



USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

ISSUANCE DATE: October 22, 2013
CLOSING DATE: November 5, 2013
SUBJECT: Solicitation No. SOL-306-14-00002/OM/EXO for Third Country National Personal Service Contractor (TCNPSC) **Correspondence & Records Assistant**

Ladies/Gentlemen:

The United States Government, represented by the U.S Agency for International Development (USAID), is seeking applications from qualified individuals interested in providing the TCNPSC services as described in the attached solicitation. For further information please visit <http://afghanistan.usaid.gov>.

Submission shall be in accordance with the attached information and applications should be submitted electronically to afpakjobs@usaid.gov and AfUSAIDJobs@state.gov.

This solicitation will remain open until close of business of November 5, 2013.

Any questions about this solicitation may be directed to KabulAIDHR@state.gov.

Sincerely,

Sameer Lodeen
Human Resources Specialist
USAID/Afghanistan

SOLICITATION NO. SOL-306-14-00002-OM

SOLICITATION NUMBER:		SOL-306-14-00002
1.	ISSUING DATE:	October 22, 2013
2.	CLOSING DATE:	November 5, 2013
3.	POSITION TITLE:	Correspondence & Records Assistant
4.	NUMBER OF POSITIONS:	One
5.	MARKET VALUE:	GS-08 (\$37,631 – \$48,917)
6.	ORGANIZATIONAL LOCATION OF POSITION:	USAID/Afghanistan
7.	DIRECT SUPERVISOR:	USAID/Afghanistan, Deputy Executive Officer
8.	SUPERVISORY CONTROL:	Minimal. The incumbent is expected to act independently with little direction.
9.	PERIOD OF PERFORMANCE:	13 months with an option for renewal
10.	SECURITY ACCESS:	Employment Authorization for Third Country National
11.	AREA OF CONSIDERATION:	Third Country National Personal Service Contractor (TCNPSC)

SOLICITATION NO. SOL-306-14-00002-OM

POSITION DESCRIPTION: Correspondence & Records Assistant

A. BASIC FUNCTIONS OF THE POSITION

The incumbent serves as Correspondence & Records Assistant and will be responsible for providing technical guidance for records and correspondence management, and unclassified mail operations for USAID/Afghanistan. Position will perform duties in relation with installation and maintenance of systems and procedures for records and correspondence processing control, with training of secretarial, mail and file, and other appropriate personnel in correct day-to-day records and file operations, with inspections to assure that records and correspondence are maintained as required on either a centralized or decentralized basis, and with determining the need for new files, file equipment, additional space, or modification of procedures or systems for records and files. Position is also concerned with the provision of advice throughout the AID Mission on questions and problems associated with records and correspondence; e.g., what material may be decentralized, destroyed, or retired.

Major Duties and Responsibilities:

a) Records Management Communications and Records Duties:

The incumbent provides technical guidance for the establishment and maintenance of a decentralized system for unclassified records for an average of 2400 (estimated) cubic feet of documents. He/she serves as the source of authoritative (Technical) information concerning requirements for unclassified records management and correspondence control.

Incumbent provides advice and guidance for the need for new files, revised space requirements, modification of procedures, new equipment, and other needs associated with records management; interprets requirements of AID/W regulations on records and provides written and oral guidance necessary for adapting USAID record management policies and procedures for USAID/Afghanistan files custodians and supervised staff.

Incumbent will be required to provide guidance for the disposal and maintenance of all USAID/Afghanistan files; train local files custodians in proper classification, maintenance and disposition of records and files in accordance with ADS 502 procedures, USAID/ W regulations, and Mission Files Management Plan and conducts in-house training in USAID Communications and Records management for file custodians and other personnel involved with records management, and preparation of cables and other correspondence. Incumbent will also be actively engaging in capacity building and training of the new local C&R staff on pertinent Agency regulations governing the correspondence and records management procedures that involves but not limited to establishment, maintenance and disposal of files and records.

Works closely with USAID/Afghanistan Mission staff in determining and advising on which records may be filed on a decentralized basis and which will be centrally maintained. Incumbent conducts surveys of records maintenance and disposition practices in USAID offices to determine whether offices are complying with Agency records management guidelines and are deriving maximum benefits from the use of their records; assists with preparation of Mission Records Inventory, Disposition Plans, and Records of Interest for submission to USAID/W; conducts periodic reviews of all records stations to ensure that

SOLICITATION NO. SOL-306-14-00002-OM

records are maintained in accordance with Agency regulations and that duplicate files are avoided. Provides guidance and for the establishment of procedures for the destruction of records and for storage, retirement, or archiving of documents, assists with the design and conduct of courses in records management, and assists with publication of local directives necessary for adapting AID/W regulations and procedures. Trains administrative staff, file custodians, and other personnel as appropriate. Incumbent will also be required to assist the management of the Mission's Vital Records Program in accordance with AID/W guidelines. Responsible for providing periodic and special reports regarding records management to AID/W.

b) Communications and Correspondence Management

Incumbent provides guidance and assistance with the control of USAID incoming and outgoing correspondence, receiving and processing all unclassified cables, eCC, letters and memos that require action; maintains action logs for all TDY personnel, eCC, cables/faxes/ letters requiring action, and letters forwarded to various Ministries; ensures that all incoming communication to include eCCs are forwarded to the appropriate recipients. He/she follows through with eCC to ensure they are approved; assists with the establishment of procedures and guidelines for prompt and efficient handling of incoming and outgoing communications and mail including logging, determining proper routing, verifying attachments; reads complex and non-routine incoming communications and other correspondence and on the basis of personal knowledge of the organization and functions of various offices assigns actions and information responsibility; checks the format of outgoing cables received from Mission Offices and timely transmits them through the SMART Messaging system installed in C&R. Accordingly, reviews all incoming cables and assists with all incoming action correspondence on an automated system such as eCC and updates records of action taken. Generates reports on delinquent correspondence and arranges distribution to appropriate recipients.

c) Mail Clerk Duties

Incumbent will be assisting with dispatch of official mail material (domestic/international) through courier services as required and verifies bills from the vendors for processing payments. Reviews logs and arranges distribution of mail and packages received through courier service and other establishments. Also verifies and process bills for payment through the Procurement Office received from mail systems contractors; assists with the establishment of schedules for messenger runs and mail deliveries and assures proper handling through appropriate mail (pouch, DHL) as required. Resolves problems associated with mail procedures. Monitors the services and ensures costs saving measures are met and maintains Mission telephone lists and makes distribution of updates lists. He/she monitors Mission telephone and cell phone bills, assures that charges are proper and recommends payment approval and prepares summaries of personal calls for issuance of bills to employees.

SOLICITATION NO. SOL-306-14-00002-OM

B. EVALUATION/SELECTION CRITERIA:

Candidates will be evaluated and ranked based on the following selection criteria:

- a) **Education: (15 points)** Completion of secondary school required, some relevant technical training, or education is desired.
- b) **Work Experience: (25 points)** A minimum of 7 years of experience with records and correspondence management is required.
- c) **Language Proficiency: (10 points)** Level IV (Fluent) of English-language capability in verbal and written communication is required.
- d) **Knowledge: (30 points)** Must have a thorough knowledge of USAID'S or other organizational file systems and procedures. Must have a good knowledge of the organization, functions, personnel, and practices of the agency for which centralized file service is provided.
- e) **Skills and Abilities: (20 points)** Ability to organize and manage the correspondence and records management program efficiently and effectively. Ability to tactfully but effectively communicate procedures and requirements to USAID/Afghanistan personnel.

Maximum Points Available: 100.

Candidates meeting the above required qualifications for the position will be evaluated based on information presented in the application and reference checks. USAID reserves the right to conduct interviews with the top ranked short-listed applicants. The interview will be one of the determining factors in the final selection.

C. TERM OF PERFORMANCE

The term of the contract will be for thirteen months. Within four weeks after written notice from the Contracting Officer that all clearances have been received or, unless another date is specified by the Contracting Officer in writing, the incumbent shall proceed to Kabul to perform the above services which may be extended upon mutual agreement and subject to satisfactory performance and availability of funds. This position has been classified at a U.S. Government GS-08. The actual salary of the successful candidate will be negotiated depending on qualifications and previous salary history.

In addition, the Mission has a 35% Post Differential allowance and 35% Danger Pay. During this period you will be entitled to two Rest and Recuperation trips (R&R) and up to three Regional Rest Breaks or three R&Rs and no RRBs.

You will be entitled to 20 days Administrative Leave plus two days of travel time for each break. In excess of the Administrative Leave, you will have to use your Annual Leave or Compensatory time for the breaks.

SOLICITATION NO. SOL-306-14-00002-OM

Physical Demands and Work Environment: Work in the office is mostly sedentary but travel to program-activity implementation sites outside of Kabul requires U.S. Government Regional Security Officer (RSO) approval, travel in fully armored vehicles and close coordination with the U.S. Embassy and U.S. Consulate security officers, DoD, and ISAF as relevant. Provincial Reconstruction Team (PRT) and District Stabilization Team (DST) sites are in remote areas of Afghanistan in rugged terrain that requires good physical condition to conduct site assessments.

D. GENERAL INFORMATION REGARDING LIVING AND WORKING CONDITIONS IN AFGHANISTAN

Life in Kabul, the capital of Afghanistan, has somewhat improved since the establishment of the government, and great strides have been made to regularize the availability of services, utilities, and supplies of common consumer items. Living conditions, however, are still difficult but this is an historical opportunity to work closely with a dedicated team to assist the Afghans to bring about peace and stability to their war-torn country. Afghanistan is an unaccompanied post. All staff will be housed on the heavily guarded and fortified Embassy compound, at a military compound, or at a PRT.

E. MEDICAL AND SECURITY CLEARANCE:

The selected applicants must be able to obtain security and medical clearances. Third Country Nationals should be able to obtain employment authorization from the Regional Security Office. For medical clearances, Third Country Nationals should obtain Department of State Class I Medical Clearance.

F. BENEFITS AND ALLOWANCES:

As a matter of policy, and as appropriate, a PSC is normally authorized the benefits and allowances listed in this section. [NOTE: A contractor meeting the definition of a Third Country National shall be eligible for any of the listed fringe benefits to include health and life insurance, differentials and allowances.]

1. BENEFITS:

- 1) Contribution toward Health & life insurance
- 2) Eligibility for Worker's Compensation
- 3) Pay Comparability Adjustment
- 4) Annual & Sick Leave
- 5) Access to Embassy medical facilities, commissary and pouch mail service as per post policy

2. ALLOWANCES (If Applicable)*:

- 1) Temporary Lodging Allowance (Section 120)
- 2) Living Quarters Allowance (Section 130)
- 3) Post Allowance (Section 220)
- 4) Supplemental Post Allowance (Section 230)
- 5) Post Differential (Chapter 500)

SOLICITATION NO. SOL-306-14-00002-OM

- 6) Payments during Evacuation/Authorized Departure (Section 600) and
- 7) Danger Pay (Section 650)
- 8) Education Allowance (Section 270)
- 9) Separate Maintenance Allowance (Section 260)
- 10) Education Travel (Section 280)

* Standardized Regulations (Government Civilians Foreign Areas).

G. CONTRACT INFORMATION BULLETINS (CIBs) or ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDs) PERTAINING TO PSCs:

AAPDs and CIBs contain changes to USAID policy and General Provisions in USAID regulations and contract. Those documents can be found at this website:

http://www.usaid.gov/business/business_opportunities/cib/subject.html#psc

AAPD 06-11	Home Leave and Revised General Provision 5, Leave and Holidays
AAPD 06-10	PSC Medical expense payment responsibility
AAPD 06-07	AIDAR, Appendix D: Contract budget, salary determination and salary increase
AAPD 06-01	Medical evacuation insurance
CIB 01-07	Clarification of the extension/renewal policy regarding PSCs
CIB 01-05	Clarification of the Rest and Recuperation (R&R) Policy Regarding Third Country Nationals
CIB 99-22	PSC Policy
CIB 98-23	Guidance regarding Classified Contract Security and Contractor Personnel Security Requirements
CIB 98-11	Determining a Market Value for Personal Services Contractors Hired under Appendix D.
CIB 97-16	Class Justification for use of Other Than Full and Open Competition for Personal Services Contracts with U.S. Citizens Contracted with Locally, with CCNs and TCNs Subject to the Local Compensation Plan, and for Overseas Contracts of \$250,000 or less
CIB 96-23	Unauthorized Provision in Personal Services Contracts
CIB 89-29	Use of Government Bill of Lading for Transportation of Personal Service Contractor (PSC) Household Effects, Unaccompanied Baggage and Privately Owned Vehicles

Various Contract Information Bulletins (CIBs) and Acquisition and Assistance Policy Directives (AAPDs) pertain to Personal Services Contracts can be found under:

http://www.usaid.gov/business/business_opportunities/cib/

Additionally, AIDAR Appendixes D or J also applies to PSCs can be found at:

<http://www.usaid.gov/policy/ads/300/aidar.pdf>

SOLICITATION NO. SOL-306-14-00002-OM

H. REQUIRED FORM AND DOCUMENTS FOR INITIAL CONSIDERATION:

Interested applicants must submit the following documents or their applications may not be considered for this position:

1. Qualified individuals are required to submit a U.S government OF-0612 form which is available at the following websites:
 - a. <http://www.opm.gov/forms/html/of.asp>
 - b. or at USAID/Afghanistan web site at <http://afghanistan.usaid.gov>
2. His/her most current curriculum vitae (CV) or resume;
3. Three (3) to five (5) references, who are not family members or relatives, with working telephone and email contacts. The applicant's references must be able to provide substantive information about his/her past performance and abilities. USAID/Afghanistan will only contact references for the finalist, and will only do so with the permission of the applicant.
4. A written statement that addresses the Evaluation/Selection Criteria in this solicitation.

The CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria.

I. APPLYING

All applications must be submitted electronically by e-mail with the subject line "OM/EXO-1402" to:

afpakjobs@usaid.gov and AfUSAIDJobs@state.gov

Attention: USAID/Afghanistan Human Resources Office
USAID/Afghanistan

Applicants may submit an application against this solicitation at any time but prior to November 5, 2013 unless revised. The highest ranking applications may be selected for an interview. **Please note that only short listed candidates will be notified.**

Point of Contact:

Any questions about this solicitation may be directed to KabulAIDHR@state.gov.

Note: No in-person appointments or telephone calls will be entertained, unless you are required to have more information about this solicitation.

Place of Performance

USAID/Afghanistan
U.S. Embassy
Great Massoud Road
Kabul, Afghanistan