused, or materially aggravated while the eligible individual is stationed or assigned abroad;

(2) The illness, injury, or medical condition giving rise to the expense required or requires hospitalization and the expense is directly related to the treatment of such illness, injury, or medical condition, including obstetrical care; and

(3) The Office of Medical Services (M/MED) or a Foreign Service medical provider (FSMP) determines that the treatment is appropriate for, and directly related to, the illness, injury, or medical condition.

(e) The Mission Director may, on the advice of M/MED or an FSMP at post, authorize medical travel for the contractor or an eligible family member in accordance with the General Provision 10, Travel and Transportation Expenses (July 1993), section (i) entitled “Emergency and Irregular Travel and Transportation.” In the event of a medical emergency, when time does not permit consultation, the Mission Director may issue a Travel Authorization Form or Medical Services Authorization Form

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DS-3067, provided that the FSMP or Post Medical Advisor (PMA) is notified as soon as possible following such an issuance. The contractor must promptly file a claim with his or her medevac insurance provider and repay to USAID any amount the medevac insurer pays for medical travel, up to the amount USAID paid under this section. The contractor must repay USAID for medical costs paid by the medevac insurer in accordance with sections (f) and (g) below. In order for medical travel to be an allowable cost under General Provision 10, the contractor must provide USAID written evidence that medevac insurance does not cover these medical travel costs.

(f) If the contractor or eligible family member is not covered by primary health insurance, the contractor is the primary payer for the total amount of medical costs incurred. In the event of a medical emergency, the Medical and Health Program may authorize issuance of Form DS-3067, Authorization for Medical Services for Employees and/or Dependents, to secure admission to a hospital located abroad for the uninsured contractor or eligible family member. In that case, the contractor will be required to reimburse USAID in full for funds advanced by USAID pursuant to the issuance of the authorization. The contractor may reimburse USAID directly or USAID may offset the cost from the contractor's invoice payments under this contract, any other contract the individual has with the U.S. Government, or through any other available debt collection mechanism.

(g) When USAID pays medical expenses (e.g., pursuant to Form DS-3067, Authorization for Medical Services for Employees and/or Dependents), repayment must be made to USAID either by insurance payment or directly by the contractor, except for the amount of such expenses USAID is obligated to pay under this provision. The Contracting Officer will determine the repayment amount in accordance with the terms of this provision and the policies and procedures for employees contained in 16 FAM 521. When USAID pays the medical expenses, including medical travel costs (see section (e) above), of an individual (either the contractor or an eligible family member) who is covered by insurance, that individual promptly must claim his or her benefits under any applicable insurance policy or policies. As soon as the individual receives the insurance payment, the contractor must reimburse USAID for the full amount that USAID paid on the individual's behalf or the repayment amount determined by the Contracting Officer in accordance with this paragraph, whichever is less. If an individual is not covered by insurance, the contractor must reimburse USAID for the entire amount of all medical expenses and any travel costs the contractor receives from his/her medevac provider.

(h) In the event that the contractor or eligible family member fails to recover insurance payments or transfer the amount of such payments to USAID within 90 days, USAID will take appropriate action to collect the payments due, unless such failure is for reasons beyond the control of the USPSC/dependent.

(i) Before departing post or terminating the contract, the contractor must settle all medical expense and medical travel costs. If the contractor is insured, he or she must provide proof to the Contracting Officer that those insurance claims have been submitted to the insurance carrier(s) and sign a repayment agreement to repay to USAID any amounts paid by the insurance carrier(s).