



## Request for Personal Services Contractor

### USAID Office of Transition Initiatives

Position Title: Travel & Operations Specialist – Washington, D.C.  
Solicitation Number: SOL-OTI-16-000032  
Salary Level: GS-09 Equivalent: \$53,435 - \$69,460  
GS-11 Equivalent: \$64,650 - \$84,044  
GS-12 Equivalent: \$77,490 - \$100,736  
Issuance Date: May 19, 2016  
Closing Date: June 3, 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 Travel & 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 two (2) 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/clggu](http://www.otijobs.net/#!guidance-for-applying/clggu). 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) Travel & Operations Specialist – Washington, D.C.

**I. GENERAL INFORMATION**

- 1. SOLICITATION NO.:** SOL-OTI-16-000032
- 2. ISSUANCE DATE:** May 19, 2016
- 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** June 3, 2016, 5:00 pm Eastern Time
- 4. POSITION TITLE:** Travel & Operations Specialist
- 5. MARKET VALUE:** This position has been designated as a “tandem/ladder” position that, depending on the qualifications of the candidate, can be filled at either the GS-9 (\$53,435 - \$69,460 per annum) or GS-11 (\$64,650 - \$84,044 per annum) equivalent level. The highest level of this position is a GS-12 (\$77,490 - \$100,736 per annum); however, candidates may only apply, and be hired, at the GS-9 or GS-11 level. Final compensation will be negotiated within the listed market value of the GS-9 or GS-11 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.

Following at least one year at the GS-9 grade, the candidate may have the opportunity for advancement to the GS-11 equivalent grade. Following two years at the GS-11 grade, the candidate may have the opportunity for advancement to the GS-12 equivalent grade. In order to be advanced to the higher grade, the incumbent must meet the minimum qualifications of the higher grade and receive an excellent performance rating in their most recent annual performance evaluation. The evaluation must include a statement by the supervisor that the employee is performing successfully at the current grade and is considered ready to perform at the higher grade level. Neither advancement nor extension of the contract is guaranteed.

**Note:** Applicants who submit an application for the GS-11 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-9 positions if they have not submitted a separate application for the GS-9 level. Similarly, applicants who apply for the GS-9 position even though they might meet the minimum qualifications for the GS-11 position will not be considered for the higher graded position if they have not submitted a separate application for the GS-11 position. Applicants who are unsure of which grade level they meet the minimum qualifications for should submit separate applications for the GS-9 and the GS-11 positions. The application will be considered for the lower grade level if the applicant does not specify the grade level in the submission.

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**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.

**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 page 17 of this solicitation.

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

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

## INTRODUCTION

The Travel & Operations Specialist is responsible for managing and coordinating travel for program-funded U.S. Personal Service Contractor staff, and providing operations services (e.g. information management and technology, finance and general administrative) in support of OTI's program implementation. Given the contingent, operational, and flexible nature of OTI's political transition work overseas, the Travel & Operations Specialist's duties may evolve and change depending on the operational and programmatic needs of the office.

## CORE FUNCTIONAL AREAS OF RESPONSIBILITY

### DUTIES AND RESPONSIBILITIES

The work of the Travel & 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 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 with key stakeholders both in and outside of USAID. 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 Travel & Operations Specialist 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 OTI Travel Team Leader or his/her designee, the Travel & Operations Specialist will perform the following duties:

#### *At the GS-9 Level:*

- Prepare travel authorizations in the Agency travel system for Washington based program-funded staff traveling on temporary duty assignments within the United States and overseas, including processing of travel requests, ensuring that all clearances have been obtained and that required documentation (itineraries, country clearances, and funding) has been prepared. Prepare assignment to post travel authorizations. On an as-needed basis, prepare travel authorizations for overseas field staff. Process amendments to travel authorizations as needed;

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- Process applications and requests for renewals of Diplomatic and Official passports for OTI program funded staff and facilitate the receipt of required visas and country clearances. Coordinate with the traveler and with the USAID travel agent to provide the traveler with a travel authorization, ticket, travel voucher package, etc.;
- Prepare, review and process travel vouchers for payment for program funded staff. Monitor processing via the Agency travel system to ensure timely payment by the Office of Financial Management (M/FM). Intervene when necessary to assist travelers in the resolution of problems arising in connection with their travel vouchers. Conduct periodic reviews of travel-related obligations and disbursements to identify funds for de-obligation;
- Support OTI program staff on the preparation of documentation in support of international travel requests for country clearances, cable notifications of assignment to post for field staff, etc.;
- Provide support on regulations and policies relating to the transportation and storage of personal effects (household effects, personal vehicle, air freight) to and from overseas posts on assignment/repatriation orders. Assist employees with the resolution of problems relating to the transportation and storage of effects;
- Assist with staff notifications on changes in policy and procedures and issue periodic reminders on key aspects of travel planning and execution, including regular updates to OTI Travel Office Order OTI Office to reflect changes in OTI office, Agency, Federal, and State Department policies and procedures;
- Provide administrative or other support for other OTI operations and/or program functions as required;
- Provide travel fund management in areas such as reconciliations, upward adjustments, deobligations, reporting/management, accruals, assisting with year -end close outs, forwarding funding travel actions, processing Personal Service Contractor expense vouchers and/or travel comp time calculations, etc.;
- Participate on Agency panels or working groups to develop, improve, or train on new travel systems;
- Establish and maintain the official electronic travel files, including travel authorizations and vouchers. Monitor file holdings to ensure timely disposition of files in accordance with Agency records management guidelines;
- Maintain accurate records of the current status of diplomatic passports, visas, inoculations and medical evacuation policies to ensure that all travelers have the appropriate documents and current medical evacuation coverage when traveling;

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- Establish and maintain effective and productive working relationships with administrative and financial personnel in USAID Missions, M/FM, regional financial management service centers, USAID Travel Office (M/AS/TT) and the Agency's Travel Agent to facilitate the timely processing of requests and resolution of problems encountered;
- After an initial learning period, provide orientation, training, and mentoring for incoming staff on matters related to travel and as delegated; communicate with supervisor to recognize good performance and communicate where performance needs to be improved;
- After an initial learning period, provide advice and guidance to OTI personnel on all aspects of the travel program. Coordinate with the agency's central travel office as needed to obtain clarifications of policy as it pertains to OTI travelers. With the assistance of the supervisor, serve as a POC for the Agency's travel office on matters pertaining to the implementation of the travel system, as requested. Assist with the maintenance of a library of resource documents of interest to travelers: per diem rates, travel regulations, travel allowances, etc.;
- Collaborate with supervisor to discuss improvements to current travel system, providing ideas for innovation;
- 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;
- Perform all other related duties as assigned by supervisor.

***At the GS-11 Level:***

- Incumbent is expected to be an expert in the travel support field for the Agency, in regards to supporting program-funded personnel, policy and technical guidance as it pertains to domestic and international travel for OTI staff;
- Prepare travel authorizations in the Agency travel system for Washington based program-funded staff traveling on temporary duty assignments within the United States and overseas, including processing of travel requests, ensuring that all clearances have been obtained and that required documentation (itineraries, country clearances, and funding) has been prepared. Prepare assignment to post travel authorizations. On an as-needed basis, prepare travel authorizations for overseas field staff. Process amendments to travel authorizations as needed;
- Process applications and requests for renewals of Diplomatic and Official passports for OTI program funded staff and facilitate the receipt of required visas and country clearances. Coordinate with the traveler and with the USAID travel agent to provide the traveler with a travel authorization, ticket, travel voucher package, etc.;

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- Prepare, review and process travel vouchers for payment for program funded staff. Monitor processing via the Agency travel system to ensure timely payment by the Office of Financial Management (M/FM). Intervene when necessary to assist travelers in the resolution of problems arising in connection with their travel vouchers. Conduct periodic reviews of travel-related obligations and disbursements to identify funds for de-obligation;
- Advise OTI program staff on the preparation of documentation in support of international travel requests for country clearances, cable notifications of assignment to post for field staff, etc.;
- Serve as the OTI Point of Contact (POC) on regulations and policies relating to the transportation and storage of personal effects (household effects, personal vehicle, air freight) to and from overseas posts on assignment/repatriation orders. Assist employees with the resolution of problems relating to the transportation and storage of effects;
- Notify staff of changes in policy and procedures and issue periodic reminders on key aspects of travel planning and execution, including regular updates to OTI Travel Office Order OTI Office to reflect changes in OTI office, Agency, Federal, and State Department policies and procedures;
- Provide travel fund management in areas such as reconciliations, upward adjustments, deobligations, reporting/management, accruals, assisting with year -end close outs, forwarding funding travel actions, processing Personal Service Contractor expense vouchers and/or travel comp time calculations, etc.;
- Participate on Agency panels or working groups to develop, improve, or train on new travel systems;
- Establish and maintain the official electronic travel files, including travel authorizations and vouchers. Monitor file holdings to ensure timely disposition of files in accordance with Agency records management guidelines;
- Maintain accurate records of the current status of diplomatic passports, visas, inoculations and medical evacuation policies to ensure that all travelers have the appropriate documents and current medical evacuation coverage when traveling;
- Establish and maintain effective and productive working relationships with administrative and financial personnel in USAID Missions, M/FM, regional financial management service centers, USAID Travel Office (M/AS/TT) and the Agency's Travel Agent to facilitate the timely processing of requests and resolution of problems encountered;

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- Provide orientation, training, and mentoring for staff as delegated; communicate with supervisor to recognize good performance and communicate where performance needs to be improved;
- Provide advice and guidance to OTI personnel on all aspects of the USAID travel program coordinating with the Agency's central travel office as needed to obtain clarifications of policy as it pertains to OTI travelers. Serve as the POC for the Agency's travel office on matters pertaining to the Agency's electronic travel systems, as requested. Maintain a library of resource documents of interest to travelers: per diem rates, travel allowances, etc.;
- Provide training for OTI staff on OTI travel procedures, the Agency travel system, and on standard operating procedures for the conduct of travel, and on the automated country clearance system;
- Collaborate with supervisor to discuss improvements to current travel system, providing ideas for innovation with close participation on Agency panels or working groups to develop, improve, or train on new systems;
- 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;
- When required serve as Acting Team Leader for the OTI Travel Team in his/her absence;
- Perform all other related duties as assigned by supervisor.

***At the GS-12 Level:***

- Incumbent is expected to be an expert in the area of Federal and Agency Travel processes and regulations; being able to provide concrete and concise policy and technical guidance as it pertains to domestic and international travel for OTI staff;
- Prepare travel authorizations in the Agency travel system for Washington based program-funded staff traveling on temporary duty assignments within the United States and overseas, including processing of travel requests, ensuring that all clearances have been obtained and that required documentation (itineraries, country clearances, and funding) has been prepared. Prepare assignment to post travel authorizations. On an as-needed basis, prepare travel authorizations for overseas field staff. Process amendments to travel authorizations as needed;
- Ensure that applications and requests for renewals are processed for Diplomatic and Official passports for OTI program funded staff and facilitate the receipt of required visas and country clearances. Coordinate with the traveler and with the USAID travel agent to provide the traveler with a travel authorization, ticket, travel voucher package, etc.;

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- Prepare, review and process travel vouchers for payment for program funded staff. Monitor processing via the Agency travel system to ensure timely payment by the Office of Financial Management (M/FM). Intervene when necessary to assist travelers in the resolution of problems arising in connection with their travel vouchers. Conduct periodic reviews of travel-related obligations and disbursements to identify funds for de-obligation;
- Advise OTI program staff on the preparation of documentation in support of international travel requests for country clearances, cable notifications of assignment to post for field staff, etc.);
- Serve as the OTI Point of Contact (POC) on regulations and policies relating to ordered departure and emergency evacuation of program-funded staff posted to USAID Missions and/or U.S. Embassies. Assist employees on ordered departure with questions regarding allowances, departure location and other logistics;
- Provide assistance on regulations and policies relating to the transportation and storage of personal effects (household effects, personal vehicle, air freight) to and from overseas posts on assignment/repatriation orders. Assist employees with the resolution of problems relating to the transportation and storage of effects. Observe and make suggestions on possible improvements to systems already in place;
- Provide travel fund management in areas such as reconciliations, upward adjustments, deobligations, reporting/management, accruals, assisting with year-end close outs, forwarding funding travel actions, processing Personal Service Contractor expense vouchers and/or travel comp time calculations, etc.;
- Incumbent will be asked to facilitate Agency panels or working groups to develop, improve, or train on new systems;
- Establish and maintain the official office files on travel, including travel authorizations and vouchers. Monitor file holdings to ensure timely disposition of files in accordance with Agency records management guidelines;
- Ensure accurate hard copy and electronic records are maintained of the current status of diplomatic passports, visas, inoculations and medical evacuation policies to ensure that all travelers have the appropriate documents and current medical evacuation coverage when traveling;
- Ensure that OTI, Agency, and State Department travel information and systems are shared efficiently and effectively with OTI staff, using OTI systems (e.g. OTI Anywhere) through regular group and one-on-one trainings, ad hoc brown bags, and maintenance of resources documents of interest to travelers;

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- Establish and maintain effective and productive working relationships with administrative and financial personnel in USAID Missions, M/FM, regional financial management service centers, USAID Travel Office (M/AS/TT) and the Agency's Travel Agent to facilitate the timely processing of requests and resolution of problems encountered. Act as the main point of contact between these offices and the OTI Travel Team;
- Work closely with travelers and the Agency's designated TMC to ensure that routings and ticketing is within Agency policy and is advantageous to the Government. Provide monthly reporting to Travel Team Lead to ensure that OTI travel is performed at a continued cost savings;
- Provide ongoing mentoring and training for other OTI staff that help manage travel actions for their teams (e.g. Administrative Program Assistants, Program Assistants, Program Managers, and others);
- Provide advice and guidance to OTI personnel on all aspects of the USAID travel program coordinating with the Agency's central travel office as needed to obtain clarifications of policy as it pertains to OTI travelers. Serve as the POC for the Agency's travel office on matters pertaining to the Agency's electronic travel systems, as requested. Maintain a library of resource documents of interest to travelers: per diem rates, travel allowances, etc.;
- Provide training for OTI staff on OTI travel procedures, the Agency travel system, and on standard operating procedures for the conduct of travel, and on the automated country clearance system;
- Serve as a travel expert for the Agency regarding travel support for program funded U.S. Personal Service Contract employees, participating on Agency panels and/or working groups to develop, improve, or train on new systems relevant to OTI travel requirements;
- Collaborate with supervisor to discuss improvements to current travel system, providing ideas for innovation with close participation on Agency panels or working groups to develop, improve, or train on new systems;
- 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;
- When required serve as Acting Team Leader for the OTI Travel Team in his/her absence;
- Perform all other related duties as assigned.

**SUPERVISORY RELATIONSHIP:**

The Travel & Operations Specialist will be supervised by the Travel Team Leader, as a member of the Operations and Management Division (OMD).

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**SUPERVISORY CONTROLS:**

At the GS-9 level, the supervisor will assign priorities, deadlines, and work to be accomplished. The employee is expected to use initiative in carrying out recurring assignments independently, while referring deviations, problems and unfamiliar situations to the supervisor.

At the GS-11 level, the supervisor will create assignments by defining objectives, priorities and deadlines, and will work with the employee on situations that do not have clear precedents. The employee is expected to plan and carry out successive steps, and handle problems and deviations in accordance with instructions, policies, previous training or accepted practices. The supervisor will evaluate work for technical soundness, appropriateness and conformity to policy requirements.

At the GS-12 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.

**10. PHYSICAL DEMANDS**

**PHYSICAL DEMANDS:**

The work is generally sedentary and does not pose undue physical demands.

**WORK ENVIRONMENT:**

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

**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-9 level:***

- (1) Bachelor's degree with **two (2) years** of work experience;

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**OR**

Associate's degree with **three (3) years** of work experience;

**OR**

- (2) **Five (5) years** of work experience supporting travel operations for a U.S. Government agency.

**AND**

- (3) **Two (2) years** of experience providing administrative, finance or personnel support for an organization with domestic and overseas staff;
- (4) **One (1) year** of experience supporting travel operations for a U.S. Government agency;

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

- (1) Bachelor's degree with **three (3) years** of work experience;

**OR**

Associate's degree with **four (4) years** of work experience;

**AND**

- (2) **Three (3) years** of experience providing administrative, finance or personnel support for an organization with domestic and overseas staff;
- (3) **Two (2) years** of experience supporting travel operations for a U.S. Government agency;

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

- (1) Bachelor's degree with **five (5) years** of work experience;

**OR**

Associate's degree with **six (6) years** of work experience;

**AND**

- (2) **Five (5) years** of experience providing administrative, finance or personnel support for an organization with domestic and overseas staff;

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(3) **Four (4) years** of experience supporting travel operations for a U.S. Government agency;

**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 applying government travel regulations (FTR, DSSR, etc.) and office policies to process time-sensitive travel requests.

Factor #2      Demonstrated experience tracking and maintaining financial, travel or personnel information with software applications such as Microsoft Access or Excel.

**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.

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

Evaluation Factors have been assigned the following points:

Factor #1 – 30

Factor #2 – 30

Total Possible – 60 points

Interview Performance – 40 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).
  - (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

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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 two (2) 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.

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 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.

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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

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.                           |

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(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, 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;

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(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 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.

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(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).