



## Request for Personal Services Contractor

### USAID Office of Transition Initiatives

Position Title: Senior Program Operations Specialist – Washington, D.C. (Multiple Positions)  
Solicitation Number: SOL-OTI-16-000034  
Salary Level: GS-13 Equivalent: \$92,145 – \$119,794  
GS-14 Equivalent: \$108,887 – \$141,555  
Issuance Date: June 9, 2016  
Closing Date: June 23, 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 Senior Program Operations Specialist 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 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.

**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

Sincerely,

Cristina Sylvia  
Contracting Officer

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**ATTACHMENT 1**

Solicitation for U.S. Personal Services Contractor (PSC) OTI Senior Program Operations Specialist (Multiple Positions)

**I. GENERAL INFORMATION**

- 1. SOLICITATION NO.:** SOL-OTI-16-000034
- 2. ISSUANCE DATE:** June 9, 2016
- 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** June 23, 2016, 5:00 pm Eastern Time
- 4. POSITION TITLE:** Senior Program Operations Specialist
- 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-13 (\$92,145 - \$119,794 per annum) or GS-14 (\$108,887 – \$141,555 per annum) equivalent level for the Washington, DC locality pay. **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.

Final compensation will be negotiated within the GS-13 or GS-14 equivalent level based upon the selected candidate’s salary history, qualifications, previous relevant experience and work history, and educational background as reported on the AID 302-3. For selected candidates whose salary has been established on a Federal pay scale (i.e. General Schedule) or its equivalent, the base salary (not including locality pay) of their grade/step will be the basis of the salary negotiation. The final salary will be negotiated at a step on the General Schedule WASHINGTON-BALTIMORE-ARLINGTON, DC-MD-VA-WV-PA Salary Table articulated as an annual rate amount. The selected candidate will be eligible for applicable allowances as described in Section VI on the same basis as U.S. government employees if assigned temporary duty in foreign areas.

**Note:** Applicants must specify in their application materials whether they would like to be considered for the GS-13, GS-14, or both. Applicants will only be considered for the grade level specified in the submission. Applicants who are unsure of which grade level they meet the minimum qualifications for should submit separate applications for the GS-13 and the GS-14 positions. The application will be considered for the lower grade level if the applicant does not specify the grade level in the submission.

- 6. PERIOD OF PERFORMANCE:** Two years, with three one-year option periods.

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

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**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. 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 Section VI of this solicitation.

For more information about OTI and its country programs please see:

<http://www.usaid.gov/political-transition-initiatives>

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## INTRODUCTION

DCHA/OTI is a fast-paced, operational office in USAID. Program and Operations staff work as a team to ensure country programs are started, managed, and closed efficiently and effectively. OTI's Operations and Management Division (OMD) provides critical support services to advance OTI's mission. OMD provides expertise for U.S. Personal Services contracting, human resources, talent management, staff care, administrative services, information technology, finance and travel. OMD staff are innovative problem-solvers with a goal to provide outstanding service and help maintain accountability for OTI.

For DCHA/OTI to implement its rapid response strategy, it is essential that OTI PSC staff are deployed and supported expeditiously and programs started quickly, often with little or no lead time. To achieve this, OTI requires a Senior Program Operations Specialist who has the capacity to work well within a team environment, provide supervision of a team if required, and provide a variety of support services and anticipate the needs of a complex organizational unit.

This position is exciting for someone who enjoys being part of an operational support team, is passionate about providing good customer service in a government setting, is a good communicator and can build lasting relationships within and across teams, researching regulations and using them to stay operationally agile, understands budget and finance, and is an empowering leader. We are filling up to two positions, and are looking for people who are resilient, positive, bureaucratic ninjas who enjoy helping our office succeed in its mission.

## CORE FUNCTIONAL AREAS OF RESPONSIBILITY

### DUTIES AND RESPONSIBILITIES

The work of the Senior Program Operations Specialist 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 and able 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 within and outside of OTI. 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 Senior Program Operations Specialist is a strategic thinker, articulates innovative ideas, presents solutions, and is a positive role model.

Under the direct supervision of the DCHA/OTI Chief of Operations and Management or his/her designee, the Senior Program Operations Specialist will perform the following duties:

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*At the GS-13 level:*

The incumbent of this position will:

- Demonstrate the ability to master Agency and Federal Government policies and regulations, especially as they relate to OTI systems, standard operating procedures and policies;
- Manage or oversee management of one or more budgets for OMD teams, ensuring attention to detail, procedures are followed, and timeliness;
- Ensure OMD systems, processes, and annual requirements are followed and managed effectively, and ensure that team business diagnostics are entered/tracked. This includes ensuring that OMD information and processes are maintained on OTI's online knowledge management system ("OTI Anywhere");
- When required, fill critical support staffing needs in Washington, DC, such as acting as Deputy Chief Operations and Management, Team Leader, or Chief OMD for short or extended periods of time;
- 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;
- 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;
- On a continuing basis, participate in planning, directing and administering management programs within OTI;
- Collaborate with OTI on staffing and workforce planning issues and recommend actions to the supervisor to ensure maximum effective use and placement of program-funded personnel;
- Provide knowledge management support such as tracking documents, lessons learned, best practices across OTI programs and/or operations. Provide recommendations for the resolution of administrative problems. Assist teams in the creation and/or maintenance of information products in support of OTI;

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- 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;
- As needed, serve on short-term assignments with other USAID offices or bureaus in direct support of OTI programs. These placements shall not exceed three months;
- Provide advice, guidance, mentoring and training on office approaches and methodologies for OTI staff on administrative operations services and procedure in support of program funded staff working on OTI programs;
- Liaise with the Agency's General Counsel (GC), Office of Acquisitions and Assistance (OAA), Human Resources (HR), Agency Management Staff (AMS), and others to ensure OTI follows policies and procedures, advocate for OTI requirements, and that appropriate waivers are used to enable rapid response for political transition programs overseas;
- Provide other services and special tasks as required to support OTI's program funded staff and fulfill OTI's program operations support objectives, such as planning, organizing, directing, designing, and coordinating projects;
- As needed, serve on short-term assignments with other USAID offices or bureaus in direct support of OTI programs. These placements shall not exceed three months.

**At the GS-14 level:**

The incumbent of this position will:

- Demonstrate mastery of Agency and Federal Government policies and regulations, especially as they relate to OTI systems, standard operating procedures and policies;
- Manage or oversee management of one or more budgets for OMD teams, ensuring attention to detail, procedures are followed, and timeliness;
- Ensure OMD systems, processes and annual requirements are followed and managed effectively, and ensure that team business diagnostics are entered/tracked. This includes ensuring that OMD information and processes are maintained on OTI's online knowledge management system ("OTI Anywhere");
- Design staffing plans to meet overall program objectives, ensure staff work objectives and tasks are well defined, and ensure recruitment is initiated immediately when staffing needs arise. Ensure staff are highly qualified and trained and mentored in all critical aspects of OTI operations and programming. Ensure employee performance evaluations are completed in a timely manner in accordance with OTI office policy; and mentor other OTI Team Leaders as required;

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- When required, fill critical support staffing needs in Washington, DC, such as acting as Deputy Chief Operations and Management or Team Leader for short or extended periods of time, backstopping other Operations and Management team members when required, including the Chief, Operations and Management;
- 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;
- Exercise decision making authority through the development and contribution of systems and business process that ensure efficiency and rapid response, with wide latitude for exercise of independent judgment;
- Analyze problems, issues, or program requirements, synthesize information, identify needs and resolve obstacles. Identify and resolve problems related to Agency programs or services;
- Collaborate with OTI on staffing and workforce planning issues and recommend actions to the supervisor to ensure maximum effective use and placement of program-funded personnel;
- Provide specialized knowledge management support such as tracking documents, lessons learned, best practices across OTI programs and/or operations. Provide recommendations for the resolution of administrative problems. Assist teams in the creation and/or maintenance of information products in support of OTI;
- 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 advice, guidance, mentoring and training on office approaches and methodologies for OTI staff on administrative operations services and procedure in support of program funded staff working on OTI programs;
- Liaise with the Agency's General Counsel (GC), Office of Acquisitions and Assistance (OAA), Human Resources (HR), Agency Management Staff (AMS), and others to ensure OTI follows policies and procedures, advocate for OTI requirements, and that appropriate waivers are used to enable rapid response for political transition programs overseas;

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- Provide other services and special tasks as required to support OTI's program-funded staff and fulfill OTI's program operations support objectives, such as planning, organizing, directing, designing, and coordinating projects;
- As needed, serve on short-term assignments with other USAID offices or bureaus in direct support of OTI programs. These placements shall not exceed three months.

**SUPERVISORY RELATIONSHIP:**

The Senior Program Operations Specialist will be supervised by the OTI Chief, Operations and Management Division (OMD) or his/her designee.

**SUPERVISORY CONTROLS:**

The Supervisor will set specific work objectives. The employee and the supervisor together will develop deadlines, projects, and work to be accomplished. The incumbent is expected to take initiative and manage his/her tasks effectively.

**10. PHYSICAL DEMANDS**

**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).

**WORK ENVIRONMENT:**

Work is primarily performed in an office setting. During deployment on Assessments 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.

**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-13 level:*

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- (1) Bachelor's degree and at least **seven (7) years** of work experience, including **five (5) years** with an office providing operational support for staff in U.S. headquarters and overseas;

**OR**

High School Diploma with at least **nine (9) years** of work experience, including **seven (7) years** with an office providing operational support for staff in U.S. headquarters and overseas;

**AND**

- (2) At least **two (2) years** of supervisory experience, including experience supervising supervisors;
- (3) Demonstrated experience managing administrative departments (including but not limited to, budget/finance, information and technology, personnel, travel, security, records management and other administrative support functions);
- (4) Demonstrated experience using Microsoft Office and/or other commonly used office applications.

***At the GS-14 level:***

- (1) Bachelor's degree and **nine (9) years** of work experience, including **seven (7) years** of experience with an office providing support for staff in U.S. headquarters and overseas;

**OR**

High School Diploma with at least **eleven (11) years** of work experience, including **nine (9) years** with an office providing support for staff in U.S. headquarters and overseas;

**AND**

- (2) A minimum of **four (4) years** supervisory experience, including experience supervising supervisors;
- (3) Demonstrated experience managing administrative departments (including but not limited to, budget/finance, information and technology, personnel, travel, security, records management and other administrative support functions) for a large (more than 50 staff) organization;

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- (4) Demonstrated experience using Microsoft Office and/or other commonly used office applications.

**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**);
- 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 researching and articulating rules and regulations in a government context.                                      |
| Factor #2 | Demonstrated experience managing and mentoring teams including both staff and supervisors.   |
| Factor #3 | Demonstrated experience providing operations support for an organization providing international crisis or humanitarian relief overseas. |

**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

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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 – 20
- Total Possible – 70 Points

Interview Performance – 30 points

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).

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- (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.

**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.

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.

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**NOTE REGARDING DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBERS AND THE SYSTEM FOR AWARD MANAGEMENT**

All individuals contracted as US PSCs in the United States are required to have a DUNS Number and be registered in the SAM database. The selected candidate will be provided with guidance regarding this registration.

For general information about DUNS Numbers and SAM, please refer to Federal Acquisition Regulation (FAR) Clause 52.204-6, Data Universal Numbering System (DUNS) Number and FAR 52.204-7, System for Award Management.

[https://acquisition.gov/far/current/html/52\\_200\\_206.html](https://acquisition.gov/far/current/html/52_200_206.html) or [www.sam.gov](http://www.sam.gov).

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.

**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

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**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

**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,

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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 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

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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).