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# Position Description Instructions for USPSCs

A Mandatory Reference for ADS Chapter 309

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This Mandatory Reference provides the requirements for the Requestor, working in consultation with the Contract Officer (CO), to prepare the U.S. Personal Service Contractor (USPSC) position description.

The position description consists of the Statement of Duties (SoD), minimum qualifications, evaluation and selection factors, and any additional documents, which are described below.

**a. Statement of Duties (SoD)**

The CO must ensure the SoD is suitable for use of a personal services contract by complying with the following requirements, at a minimum, based on each specific position:

- The SoD does not violate any of the limitations on PSCs under [AIDAR Appendix D, sec. 4](#) and [ADS 309.3.1](#);
- A supervisor is assigned who can oversee the PSC's performance in accordance with [FAR Part 37.1](#);
- Performance of the proposed work requires, or is best suited for, an employer-employee relationship;
- The SoD does not require performance of any function normally reserved for Federal employees; and
- There are no apparent conflicts of interest. If the CO believes that a conflict of interest may exist, the CO should consult with cognizant legal counsel.

The Requestor must draft the SoD for the CO to review, which must at least include the following information, based on each specific position:

- (1) Recommended position title;
- (2) Organizational unit within the Agency (Bureau, Mission, Office, Division, etc.);
- (3) Official location or post of duty where the work is performed (i.e. Washington, DC, country Mission, etc.);
- (4) Position title and grade of the direct supervisor;
- (5) An introduction with a brief overview of the program and the role of the position within the organization or program;
- (6) Duties and responsibilities of the position. The Requestor must include the following:
  - (a) Describe the work to be performed in objective, mission-oriented terms, with specific tasks and duties.
  - (b) Address each of the following characteristics in the duties and responsibilities:

- Degree of responsibility for decision-making assigned to the position,
- Level of complexity for work assignments,
- Knowledge level required,
- Supervisory Controls: How are assignments made and how much review or control will the supervisor provide,
- Guidelines for the required work, including reporting requirements (see DCC 19),
- Complexity of the work environment or its potential effect on the position's responsibilities,
- Scope and effect of the work performed,
- Level and purpose of contacts, and
- Supervision or oversight the position has over others (address the number and level of subordinates, and the degree of supervisory responsibility, if any).

(c) Requirements such as "*accretion of duties*" or "*other duties as assigned*" must not be included in the SoD for PSC awards (see [ADS 309.3.1.d](#)).

- (7) The period of performance, with beginning and end dates, plus any option periods if applicable;
- (8) The security level required for the position. Bureaus, Independent Offices, and overseas Mission Requestors must determine whether the duties of the position require access to national security information such as "Confidential," "Secret," or "Top Secret" (see [ADS 566](#) for Security Clearance requirements);
- (9) Travel requirements, if any, including an estimate of the number or frequency of trips and locations;
- (10) Sunday Pay. The Requestor must determine and specify whether Sunday Pay is authorized (see [ADS 309.3.2.3](#)); and
- (11) Support Items: The Requestor must include a statement indicating that the PSC will be provided with the support services, equipment, and supplies necessary to perform the work.

## **b. Minimum Qualifications and Basic Eligibility Criteria**

- (1) The Requestor must state the minimum educational requirements and professional experience needed for the position. Educational requirements may include academics,

training, licenses, or other evidence of achievement through education. Professional experience may include volunteer work or other vocational achievements directly relevant to the position.

**(2)** These minimum qualifications determine an applicant's basic eligibility for the position. Applicants who do not meet all the minimum qualification requirements, or whose applications do not make clear whether they meet these minimum qualifications, must not be considered for the position.

**(3)** The ability to obtain the security level and medical clearances required for the position

### **c. Evaluation Factors**

The Requestor must draft the evaluation and selection factors, in addition to indicating the relative order of importance of each factor, which is based on the following considerations related to the position:

- The extent to which the individual meets the minimum qualifications:
  - Level of education or training required for technical expertise
  - Quality of experience or skills necessary to successfully perform the work
- How and at what stage reference checks are considered
- Other considerations the requesting office and CO decide are relevant to the position

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