



## Request for Personal Service Contractor

### USAID Office of Transition Initiatives

Position Title: OTI Transition Specialist  
Solicitation Number: SOL-OTI-12-000046  
Salary Level: GS-13 Equivalent: \$89,033 - \$115,742  
Issuance Date: September 10, 2012  
Closing Date: September 24, 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 OTI Transition Specialist (Program Office Deputy Team Lead) 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: transspec@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:

Adrienne Johnson or Caitlyn Shelley  
Telephone Number: (202) 706-6108 or (202) 706-6114  
E-Mail Address: transspec@globalcorps.com  
Website: [www.globalcorps.com](http://www.globalcorps.com)  
Facsimile: (202) 403-3911 or (202) 403-3941

Sincerely,

Cristina Sylvia  
Contracting Officer

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Solicitation for U.S. Personal Service Contractor (PSC) OTI Transition Specialist

- 1. SOLICITATION NO.:** SOL-OTI-12-000046
- 2. ISSUANCE DATE:** September 10, 2012
- 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** September 24, 2012, 5:00 pm EDT
- 4. POSITION TITLE:** OTI Transition Specialist
- 5. MARKET VALUE:** GS-13 equivalent (\$89,033 - \$115,742). Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work history and educational background. **Salaries over and above the top of the GS-13 pay range will not be entertained or negotiated.** Candidates who live outside the Washington, D.C. area will be considered for employment but no relocation expenses will be reimbursed.
- 6. PERIOD OF PERFORMANCE:** One year, with four one-year options.
- 7. PLACE OF PERFORMANCE:** Washington, D.C. with possible travel as stated in the position description.

**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.

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The DCHA/OTI Program, Learning, and Innovation Division's Program Office (PLI/PO) provides OTI with strategic guidance on country-level and office-level budgeting, strategy, and program performance issues, and increases key stakeholder awareness of and support for OTI as a key instrument in carrying out U.S. foreign policy objectives. The Program Office maintains technical oversight of the Support Which Implements Fast Transitions (SWIFT) Indefinite Quantity Contract (IQC) and the Programming Development Quickly (PDQ) IQC, and manages coordination of programming within the Foreign Assistance (F) framework. The Program Office plays a key role in the initial country assessment process, periodic country program and management reviews, and final evaluations. The Program Office also provides support to ongoing country programs through managing country budgeting decisions and allocation of resources, and setting standards and providing guidance on strategic planning, decision-making, and implementation. In addition, the Program Office provides reports on country activities for DCHA, OMB, Department of State, and Congress.

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 13 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 Transition Specialist position utilizes the experience and skills gained from working on political transition programs to provide direction, support and guidance for program planning and implementation, budgeting, and training. While the Transition Specialist may be supervised by any OTI team or division leader or his/her designee, the initial supervisor for the position under this solicitation will be OTI's Program Office Team Leader or his/her designee. OTI's Program Office works within OTI's Program, Learning, and Innovation (PLI) division. This position is a supervisory position requiring that the incumbent work in coordination with the Team Leader to establish an effective team. Individually, the incumbent must be able to set staff goals and objectives, delegate tasks, create a supportive working relationship, ensure a motivating work environment, and understand and support diversity.

The Transition Specialist manages the implementation of OTI-financed activities designed to achieve strategic objectives. The individual facilitates and manages budgeting decisions and allocation of resources at the office and country program level. The incumbent coordinates planning and reporting with key counterparts in DCHA, USAID, and Department of State. The Transition Specialist helps coordinate effective utilization of technical assistance resources (OTI

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bullpen, strategic resources team, and external resources) to plan for, manage, and accomplish OTI program objectives.

The incumbent must be articulate and able to represent OTI in various forums, meetings and seminars, and have a sound understanding of USAID's operational processes in Washington. The incumbent must have the ability to operate with a high degree of autonomy, responsibility and authority while exercising sound judgment. The individual performs under general administrative discretion, with wide latitude for the exercise of independent judgment. The incumbent is a seasoned professional who must be able to operate with little or no guidance and with the knowledge and experience to effectively use the authority and responsibility that comes with the position. The incumbent must be able to resolve critical problems and define unknown conditions to a variety of audiences.

## **OBJECTIVE**

The objective of this recruitment is to hire qualified personnel to provide expertise in transition programming.

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

### **DUTIES AND RESPONSIBILITIES**

The work of the OTI Transition Specialist requires teamwork, the exercise of discretion, judgment, and personal responsibility. As a member of a highly visible and rapid response office, the Transition Specialist requires a willingness and ability to perform a wide range of administrative functions to help ensure programmatic success. The OTI Transition Specialist is highly flexible and willing to work in conditions of ongoing change(s), and remains professional and respectful of colleagues and authority in a diverse workforce. S/he places a premium on building positive relationships with his/her respective team, with the rest of OTI and with key stakeholders both in and outside of USAID. The OTI Transition Specialist 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 OTI Transition Specialist is highly responsible, 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 OTI Transition Specialist is a strategic thinker, articulates innovative ideas, presents solutions, and is a positive role model for colleagues both in and outside of OTI.

The OTI Transition Specialist priorities are expected to change and evolve in accordance with the requirements of OTI and will be determined in consultation with and under the direct supervision of the Washington-based DCHA/OTI Team Leader or his or her designee. The Washington-based Transition Specialist will perform the following duties:

- Fill critical program implementation staffing needs in Washington, DC and the field including providing support to new OTI country program start-ups, country program

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management and close-out, and providing on-call technical assistance in support of OTI transition programs. In collaboration with the relevant OTI Regional Team, conduct or assist with assessments for possible new country programs and fill staffing gaps for ongoing country programs.

- Provide training and mentoring on OTI program implementation for OTI staff and implementing partners both in Washington and the field, and assist in the development and updating of training materials as required. This includes training and/or advising implementing partners on internal OTI business procedures (such as for the OTI Activity Database and the Grants Under Contract (GUC) process).
- Supervise staff as delegated by the Team Leader (e.g. Program Managers, Program Assistants, etc.). Provide orientation, training, and mentoring for staff supervised; assign work, explain how duties are to be performed to meet expectations and communicate how the successful performance of those duties will be measured; evaluate staff performance; recognize good performance; communicate where performance needs to be improved; resolve complaints; and approve leave requests and timesheets as well as training, travel, program, and operations requests. Ensure office-required supervisory training(s) are completed.
- Provide technical assistance for OTI programs and beneficiaries in the field, and also advise OTI staff and implementing partners on business processes in relation to implementation of political transition programming.
- When required within the guidelines provided by the OTI Regional Team, discuss and assist in determining program and project agreements with governmental and non-governmental counterparts. This also may include assessing the adequacy of potential local partners in collaboration with OTI staff and/or OTI implementing partner organizations.
- Coordinate with and assist other OTI divisions and teams in the development of information management products and improved business practices, as well as the development of mechanisms for the dissemination of such products to OTI field staff and implementing partners. Advise and/or assist in drafting documents outlining future planning and vision in the development and implementation of OTI programs.
- Analyze and report on current political developments and security concerns as well as other pertinent information required to achieve OTI's program objectives.
- Assist in the conceptualization and design, as required, of country program strategies and objectives, in close coordination with OTI staff, other USAID, and U.S. Department of State personnel, and other governmental and non-governmental actors, based on political analysis and U.S. Government policy.
- Represent and articulate OTI's mission and global programs to key players (select visitors, officials from international organizations, bilateral donors, and national and local foreign

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government officials). When required, serve as a liaison with other DCHA offices, other USAID divisions, and the State Department on program and policy direction.

- Identify, develop and maintain professional relationships with NGOs, international donors, USG agencies and other organizations of importance to OTI programs in Washington and the field.
- When required, act as Team Leader (e.g. during his/her absence), or in other roles (e.g. Program Manager or Procurement Analyst for short periods of time).
- Provide other services as required to fulfill OTI's program objectives.

**SUPERVISORY RELATIONSHIP:**

The Transition Specialist will take direction from and will report to the OTI Team Lead or his/her designee.

**SUPERVISORY CONTROLS:**

The Supervisor will set overall objectives. The employee and the supervisor together will develop deadlines, projects, and work to be accomplished. The incumbent is 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 primarily performed in an office setting. During deployment on Assessments, Country Start-ups, Disaster Assistance Response Teams (DARTs) (if required). or during site visits, the work may additionally involve special safety and/or security precautions, wearing of protective equipment, and exposure to severe weather conditions.

**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 Transition Specialist must be an established subject matter “expert” in the field of political transition and/or stabilization programming overseas, and must be able to articulate OTI's vision

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and business model to a wide range of audiences, including new OTI staff, other USAID staff, implementing partners, other U.S. government Agencies, non-government organizations including non-profit and for profit entities, host government officials, and various individuals and grassroots organizations overseas. The Transition specialist must possess an in-depth understanding of all aspects of political transition and/or stabilization programming, including grants under contracts and an understanding of in-kind assistance, to be able to design (as necessary), advise, lead and achieve successful transition/stabilization programs.

This position calls for an experienced professional with the presence, knowledge and the skills necessary to perform the assigned duties. The incumbent must possess the program, project management and budgetary skills to help ensure successful start-ups, management, and close-outs of OTI country programs. The complex demands of the position require that the incumbent be able to travel overseas with short notice, and be able to immediately respond to the challenging demands often faced by OTI programs. The proper execution of OTI programs requires a Transition Specialist with a high level of managerial and operational skills, preferably having worked previously with/on both acquisition and assistance mechanisms. The Transition Specialist must be prepared to work or collaborate with officials from other international organizations, bilateral donors, contractors and non-governmental organizations, and representatives from the USG foreign affairs interagency who may be important to OTI's programs and objectives, and must have an in-depth knowledge of international relations.

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

- (1) Bachelor's degree AND a minimum of **seven (7) years** of progressively responsible experience of which a minimum of **five (5) years** must include recent project management experience with a USG foreign affairs agency, international assistance organization, contractor or non-governmental organization, in at least two of the following general areas: political transition programming, stabilization initiatives, community development, democracy and governance, and/or humanitarian assistance;

**OR**

Master's degree with significant study in or pertinent to the specialized field, including, but not limited to, international development, and social sciences, AND a minimum of **five (5) years** of progressively responsible experience of which must include recent project management experience with a USG foreign affairs agency, international assistance organization, contractor or non-governmental organization in at least two of the following general areas: political transition programming, stabilization initiatives, community development, democracy and governance, and/or humanitarian assistance;

**AND**

- (2) Minimum of **three (3) years** of overseas field experience working in humanitarian assistance, political transition, stabilization or democracy building programs, of which a minimum of **one (1) year** must include field experience in one or more countries undergoing a political transition;



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**AND**

(3) A minimum of **three (3) years** prior supervisory experience.

**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**);
- Ability to obtain a Department of State medical clearance;
- Satisfactory verification of academic credentials.

A USAID Secret level security clearance and Department of State medical clearance are required prior to issuance of the contract for this position.

The incumbent must obtain Department of State medical clearance within six months after the contract is issued. If a medical clearance is not obtained within this period, USAID may terminate the contract at the convenience of the government.

**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 experience interacting and coordinating with various U.S. government, foreign government, international organizations, contractor and non-governmental organizations frequently involved in political transitions/stabilization initiatives and humanitarian interventions to achieve United States foreign policy objectives; |
| Factor #2 | Demonstrated competency and experience working in complex political transition, stabilization and post-conflict environments, where implementing programming in support of U.S. government foreign objectives are complicated by interconnected issues and conflicts;   |
| Factor #3 | Experience conceptualizing, designing, implementing, monitoring and evaluating political transition and/or stabilization activities, especially small grant activities;   |
| Factor #4 | Demonstrated communication, writing, analytical, cross-cultural and social/interpersonal skills; demonstrated ability to communicate and represent the  |

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organization, its core values and ethos to key partners, stakeholders and beneficiaries both within and outside the USG, and from all walks of life;

Factor #5      Demonstrated ability to consistently and independently perform in a complex, high visibility, and high-pressure environment;

Factor #6      Active or recent U.S. government security clearance.

**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 – 20
- Factor #2 – 15
- Factor #3 – 10
- Factor #4 – 10
- Factor #5 – 10
- 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

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reserves the right to forego the interview process. Professional references and academic credentials will be evaluated for applicants being considered for selection.

**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:** [transspec@globalcorps.com](mailto:transspec@globalcorps.com)

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

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

**NOTE:** The incumbent must obtain Department of State medical clearance within four months after offer acceptance. If medical clearance is not obtained within this period, 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

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[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.

**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 DS-3067, provided that the FSMP or Post Medical Advisor (PMA) is notified as soon as possible

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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).