



**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: Program Officer  
Solicitation Number: SOL-OFDA-15-000026  
Salary Level: GS-12 Equivalent: \$61,486 - \$79,936  
Issuance Date: February 6, 2015  
Closing Date: March 6, 2015  
Closing Time: 5:00 P.M. EST

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 Program Officer (PO) 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. 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.
- (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. 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 Program Officer

- 1. SOLICITATION NO.:** SOL-OFDA-15-000026
- 2. ISSUANCE DATE:** February 6, 2015
- 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** March 6, 2015, 5:00 P.M. Eastern Time
- 4. POSITION TITLE:** Program Officer
- 5. MARKET VALUE:** GS-12 equivalent (\$61,486 - \$79,936 - not eligible for 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.**
- 6. PERIOD OF PERFORMANCE:** Two (2) years with Three (3) one-year options.
- 7. PLACE OF PERFORMANCE:** Monrovia, Liberia

There may be an initial training program in Washington, D.C. for three months, which will include formal classroom training and on-the-job training; and may include security training. After completion of Washington training, the Program Officer will be assigned to the place of performance.

**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 Africa and the Asia, Latin America, Europe (ALE) Divisions 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. Africa and 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 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

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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 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.

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**INTRODUCTION**

The Ebola outbreak in West Africa is unprecedented and for the first time includes transmission in densely populated urban areas. Destabilization of a fragile healthcare infrastructure has provoked a humanitarian crisis. The USG's response contains four pillars that must work in concert with the host governments to control the outbreak, mitigate second order impacts, ensure a well-functioning humanitarian response, and avert outbreaks in additional countries while assisting with rebuilding of health systems.

In response to the outbreak, OFDA activated an RMT in Washington, DC and DARTs in Liberia, Guinea and Sierra Leone. The DART coordinates planning, operations, logistics, administrative issues, and other critical areas of the interagency response to help control the outbreak.

The Program Officer is one of OFDA's humanitarian representatives in Liberia. The Program Officer will monitor OFDA-funded programs, liaise with the IO and NGO community, provide assessments when appropriate, and make program recommendations. A Program Officer is needed in Liberia because it is one of the three countries most affected by the Ebola outbreak and having on-site staff will better assist with the Ebola crisis.

**OBJECTIVE**

OFDA requires the services of a PO for Liberia to coordinate disaster response activities and carry out its lead role in facilitating and coordinating USG emergency assistance overseas.

**9. CORE FUNCTIONAL AREAS OF RESPONSIBILITY**

**DUTIES AND RESPONSIBILITIES**

The PO will provide full time in-country coordination and management of OFDA programming for humanitarian emergency and disaster risk reduction activities throughout Liberia. The PO may assist in humanitarian assistance activities elsewhere in the region as needed. Working under the guidance and supervision of the Senior Program Officer (SPO), the PO will support OFDA's program office in Liberia with the coordination and management of humanitarian and disaster risk reduction activities. The PO will work in close collaboration with a program team that may include Senior Regional Advisors, Senior Humanitarian Advisors, Senior Program Officers (SPO), Program Officers, Field Monitors, Team Leaders, Deputy Team Leaders, Disaster Operations Advisors and Specialists, and /or Program Assistants. While the DART is activated, the PO will integrate into the DART structure as needed.

This position requires substantial coordination with representatives from other USAID offices, the U.S. Embassy, other USG agencies, the government of Liberia, U.S. military representatives, as well as with relevant donor representatives and United Nations (UN) and NGO agencies, therefore requiring a highly collaborative work style. The PO must be prepared to function effectively in a challenging and restrictive work environment and be willing to strictly adhere to U.S. Embassy security guidelines.

The PO's responsibilities will include the following:

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**Contextual Specialty**

- Develop and maintain specialized understanding of humanitarian developments within Liberia to include political, social, and operational issues impacting humanitarian efforts.
- Develop and maintain knowledge of USAID, USG, and US humanitarian priorities and strategies within Liberia and USAID/OFDA's contributions and comparative advantages to those efforts.
- Provide regular reporting, through official cables and other means, on issues related to the humanitarian situation in Liberia. Provide overviews of patterns and trends in the humanitarian situation and keep the Regional Advisor, Senior Program Officer, and other program staff current on response issues. Provide regular reports on site visits, meetings, general atmospherics and other issues that impact humanitarian relief efforts.
- Prepare briefing papers, notes and presentations on OFDA programming for official U.S. government visitors interested in humanitarian issues.

**Portfolio Management**

- Develop and maintain a detailed working knowledge of OFDA's humanitarian portfolio in Liberia.
- Work with OFDA's program staff based in DC and Liberia in the development of OFDA's programming for response and disaster risk reduction activities in Liberia, ensure complementarity between the two strategies, and oversee implementation of each.
- Support team efforts to continually assess emergency response and disaster risk reduction needs Liberia in order to ensure that OFDA's programs are appropriately responsive.
- In close coordination with the RA, SPO, and Disaster Operations Specialist (DOS), work with NGOs, IOs, and UN agencies that are developing proposals for OFDA (including grant amendments and extensions). Ensure that draft proposals are in compliance with "OFDA's Guidelines for Unsolicited Proposals and Reporting." Review concept papers and proposals, and provide recommendations/comments to OFDA for final funding determination.
- Assist headquarters based Agreement Officer's Representatives (AORs) in managing humanitarian awards by providing field-based insights, knowledge, and perspectives.
- Travel as permitted to support team efforts to assess, evaluate and monitor humanitarian conditions in Liberia, and make strategic recommendations for appropriate interventions.

**Representation**

- Support the RA in maintaining relations with the humanitarian community in Liberia in representing USAID and OFDA on humanitarian issues. This will include but is not limited to UN agencies, IOs, NGOs, U.S. government personnel, donors, host government authorities, and others.
- Participate in and report on joint donor humanitarian evaluations and UN-led assessments, and participate actively in the international community response structures.
- With guidance from the RA or SPO, coordinate with the donor community on policy issues affecting humanitarian operations, and develop integrated, non-duplicative programs.

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- Maintain regular contact with OFDA grantees, as well as other UN agencies, IOs, and NGOs. As requested by the RA, meet regularly with donors, host government officials, USG agencies, and others on humanitarian issues in order to explain, advocate for, and advance OFDA's priorities and to help coordinate USG and international humanitarian activities

**Leadership**

- Serve as peer mentor to team members on grants management and portfolio management, to include OFDA's business process, portfolio-specific budget and workload management, and post-award monitoring and management.
- Participate, as assigned, in office-wide discussions on initiatives that impact program implementation to provide field-based perspectives.

**General Duties**

- Serve in program positions on response teams, assessment teams, or to provide coverage for field offices within and outside the region, which may deploy on short notice for up to 90 days.
- Serve in program positions on Washington-based RMTs for up to 45 days.

**SUPERVISORY RELATIONSHIP:**

The PO will take direction from and will report to the Senior Program Officer managing OFDA's Ebola response based in Monrovia, Liberia or his/her designee. While the DART is activated the PO will integrate into the DART structure.

**SUPERVISORY CONTROLS:**

Supervisor sets overall objectives and resource available; The USPSC consults with supervisor to develop deadlines, projects and work to be done. The USPSC is responsible for planning and carrying out assignments. The USPSC 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**

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 a specialized field (including, but not limited to, international relations, economics, food policy or a related field) and a minimum of five (5) years of progressively responsible experience in emergency relief and humanitarian assistance, which must include at least one (1) year of on-the-ground international field experience working in humanitarian assistance. This experience must include one or more of the following: emergency relief operations, monitoring and evaluating humanitarian programs, or needs assessment and analysis.

**OR**

Master's degree with significant study in or pertinent to a specialized field (including, but not limited to, international relations, economics, food policy or a related field) and a minimum of four (4) years of progressively responsible experience in emergency relief and humanitarian assistance, which must include at least one (1) year of on-the-ground international field experience working in humanitarian assistance. This experience must include one or more of the following: emergency relief operations, monitoring and evaluating humanitarian programs, or needs assessment and analysis.

**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;
- Ability to obtain a Department of State medical 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 in working on overseas disasters, developing country strategies, and integrating disaster response, rehabilitation, and preparedness activities.

QRF #2 Describe your experience in planning, implementing, monitoring, and evaluating USG grants, cooperative agreements, proposals, and contracts. Demonstrate your knowledge of USG regulations as they relate to the above award stages.

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QRF #3 Describe your knowledge of and experience in coordinating relief, transition, and disaster risk reduction activities with host country governments, USAID Missions, other USG agencies (such as the State Department and Department of Defense), UN and other international organizations, and non-governmental organizations involved in humanitarian response.

**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 – 15 points
- QRF #2 – 15 points
- QRF #3 – 10 points

Interview Performance – 40 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.

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- (d) Education and any other qualifications including job-related training courses, job-related skills, or job-related honors, awards or accomplishments.
- (e) U.S. Citizenship

Your resume should contain sufficient information to make a valid determination that you fully meet the experience requirements as stated in this solicitation. 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:** If the full medical clearance package is not submitted within two months after offer acceptance, the offer may be rescinded. If a Department of State medical clearance is not obtained within six months after offer acceptance, the offer may be rescinded.

**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)

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

**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).\***

(A) Temporary Lodging Allowance (Section 120).

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- (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 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

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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 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).