



## Request for Personal Services Contractor

### USAID Office of Transition Initiatives

Position Title: OTI Program Operations Advisor – Washington, DC  
(Intermittent, Multiple Positions)  
Solicitation Number: SOL-OTI-16-000027  
Salary Level: GS-11 Equivalent: \$64,650 - \$84,044  
GS-12 Equivalent: \$77,490 - \$100,736  
Issuance Date: April 1, 2016  
Closing Date: April 15, 2016  
Closing Time: 5:00 P.M. Eastern Time

Dear Prospective Applicants:

The United States Government (USG), represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified U.S. citizens to provide personal services as a Program Operations Advisor 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 resume. In order to fully evaluate your application, your resume must include:
  - (a) Paid and non-paid experience, job title, location(s), dates held (month/year), and hours worked per week for each position. Dates (month/year) and locations for all overseas field experience must also be detailed. **Any experience that does not include dates (month/year), locations, and hours per week will not be counted towards meeting the solicitation requirements.**
  - (b) Specific duties performed that fully detail the level and complexity of the work.
  - (c) Names and contact information (phone and email) of your current and/or previous supervisor(s).
  - (d) Education and any other qualifications including job-related training courses, job-related skills, or job-related honors, awards or accomplishments.
  - (e) U.S. Citizenship.

Your resume should contain explicit information to make a valid determination that you fully meet the experience requirements as stated in this solicitation for each grade level(s) for which you are applying. If you do not specify which grade level(s), your application will be considered at the lower grade level. This information should be clearly identified in your resume. Failure to provide explicit information to determine your qualifications for the position will result in loss of full consideration.

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**2. Supplemental document specifically addressing:**

Each of the three (3) Evaluation Factors shown in the solicitation. Responses must be limited to 500 words per factor. Any additional words above the limit will neither be read nor scored.

**NOTE:** The Evaluation Factors are worth 60 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.

**Additional documents submitted will not be accepted.** Incomplete or late applications will not be considered. Your complete resume and the supplemental document addressing the EFs must be mailed or emailed to:

Office of Transition Initiatives  
529 14th Street, NW, Suite 300  
Washington, DC 20045  
E-Mail Address: OTIjobs@usaid.gov

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. Applicant resources are available at [www.otijobs.net/#!guidance-for-applying/c1ggu](http://www.otijobs.net/#!guidance-for-applying/c1ggu). Any questions on this solicitation may be directed to:

OTI Recruitment Team  
Telephone Number: (202) 836-7455  
E-Mail Address: OTIjobs@usaid.gov  
Website: [www.OTIjobs.net](http://www.OTIjobs.net)

Sincerely,

Cristina Sylvia  
Contracting Officer

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**ATTACHMENT 1**

Solicitation for U.S. Personal Services Contractor (PSC) Program Operations Advisor  
(Intermittent, Multiple Positions)

**I. GENERAL INFORMATION**

- 1. SOLICITATION NO.:** SOL-OTI-16-000027
- 2. ISSUANCE DATE:** April 1, 2016
- 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** April 15, 5:00 pm  
Eastern Time
- 4. POSITION TITLE:** Program Operations Advisor
- 5. MARKET VALUE:** This position has been designated as a “tandem” position that, depending on the qualifications of the candidate, can be filled at either the GS-11 (\$64,650 - \$84,044 per annum) or GS-12 (\$77,490 - \$100,736 per annum) equivalent level, DC-locality pay. Final compensation will be negotiated within the listed market value of the GS-11 or GS-12 level depending on qualifications, previous relevant experience and work history, salary and educational background. Salaries over and above the 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.

Note: Applicants who submit an application for the GS-12 grade level, but do not meet the minimum qualifications as outlined in this solicitation and as reviewed by the Technical Evaluation Committee, will not be considered for the GS-11 positions if they have not submitted a separate application for the GS-11 level. Similarly, applicants who apply for the GS-11 position even though they might meet the minimum qualifications for the GS-12 position will not be considered for the higher graded position if they have not submitted a separate application for the GS-12 position. Applicants who are unsure of which grade level they meet the minimum qualifications for should submit separate applications for the GS-11 and the GS-12 positions. The application will be considered for the lowest grade level if the applicant does not specify the grade level in the submission.

- 6. PERIOD OF PERFORMANCE:** One year, with four one-year option periods.

The Personal Services Contractor hired under this contract will provide up to a maximum of 250 workdays of services on an annual basis. The specific projects, as well as dates, number of days and locations to be worked, will be determined by mutual agreement between the contract employee and his/her OTI supervisor according to the programmatic needs of OTI. There is no obligation by OTI to provide assignments for a minimum number of days, and the contractor is free to provide “blackout” dates during which he or she will not be available to accept assignments.

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This recruitment is for an intermittent USPSC. Therefore, if a candidate is selected at the GS-11 grade, they do not have the opportunity for advancement to the GS-12 grade. However, once the candidate reaches the minimum qualifications of the GS-12 grade, he/she may apply for a GS-12 position if re-solicited by DCHA/OTI in the future. Extension of the contract is not guaranteed.

**START DATE:** Within 45 days of receiving notification that required security clearance has been obtained.

**7. PLACE OF PERFORMANCE:** Washington, D.C.

**8. SECURITY LEVEL REQUIRED:** Secret

**9. STATEMENT OF DUTIES**

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 partners advance peace and democracy in politically-transitioning countries. In support of U.S. foreign policy, OTI seizes emerging windows of opportunity in the political landscape to promote stability, peace, and democracy by catalyzing local initiatives through adaptive and agile programming.

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, mostly non-governmental, civil society and media organizations. OTI uses such mechanisms as support for re-integration of ex-combatants into civilian society; development of initiatives to promote national reconciliation; identification of quick-impact community self-help projects to meet urgent economic needs; and aid to independent media outlets and community-based organizations to help promote informed debate and broaden public participation.

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. Some of these USPSCs serve on intermittent contracts and are referred to in OTI as “bullpenners,” providing support in a surge capacity. Those serving in the bullpen must be

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prepared to work both in Washington and the field, often with little time for preparations). 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 14 of this solicitation.

For more information about OTI and its country programs please see:  
<http://www.usaid.gov/political-transition-initiatives>

## INTRODUCTION

The Program Operations Advisor is a key administrative position in a busy office that responds rapidly to crisis situations. It is essential that DCHA/OTI personnel receive prompt support. To achieve this, OTI relies on Program Operations Advisors who have the capacity to work well within a team environment, provide a variety of necessary ad hoc or longer term administrative support to different teams (e.g. administrative services, human resources, training, travel, finance, information and technology, outreach, country program teams, field operations, etc), and anticipate the needs of a complex organizational unit. A common characteristic among OTI staff is that they are operationally-minded, enjoy working in a fast-paced environment, and seek innovative ways to improve efficiency and effectiveness of operations support and programs.

The Program Operations Advisor is experienced in the multitude of functions that comprise operations support for OTI programs, and provides services that require professionalism, knowledge, diplomacy and operational expertise in administrative support. This individual must be readily available to provide the required services on an intermittent basis, often on short notice with little time for preparation. While the vast majority of the work will be performed in Washington, there may be requirements for field travel. OTI field offices are located in countries with complex problems, often in difficult and harsh environments, with some offices located in countries with no other USAID presence.

## CORE FUNCTIONAL AREAS OF RESPONSIBILITY

### DUTIES AND RESPONSIBILITIES

The work of the Program Operations Advisor requires teamwork, the exercise of discretion, judgment, and personal responsibility. As a member of a highly operational office, the incumbent is willing and able to perform a wide range of administrative functions to help ensure programmatic success. The incumbent has a high level of integrity and attention to detail to ensure the use of OTI systems and procedures to maintain effective and efficient management of funds, programming, and monitoring and evaluation. The incumbent is highly flexible and willing to work under conditions of ongoing change, and remains professional and respectful of colleagues and authority in a diverse workforce. She or he places a premium on the building of positive relationships with his or her respective team both in the field and in Washington, and

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with key stakeholders both in and outside of USAID. The incumbent is highly responsible, service-oriented, organized, pays close attention to detail, and is able to receive and respond to constructive criticism in a professional manner. The incumbent is able to prioritize and complete tasks without follow up by the supervisor, while also filling in gaps as needed to ensure the responsiveness of the team. The Program Operations Advisor is a strategic thinker, articulates innovative ideas, presents solutions, and is a positive role model for colleagues both in and outside of OTI.

Under the direct supervision of the DCHA/OTI Operations and Management Division (OMD) Chief or his/her designee, the Program Operations Advisor will perform the following duties:

***At the GS-11 level:***

*Note: Duties and responsibilities are listed in the order of importance for this position.*

- Fill ad hoc critical administrative/operations support staffing needs primarily in Washington, DC in support of program funded staff and operations in areas such as: administrative support (e.g. meeting logistics, procurement requests, filing, correspondence control, scheduling for others, drafting memos and meeting notes, correspondence control, etc.), personnel and human resources support (e.g. payroll, awards, drafting personnel memos, badge revalidation requests, etc.), information and technology, travel, budget, finance and other administrative services as required;
- Respond to requests for information and tasks regarding OTI programs;
- When required, provide ad hoc operations support for new OTI country program start-ups, country program management and close-outs. Provide on-call technical assistance;
- As required, initiate and maintain effective relationships with institutional contractors, implementing partners, other agencies, and administrative support staff in other USAID offices sharing procedures and systems in order to review good administrative practices, and seek out innovative ways of doing business to improve efficiency and effectiveness;
- 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;
- Coordinate with OTI's three divisions (Operations and Management Division, Field Programs Division, and the Program Learning and Innovation Division) on issues/tasks. 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;

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- In limited circumstances, provide assistance to organizations outside of OTI but within the current work objectives, where such assistance would enhance OTI's goals and objectives;
- Perform other related duties and activities as required for the successful completion of country programs.

***At the GS-12 level:***

*Note: Duties and responsibilities are listed in the order of importance for this position.*

- Fill ad hoc critical administrative/operations support staffing needs primarily in Washington, DC in support of program funded staff and operations in areas such as: administrative support (e.g. meeting logistics, procurement requests, filing, correspondence control, scheduling for others, drafting memos and meeting notes, correspondence control, etc.), personnel and human resources support (e.g. payroll, awards, drafting personnel memos, badge revalidation requests, etc.), information and technology, travel, budget, finance and other administrative services as required;
- Respond to requests for information and tasks regarding OTI programs;
- Participate in the selection of program implementers such as grantees, contractors and personal services contractors. If required, serve as Contracting Officer's Representative (COR) or COR Backstop for contracts or agreements;
- When required, provide ad hoc operations support for new OTI country program start-ups, country program management and close-outs. Provide on-call technical assistance;
- Serve as technical advisor on the operations program-funded bullpen team, a group of intermittent USPSC advisors providing program operations support in Washington and overseas. Provide evaluation processes and guidance on approach and methodology to the operations bullpen team;
- As required, initiate and maintain effective relationships with institutional contractors, implementing partners, other agencies, and administrative support staff in other USAID offices sharing procedures and systems in order to review good administrative practices, and seek out innovative ways of doing business to improve efficiency and effectiveness;
- If required to serve in a supervisor position, provide managerial and supervisory support including: 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, timesheets, training, travel and program and operations requests;

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- Develop, interpret and assure implementation of administrative management policies, regulations and procedures, with latitude for exercise of independent judgment. Maintain a constant awareness of compliance with regulatory requirements affecting administrative management services;
- 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;
- Coordinate with OTI's three divisions (Operations and Management Division, Field Programs Division, and the Program Learning and Innovation Division) on issues/tasks. 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;
- In limited circumstances, provide assistance to organizations outside of OTI but within the current work objectives, where such assistance would enhance OTI's goals and objectives;
- Perform other related duties and activities as required for the successful completion of country programs.

**SUPERVISORY RELATIONSHIP:**

The Program Operations Advisor will be supervised by the OTI Operations and Management Division Chief or his/her designee.

**SUPERVISORY CONTROLS:**

At the GS-11 level, the supervisor will set overall objectives and resources available, and work with the employee to develop deadlines, methodology, and work to be accomplished. The employee will be responsible for carrying out assignments and consulting with the supervisor on policy interpretations. The supervisor will evaluate work for technical soundness and effectiveness in meeting work objectives.

At the GS-12 level, the supervisor will set overall objectives and resources available, and work with the employee to develop deadlines, projects, and work to be accomplished. The employee will be responsible for planning and carrying out assignments, resolving most conflicts, coordinating with others, and interpreting policy in terms of established objectives. Keeping the supervisor informed of progress, the employee may determine the approach to be taken and the methodology to be used. The supervisor will review completed work from an overall standpoint of feasibility, compatibility with other work, or effectiveness in meeting requirements.

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**10. PHYSICAL DEMANDS**

PHYSICAL DEMANDS:

The work is generally sedentary and does not pose undue physical demands. If traveling overseas, the employee may be subject to some additional physical exertion including long periods of standing, walking over rough terrain, or carrying of moderately heavy items (less than 50 pounds).

WORK ENVIRONMENT:

Work is primarily performed in an office setting in Washington DC. If the employee is required to travel overseas the work may additionally involve safety and/or security precautions, wearing of protective equipment, and exposure to severe weather conditions.

**11. POINT OF CONTACT:**

OTI Recruitment Team  
529 14th Street, NW, Suite 300  
Washington, DC 20045  
Telephone Number: (202) 836-7455  
E-Mail Address: OTIjobs@usaid.gov

**II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

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

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

*At the GS-11 level:*

(1) A Master's Degree with **two (2) years** of work experience;

**OR**

A Bachelor's Degree with **four (4) years** of work experience;

**OR**

**Eight (8) years** of progressively responsible work experience;

**AND**

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- (2) **Two (2) years** of experience providing administrative support, including liaising with personnel and senior-level managers;
- (3) **One (1) year** of experience supporting program operations for a large organization;
- (4) Demonstrated experience drafting and proofreading administrative memos;
- (1) Demonstrated experience using Microsoft Office applications including Excel, Word, and Access Database.

***At the GS-12 level:***

- (1) A Master's Degree with **three (3) years** of work experience;

**OR**

A Bachelor's Degree with **five (5) years** of work experience;

**OR**

**Nine (9) years** of progressively responsible work experience;

**AND**

- (2) **Three (3) years** of experience providing administrative support, including liaising with personnel and senior-level managers;
- (3) **Two (2) years** of experience supporting program operations for a large organization, of which one year must be with a large international assistance organization;
- (4) Demonstrated experience drafting and proofreading memos;
- (2) Demonstrated experience using Microsoft Office applications including Excel, Word, and Access Database.

**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 resume submitted. See cover page for resume requirements. Experience that cannot be quantified will not be counted towards meeting the solicitation requirements;
- Supplemental document specifically addressing how the candidate meets 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**);

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- Satisfactory verification of academic credentials.

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

**NOTE:** If a full security investigation package is not submitted by the selected within 30 days after it is requested, the offer may be rescinded. If a security clearance is not able to be obtained within four months after the selected submits the initial security clearance documentation, the offer may be rescinded.

### **III. EVALUATION FACTORS**

#### **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.)

Applicants should cite specific, illustrative examples for each factor. Responses must be limited to 500 words per factor. Any additional words above the limit will neither be read nor scored.

Factor #1: Demonstrated experience identifying administrative problems and proposing solutions.

Factor #2: Demonstrated experience prioritizing and balancing a wide variety of administrative tasks under pressure, often with extremely short deadlines and minimal supervision.

Factor #3: Demonstrated ability to manage projects and budgets.

**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. 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 – 25

Factor #2 – 25

Factor #3 – 10

Total Possible – 60 Points

Interview Performance – 40 points

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

**Total Possible Points: 100**

The most qualified candidates may be interviewed, required to provide a writing sample, and demonstrate an ability to operate commonly used office applications. OTI will not pay for any expenses associated with the interviews. In addition, applications (written materials and interviews) will be evaluated based on content as well as on the applicant's writing, presentation, and communication skills. 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.

**IV. APPLYING**

Applications must be **received** by the closing date and time at the address specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I, item 11**.

Qualified applicants are **required** to submit:

1. Complete resume. In order to fully evaluate your application, your resume must include:
  - (a) Paid and non-paid experience, job title, location(s), dates held (month/year), and hours worked per week for each position. Dates (month/year) and locations for all overseas field experience must also be detailed. **Any experience that does not include dates (month/year), locations, and hours per week will not be counted towards meeting the solicitation requirements.**
  - (b) Specific duties performed that fully detail the level and complexity of the work.
  - (c) Names and contact information (phone and email) of your current and/or previous supervisor(s).
  - (d) Education and any other qualifications including job-related training courses, job-related skills, or job-related honors, awards or accomplishments.
  - (e) U.S. Citizenship.

Your resume should contain explicit information to make a valid determination that you fully meet the experience requirements as stated in this solicitation for each grade level(s) for which you are applying. If you do not specify which grade level(s), your application will be considered at the lower grade level. This information should be clearly identified in your resume. Failure to provide explicit information to determine your qualifications for the position will result in loss of full consideration.

2. Supplemental document specifically addressing:  
Each of the three (3) Evaluation Factors shown in the solicitation. Responses must be limited to 500 words per factor. Any additional words above the limit will neither be read nor scored.

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**NOTE:** The Evaluation Factors are worth 60 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.

Additional documents submitted will not be accepted.

By submitting your application materials, you agree to allow all information on and attached to the application to be investigated. False or fraudulent information on or attached to your application may result in you being eliminated from consideration for this position, or being terminated after award, and may be punishable by fine or imprisonment.

To ensure consideration of applications for the intended position, applicants must prominently reference the solicitation number in the application submission.

Applicant resources are available at [www.otijobs.net/#!/guidance-for-applying/c1ggu](http://www.otijobs.net/#!/guidance-for-applying/c1ggu).

**DOCUMENT SUBMITTALS**

**Via mail:** Office of Transition Initiatives, 529 14th Street, NW, Suite 300, Washington, D.C. 20045

**Via email:** OTIjobs@usaid.gov

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

**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://acquisition.gov/far/current/html/52\\_200\\_206.html](https://acquisition.gov/far/current/html/52_200_206.html)

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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**V. LIST OF REQUIRED FORMS FOR PSC HIRES**

Once the CO informs the successful applicant about being selected for a contract award, the CO will provide the successful applicant instructions about how to complete and submit the following forms. Forms outlined below can found at <http://www.usaid.gov/forms/>

1. Federal Employment Application (AID-302-3).
2. Declaration for Federal Employment (OF-306).
3. Medical History and Examination Form (DS-6561).
4. Questionnaire for Sensitive Positions (for National Security) (SF-86), or Questionnaire for Non-Sensitive Positions (SF-85).
5. Finger Print Card (FD-258).

**VI. BENEFITS/ALLOWANCES**

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

1. BENEFITS:

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

2. ALLOWANCES:

Section numbers refer to rules from the Department of State Standardized Regulations (Government Civilians Foreign Areas)

- |                                    |  |
|------------------------------------|--|
| (a) Post Differential              | Chapter 500 and Tables in Chapter 900. |
| (b) Living Quarters Allowance      | Section 130.                           |
| (c) Temporary Lodging Allowance    | Section 120.                           |
| (d) Post Allowance                 | Section 220.                           |
| (e) Supplemental Post Allowance    | Section 230.                           |
| (f) Payments During Evacuation     | Section 600.                           |
| (g) Education Allowance            | Section 270.                           |
| (h) Separate Maintenance Allowance | Section 260.                           |
| (i) Danger Pay Allowance           | Section 650.                           |
| (j) Education Travel               | Section 280.                           |

**VII. TAXES**

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

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**VIII. ACQUISITION & ASSISTANCE POLICY DIRECTIVES (AAPDS) AND  
CONTRACT INFORMATION BULLETINS (CIBS) PERTAINING TO PSCs**

AAPDs and CIBs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to <http://www.usaid.gov/work-usaid/aapds-cibs#psc> to determine which AAPDs and CIBs apply to this contract.

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

General Provision 28, 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/16fam/index.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

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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 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).