



**USAID**  
FROM THE AMERICAN PEOPLE

## Request for Personal Service Contractor

### United States Agency for International Development Office of U.S. Foreign Disaster Assistance

Position Title: Military Liaison Team Training Coordinator (Multiple Positions)  
Solicitation Number: SOL-OFDA-15-000001  
Salary Level: GS-11 Equivalent: \$63,091 - \$82,019  
GS-12 Equivalent: \$75,621 - \$98,305  
Issuance Date: November 4, 2014  
Closing Date: December 16, 2014  
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) Office of U.S. Foreign Disaster Assistance (OFDA), is seeking applications from qualified U.S. citizens to provide personal services as a Military Liaison Team (MLT) Training Coordinator (Multiple Positions) under a United States Personal Services Contract (USPSC), 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. **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/email) of your current and/or previous supervisor(s). Current and/or previous supervisors may be contacted for a reference.
  - (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 sufficient 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. This information should be clearly identified in your resume. Failure to provide information sufficient to determine your qualifications for the position will result in loss of full consideration.

2. Supplemental document specifically addressing the Quality Ranking Factors (QRFs) shown in the solicitation.

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**Additional documents submitted will not be accepted.** Incomplete or late applications will not be considered. OFDA reserves the right to select additional candidates if vacancies become available during future phases of the selection process.

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. Your complete resume and the supplemental document addressing the QRFs must be mailed, delivered or emailed to:

**OFDA Recruitment Team**  
529 14th Street, NW, Suite 700  
Washington, DC 20045  
E-Mail Address: [recruiter@ofda.gov](mailto:recruiter@ofda.gov)  
Telephone Number: (202) 661-9300  
Website: [www.OFDAjobs.net](http://www.OFDAjobs.net)

Any questions on this solicitation may be directed to OFDA Recruitment Team via the information provided above.

Sincerely,

Renee Reed  
Contracting Officer

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Solicitation for USPSC Military Liaison Team Training Coordinator (Multiple Positions)

- 1. SOLICITATION NO.:** SOL-OFDA-15-000001
- 2. ISSUANCE DATE:** November 4, 2014
- 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** December 16, 2014, 5:00 P.M. Eastern Time
- 4. POSITION TITLE:** Military Liaison Team Training Coordinator (Multiple Positions)
- 5. MARKET VALUE:** The initial grade level of this position will be the equivalent of a GS-11 with the opportunity for advancement to the GS-12 equivalent after at least one year at the GS-11 level if the individual receives a recommendation from the supervisor for advancement along with an excellent performance evaluation. Advancement to the GS-12 level is not guaranteed.  
  
GS-11 equivalent \$63,091 - \$82,019 - includes locality pay. Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work history and educational background. **Salaries over and above the top of 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.
- 6. PERIOD OF PERFORMANCE:** Two (2) years, with three (3) option years
- 7. PLACE OF PERFORMANCE:** Washington, D.C.

**8. STATEMENT OF WORK**

POSITION DESCRIPTION

**BACKGROUND**

The Office of U.S. Foreign Disaster Assistance (OFDA) is the office within USAID that is responsible for providing emergency non-food humanitarian assistance in response to international crises and disasters. OFDA is part of the Bureau for Democracy, Conflict, and Humanitarian Assistance (DCHA) and is organized into six divisions.

The Disaster Response Division (DRD) Africa and the DRD Asia, Latin America, Europe (ALE) are responsible for the provision of emergency humanitarian assistance through a grants mechanism to non-governmental organizations (NGOs), international organizations (IOs) including the United Nations (UN) agencies and to other partners to ensure the implementation and delivery of this assistance. These Divisions also oversee OFDA's non-response efforts in disaster risk reduction and resilience. DRD Africa and DRD ALE also coordinate with other organizations for the provision of relief supplies and assistance. They devise, coordinate and implement program strategies for a variety of natural and human caused disaster situations. Both

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Divisions encompass groups of technical sector specialists who provide technical expert capability in assessing the quality of disaster response and risk reduction activities.

The Operations Division (OPS) develops and manages logistical and operational support for disaster responses and administrative support to all offices and operations. OPS maintains readiness to respond to emergencies through several mechanisms, including managing Search and Rescue Teams (SAR), coordinating and supporting Disaster Assistance Response Teams (DARTs), and Washington-based Response Management Teams (RMTs), to ensure OFDA's capacity to execute and coordinate U.S. Government (USG) humanitarian assistance and response to natural disasters and complex emergencies. OPS performs these functions through four teams, namely, the Disaster Assistance Support Team (DASP), Operations Support Team (OST), Overseas Administration Team (OAT), and the Military Liaison Team (MLT). OPS provides technical guidance and expertise in Disaster Logistics, Search and Rescue, Operations Center Management, Military Liaison, and Consequence Management. It also provides overseas support to OFDA offices and personnel and to other sectors necessary to ensure OFDA's capacity to execute and coordinate USG humanitarian assistance and response to natural disasters and complex emergencies.

The Program Support (PS) Division provides operational management support, including general administration, budget and financial services, procurement planning, information technology (IT), human resources management including staff care, and contract and grant administration support to OFDA. The PS Division supports OFDA's mandate by providing innovative solutions for IT, staffing, funds control, budgeting, information and human resource management, and procurement to facilitate timely disaster responses.

The Preparation, Strategic Planning and Mitigation (PSPM) Division is responsible for the technical oversight of all OFDA response and mitigation programs, as well as preparation and strategic planning for response, mitigation, and disaster risk reduction activities. The PSPM Division houses technical experts in all sectors potentially affected by disasters, and leads the Agency in developing and promoting best practices for programming in these specific sectors. In addition, PSPM will be the focal point for technological innovations for humanitarian assistance in areas such as monitoring and evaluation, assessment, and information management.

The Humanitarian Policy and Global Engagement (HPGE) Division assists the DCHA front office, the OFDA Director and OFDA Deputy Director with tracking trends and policy developments in the humanitarian assistance field. It engages in policy dialogue with other parts of USAID, the USG interagency, other donors, multilateral agencies, and NGO partners; recommends strategies for action to DCHA; initiates development of policy and internal guidance for OFDA; maintains global relationships with implementing partners, other donors, and the broader humanitarian architecture; engages with the U.N. to advance USG humanitarian policy objectives and to promote humanitarian principles within the USG and internationally. The HPGE Division leads OFDA's communications and social media outreach to effectively communicate OFDA's story to a variety of strategic audiences; and serves as the office's primary interlocutor on strategic issues with other federal partners to provide guidance to OFDA on policy issues pertaining to the interagency, and to improve USG humanitarian coordination and

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response during large-scale crises. The HPGE Division has staff that manage global programs, policy and outreach, strategic communications, and interagency engagement. The HPGE Division also includes Humanitarian Advisors located in Rome, Geneva, and United States Mission to the UN in New York.

### **OPERATIONS DIVISION VALUES**

OPS team members ensure that the following division values are incorporated into all aspects of work:

#### **1. Spiritus Operandi/Espirit De Ops**

- Demonstrating trust and openness among staff by assuming the best regarding our colleagues' intentions and efforts.
- Acting with eagerness and willingness to support one another and work together on tasks.
- Maintaining top-down and bottom-up transparency while promoting a strong work ethic as paramount.
- Demonstrating that optimism, humor, and perspective are powerful components of success, even in crisis-driven work.

#### **2. Positive Interactions**

- Owning how the OPS Division is perceived by others to ensure people maintain a positive impression of the division by treating everyone, regardless of seniority or organizational affiliation, in a professional, courteous, and respectful manner.
- Building a reputation that when OPS is on an issue, it's going to get addressed.
- Doing our jobs consistently, competently, and effectively, with a focus on results.
- Paying attention and listening mindfully to others, with the intent to really understand how they view a situation and what issue they are trying to address.
- Exhibiting partnership and enthusiasm in helping others solve problems; including delivering hard messages with a smile.

#### **3. Competency**

- Adopting flexible and creative solutions to provide partners and beneficiaries with quality, effective, consistent, and timely results.
- Maintaining proficiency and leadership in our areas of expertise, through engagement, training, field deployments, and exposure to other communities of thought.
- Holding a long-term strategic perspective in the face of current crises.
- Maintaining a global and functional focus for the office.

#### **4. Resourcefulness**

- Using innovating contracting, engagement, administrative, and programmatic approaches to meeting emerging requirements, while being flexible to changing needs.
- Reaching out within the office, agency, interagency, and community beyond to seek innovative and creative solutions.

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- Proactively seeking and embracing positive change in order to provide and better service to our customers and stakeholders.
  - Viewing challenges as opportunities and focusing on finding a solution rather than just highlighting complications or issues.
5. Staff Depth and Sustainability
- Cultivating a breadth of experience and expertise by hiring individuals from diverse professional, cultural, and experiential backgrounds.
  - Proactively developing relationships with other industries and communities in order to learn and innovate.
  - Encouraging staff to service in a variety of roles, through staff rotations, shadowing, mentoring, and OPS liaison positions.
  - Continuing to support and staff responses through a variety of hiring mechanisms and resources.
  - Achieving response readiness while prioritizing personal life for both self and team members.
  - Bolstering staff wellness by incorporating flexible work schedules, leading to increased staff dedication, high-quality work, and flexibility.
6. Commitment to Safety and Security
- Recognizing that staff safety and security is everyone's responsibility and enables OFDA access in the field.
  - Holding as a hallmark an underlying orientation towards managing risk for staff.
  - Preparing staff through training, mentoring, standard operating procedures, and provision of contextual knowledge.
  - Displaying professional conduct and integrity during crisis response operations.
  - Advocating for professional assessments of security risks prior to deployment of staff.

### **INTRODUCTION**

#### **MILITARY LIAISON TEAM**

Program areas of common interest between USAID and Department of Defense (DoD) include, but are not limited to, humanitarian assistance (disaster response), counter-terrorism, strategic communications, conflict prevention and mitigation, counter-insurgency, post-conflict reconstruction and stabilization, resiliency, and transformational development. To ensure cohesion among policy goals and operational execution, USAID assigns Senior Development Advisors (SDAs) and OFDA HAA/Ms to DoD Geographic Combatant Commands (GCCs), U.S. Special Operations Command (USSOCOM) and the Pentagon.

The USAID SDA serves as the principal USAID officer to the relevant Combatant Command (COCOM) and to the Pentagon, supporting the full spectrum of policies and activities across USAID's regional and functional bureaus and enabling and empowering the USAID perspective

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and operational priorities within DoD. The OFDA HAA/M has the lead on coordinating disaster response activities for USAID within the COCOM area of responsibility and to the Pentagon and reports directly to the OFDA Director.

In all areas of activity, the SDA and HAA/M closely collaborate on their messaging to and activities with the GCCs, including sharing information and back-filling one another as necessary. It is also a joint responsibility of the SDA and the HAA/M to keep one another informed of the other's activities. The Directors of OFDA and the Office of Civilian Military Cooperation (CMC), through OFDA's MLT Leader and the CMC Plans Division Chief, prioritize and monitor close collaboration and coordination between their respective offices. At all points, policy and operational guidance is coordinated with broader technical guidance from the relevant USAID bureau, office, and/or team.

The MLT serves as OFDA's principal point of contact to coordinate with DoD on foreign disaster response and humanitarian assistance operations. In addition to coordinating the on-going activities of the MLT staff, the MLT Team Leader will also ensure that OFDA has sufficient coverage for DART deployments and RMT activations and oversee the portfolio for CBRNE disaster planning and preparedness. The MLT also manages the facilitation of and curriculum for USAID's Joint Humanitarian Operations Course (JHOC), a two-day training geared toward DoD civilian, uniform, and contractor staff on policies, procedures, and best practices for the U.S. government's provision of foreign disaster relief.

The MLT Training Coordinator will be assigned to Washington, D.C. Limited travel is possible but not required.

## **OBJECTIVE**

OFDA requires the services of a MLT Training Coordinator in order to meet its objective of conducting regular training for and with U.S. military and relevant audiences to fulfill OFDA's responsibility for Civil-Military Coordination for international disaster response and humanitarian assistance.

## **9. CORE FUNCTIONAL AREAS OF RESPONSIBILITY**

### **DUTIES AND RESPONSIBILITIES**

#### For the GS-11 Equivalent:

Working under the guidance and supervision of the MLT Team Leader or designee, the MLT Training Coordinator will perform the following:

Specific Duties will include:

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- Prepare Joint Humanitarian Operations Course (JHOC) materials to include printing, collation, and lamination of workbooks, case studies, CDs and all other materials for an estimated 100 JHOC courses per year.
- Manage and maintain adequate stocks of training materials. Organize and maintain JHOC supply closet, order JHOC materials and supplies as needed.
- Coordinate logistics and ensure shipping of all needed materials for JHOC Trainings around the world, in synchronization with travel schedules of team instructors.
- Create and advise MLT staff of JHOC administrative processes such as shipping, planning and scheduling requirements, and procedures for return shipments following the completion of JHOC courses.
- Maintain JHOC course schedule and identify and fill instructor staffing gaps for JHOCs.
- Track and collate curriculum updates for JHOC participant workbooks and CDs.
- Collate feedback from JHOC evaluations.
- Manage monthly JHOC conducted at the OFDA facility in Arlington, VA. Maintain enrollment rosters, send registration confirmation emails, schedule monthly guest speakers, maintain Power Point presentations, and set up and break down the classroom.
- Monitor incoming requests for scheduling JHOCs at field locations using standardized JHOC request form, seeking additional guidance from MLT Team Leader regarding priority of requesting unit or team, if necessary.
- Respond to inquiries from individuals seeking enrollment in JHOC.
- Archive course evaluations and rosters/sign-in sheets for each JHOC.
- Manage JHOC electronic (server and online) files and update database/historical record of all courses.
- Maintain submissions to the MLT library for historical research
- Complete functional training as required (OFDA training, e-learning training, etc).
- Other administrative duties as required.
- Deploy on short notice to serve on DARTs or serve on the Washington-based RMTs, as a program officer supporting an experienced program staff;
- Serve as DCHA/OFDA Duty Officer on a rotational basis; and,
- Serve on DCHA/OFDA assessment teams and DARTs to disaster sites when deemed necessary, and follow up with appropriate reports and/or cables.

For GS-12 Equivalent (if the PSC is promoted during contract performance):

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At this grade level, the MLT Training Coordinator has demonstrated satisfactory competence in the duties and responsibilities described above. He/she will perform these duties with limited guidance from and limited supervision of the MLT Team Leader.

Additionally, he/she will take on an increased level of responsibility for management of the JHOC course curriculum and methodologies, expansion into additional JHOC platforms, and supervision of surge staff. At this grade level, he/she will:

- Ensure JHOC training methodologies and evaluation methods are in line with best practices and industry standards.
- Analyze feedback from JHOC evaluations to recommend changes or updates to the course, or to inform MLT Team Leader of trends or potential issues.
- Research and assist in designing and expanding the JHOC through online training platforms and distance learning programs.
- Supervise and direct MLT surge staff, intern(s) on JHOC and other related projects.
- Oversee requests for scheduling JHOCs and make recommendations regarding use of staff and resources to MLT Team Leader.
- Plan and facilitate annual JHOC curriculum review and implement course changes in all JHOC materials once updates have been finalized.
- Provide liaison with DoD staff regarding JHOC training coordination and related logistics.

### **SUPERVISORY RELATIONSHIP:**

The MLT Training Coordinator will take direction from and will report to the MLT Team Leader or his/her designee.

### **SUPERVISORY CONTROLS:**

Supervisor sets overall objectives and resource available; employee consults with supervisor to develop deadlines, projects and work to be done. Employee is responsible for carrying out assignments, and consults with the supervisor for policy interpretations. Employee is responsible for planning approach or methodology to be used in carrying out assignments.

## **10. PHYSICAL DEMANDS**

The work is generally sedentary and does not pose undue physical demands. During deployment on Disaster Assistance Response Teams (DARTs) (if required), and 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).

## **11. WORK ENVIRONMENT**

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Work is primarily performed in an office setting. During deployment on Disaster Assistance Response Teams (DARTs) (if required), and during site visits, the work may additionally involve special safety and/or security precautions, wearing of protective equipment, and exposure to severe weather conditions.

**12. START DATE:** Immediately, once necessary clearances are obtained.

**13. POINT OF CONTACT:** See Cover Letter.

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**EDUCATION/EXPERIENCE 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.)

Bachelor's degree with significant study in or pertinent to the specialized field (including, but not limited to international relations, emergency management, political science, or a related field), and at least three (3) years of progressively responsible experience with organizing, scheduling, coordinating and managing training courses or other events/meetings, especially in a fast-paced work environment.

**OR**

Master's degree with significant study in or pertinent to the specialized field (including, but not limited to international relations, emergency management, political science, or a related field), and at least two (2) years of progressively responsible experience with organizing, scheduling, coordinating and managing training courses or other events/meetings, especially in a fast-paced work environment.

**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 the Quality Ranking Factors (QRFs) submitted;
- Ability to obtain and maintain a Secret up to Top Secret level clearance;
- Satisfactory verification of academic credentials.

**QUALITY RANKING FACTORS (QRFs)**

(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.)

QRF #1 Describe your experience coordinating and managing training courses or other events/meetings, especially in a fast-paced work environment;

QRF #2 Describe an example of a situation in which you analyzed a team's administrative processes and made successful recommendations for innovative improvements; and;

QRF #3 Describe your experience working in a fast-paced and dynamic team environment in which you have been required to manage competing priorities, meet aggressive deadlines, and complete tasks that require attention to detail.

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**BASIS OF RATING:** Applicants who meet the Education/Experience requirements and Selection Factors will be further evaluated based on scoring of the QRF responses. Those applicants determined to be competitively ranked may also be evaluated on interview performance and satisfactory professional reference checks.

Applicants are required to address each of the QRFs in a separate document describing specifically and accurately what experience, training, and/or education they have received as it pertains to each factor. Be sure to include your name and the announcement number at the top of each additional page. Failure to address the selection factors and/or Quality Ranking Factors may result in not receiving credit for all pertinent experience, education, and/or training.

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

QRFs have been assigned the following points:

QRF #1 – 20 points

QRF #2 – 15 points

QRF #3 – 15 points

Interview Performance – 30 points

OFDA will not pay for any expenses associated with the interviews.

Satisfactory Professional Reference Checks – 20 points

**Total Possible Points: 100**

**APPLYING:**

Applications must be **received** by the closing date and time at the address specified in the cover letter.

Qualified individuals 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 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/email) of your current and/or previous supervisor(s). Current and/or previous supervisors may be contacted for a reference.
- (d) Education and any other qualifications including job-related training courses, job-related skills, or job-related honors, awards or accomplishments.

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(e) U.S. Citizenship

Your resume should contain sufficient 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. This information should be clearly identified in your resume. Failure to provide information sufficient to determine your qualifications for the position will result in loss of full consideration.

**2. Supplemental document specifically addressing the QRFs shown in the solicitation.**

Additional documents submitted will not be accepted.

By submitting your application materials, you certify that all of the information on and attached to the application is true, correct, complete, and made in good faith. 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, please reference the solicitation number on your application, and as the subject line in any email.

**DOCUMENT SUBMITTALS**

**Via mail:** 529 14th Street, NW, Suite 700, Washington, DC 20045

**Via email:** [recruiter@ofda.gov](mailto:recruiter@ofda.gov)

**NOTE:** If the full security application package is not submitted within 30 days after the Office of Security determines eligibility, the offer may be rescinded. If a Secret security clearance is not obtained within nine months after offer acceptance, the offer may be rescinded. If Top Secret is required, and clearance is not obtained within nine months after award, USAID may terminate the contract at the convenience of the government.

**NOTE REGARDING GOVERNMENT OBLIGATIONS FOR THIS SOLICITATION**

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the application.

**NOTE REGARDING DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBERS**

All individuals contracted as US PSCs are required to have a DUNS Number. USAID will provide a generic DUNS Number and PSCs are not required to register with CCR.

For general information about DUNS Numbers, please refer to Federal Acquisition Regulation (FAR) Clause 52.204-6, Data Universal Numbering System (DUNS) Number (10/2003)

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

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**LIST OF REQUIRED FORMS FOR PSCs**

Forms outlined below can found at:

<http://www.usaid.gov/forms/> or at <http://www.forms.gov/bgfPortal/main.do>

1. Resume.
2. Medical History and Examination Form (DS-6561). \*\*
3. Questionnaire for Sensitive Positions (for National Security) (SF-86), or \*\*
4. Questionnaire for Non-Sensitive Positions (SF-85). \*\*
5. Finger Print Card (FD-258). \*\*
6. Employment Eligibility Verification (I-9 Form). \*\*

\*\* Forms 2 through 6 shall be completed **ONLY** upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

**CONTRACT INFORMATION BULLETINS (CIBs) and ACQUISITION & ASSISTANCE POLICY DIRECTIVES (AAPDs) PERTAINING TO PSCs**

CIBs and AAPDs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to [http://transition.usaid.gov/business/business\\_opportunities/cib/subject.html#psc](http://transition.usaid.gov/business/business_opportunities/cib/subject.html#psc) to determine which CIBs and AAPDs apply to this contract.

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

AAPD No. 06-10 is hereby incorporated as Attachment 1 to the solicitation.

**BENEFITS/ALLOWANCES:**

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

**BENEFITS:**

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

**ALLOWANCES (if Applicable).\***

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- (A) Temporary Lodging Allowance (Section 120).
- (B) Living Quarters Allowance (Section 130).
- (C) Post Allowance (Section 220).
- (D) Supplemental Post Allowance (Section 230).
- (E) Separate Maintenance Allowance (Section 260).
- (F) Education Allowance (Section 270).
- (G) Education Travel (Section 280).
- (H) Post Differential (Chapter 500).
- (I) Payments during Evacuation/Authorized Departure (Section 600), and
- (J) Danger Pay (Section 650).

\* Standardized Regulations (Government Civilians Foreign Areas).

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

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING DISABILITY, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

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**ATTACHMENT 1**

**ACQUISITION & ASSISTANCE POLICY DIRECTIVE (AAPD) NO. 06-10  
PSC MEDICAL EXPENSE PAYMENT RESPONSIBILITY**

General Provision 22, 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/c23002.htm>.

Note: Personal services contractors are not eligible to participate in the Federal Employees Health Programs.

(b) The regulations in the Foreign Affairs Manual, Volume 16, Chapter 520 (16 FAM 520), Responsibility for Payment of Medical Expenses, apply to this contract, except as stated below. The contractor and each eligible family member are strongly encouraged to obtain health insurance that covers this assignment. Nothing in this provision supersedes or contradicts any other term or provision in this contract that pertains to insurance or medical costs, except that section (e) supplements General Provision 25. "MEDICAL EVACUATION (MEDEVAC) SERVICES."

(c) When the contractor or eligible family member is covered by health insurance, that insurance is the primary payer for medical services provided to that contractor or eligible family member(s) both in the United States and abroad. The primary insurer's liability is determined by the terms, conditions, limitations, and exclusions of the insurance policy. When the contractor or eligible family member is not covered by health insurance, the contractor is the primary payer for the total amount of medical costs incurred and the U.S. Government has no payment obligation (see paragraph (f) of this provision).

(d) USAID serves as a secondary payer for medical expenses of the contractor and eligible family members who are covered by health insurance, where the following conditions are met:

(1) The illness, injury, or medical condition giving rise to the expense is incurred, caused, or materially aggravated while the eligible individual is stationed or assigned abroad;

(2) The illness, injury, or medical condition giving rise to the expense required or requires hospitalization and the expense is directly related to the treatment of such illness, injury, or medical condition, including obstetrical care; and

(3) The Office of Medical Services (M/MED) or a Foreign Service medical provider (FSMP) determines that the treatment is appropriate for, and directly related to, the illness, injury, or medical condition.

(e) The Mission Director may, on the advice of M/MED or an FSMP at post, authorize medical travel for the contractor or an eligible family member in accordance with the General Provision

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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.

(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

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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).