



**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: USPSC Senior Program Officer  
Solicitation Number: SOL-OFDA-15-000080  
Salary Level: GS-13 Equivalent: \$73,115 - \$95,048  
Issuance Date: November 5, 2015  
Closing Date: November 19, 2015  
  
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 Senior Program Officer (SPO) 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. Form AID 302-3. Applicants are required to complete and sign the form.

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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 must be emailed to:

**OFDA Recruitment Team**

E-Mail Address: [recruiter@ofda.gov](mailto:recruiter@ofda.gov)

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 Senior Program Officer

- 1. SOLICITATION NO.:** SOL-OFDA-15-000080
- 2. ISSUANCE DATE:** November 5, 2015
- 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** November 19, 2015, 5:00 P.M. Eastern Time
- 4. POSITION TITLE:** Senior Program Officer
- 5. MARKET VALUE:** GS-13 equivalent (\$73,115 - \$95,048 - 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) option years
- 7. PLACE OF PERFORMANCE:** Bangkok, Thailand
- 8. STATEMENT OF WORK**

POSITION DESCRIPTION

**BACKGROUND**

The Office of U.S. Foreign Disaster Assistance (USAID/OFDA) is the office within USAID that is responsible for providing emergency non-food humanitarian assistance in response to international crises and disasters. USAID/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 USAID/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 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 USAID/OFDA's capacity to execute and coordinate U.S. Government (USG) humanitarian

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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 USAID/OFDA offices and personnel and to other sectors necessary to ensure USAID/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 USAID/OFDA. PS Division supports USAID/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 USAID/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 USAID/OFDA Director and USAID/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 USAID/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. HPGE Division leads USAID/OFDA's communications and social media outreach to effectively communicate USAID/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 USAID/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 manages 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.

## INTRODUCTION

USAID/OFDA is responsible for coordinating the USG's humanitarian response to disasters in the East Asia-Pacific (EAP) region. The EAP Team has a regional office in Bangkok, Thailand, that manages USAID/OFDA responses and disaster risk reduction efforts in the region, as well as offices in Jakarta, Indonesia, and Majuro, Republic of the Marshall Islands.

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The Senior Program Officer (SPO) in Bangkok, Thailand, will monitor USAID/OFDA-funded programs, liaise with the IO and NGO community, provide assessments when appropriate, and make program recommendations. The SPO position requires an individual who is able to travel outside of the country where he/she is based on short notice for two to three weeks at a time or longer on occasion. The SPO will serve as the primary contact and liaison for ongoing awards related to disaster response, preparedness, mitigation, and training programs. The SPO will support the EAP Team with day-to-day program management responsibilities and serve as the primary liaison with USAID/OFDA Washington's Disaster Operation Specialists and EAP's Regional Advisors for proposal submission, review, and award and will assist the team in tracking award performance, reporting, and any needed modifications. The SPO will maintain the detailed regional program budget, tracking funds availability, commitments, and obligations. The SPO will provide technical guidance to other Program Officers (POs) stationed temporarily or permanently in the EAP region.

**OBJECTIVE**

USAID/OFDA requires the services of an SPO for the EAP Regional Team based in Bangkok, Thailand, in order to meet its objectives of coordinating disaster response activities and carrying out its lead role in facilitating and coordinating USG emergency assistance overseas.

**9. CORE FUNCTIONAL AREAS OF RESPONSIBILITY**

**DUTIES AND RESPONSIBILITIES**

The SPO's responsibilities will include the following:

**Contextual Specialty**

- Develop and maintain specialized understanding of humanitarian developments within the region to include political, social, and operational issues impacting humanitarian efforts.
- Develop and maintain knowledge of USAID, USG, and US humanitarian priorities and strategies within the region 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 situations in the region. Provide overviews of patterns and trends in the humanitarian situation and keep the Senior Regional Advisor, Regional Advisors, 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 USAID/OFDA programming for official USG visitors interested in humanitarian issues.

**Portfolio Management**

- Develop and maintain a detailed working knowledge of USAID/OFDA's humanitarian portfolio in the region.
- Work with USAID/OFDA's program staff based in DC and regional countries in the development of USAID/OFDA's programming for response and disaster risk reduction

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activities, ensure complementarity between the two strategies, and oversee implementation of each.

- Support team efforts to continually assess emergency response and disaster risk reduction needs in order to ensure that USAID/OFDA's programs are appropriately responsive.
- In close coordination with the Senior Regional Advisor, Regional Advisors, and Disaster Operations Specialists, work with NGOs, IOs, and UN agencies that are developing proposals for USAID/OFDA (including grant amendments and extensions). Ensure that draft proposals are in compliance with "USAID/OFDA's Guidelines for Unsolicited Proposals and Reporting." Review concept papers and proposals and provide recommendations/comments to USAID/OFDA for final funding determination.
- Assist headquarters based Agreement Officer's Representatives 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 and make strategic recommendations for appropriate interventions.

**Representation**

- Support the Regional Advisor in maintaining relations with the humanitarian community in the region in representing USAID and USAID/OFDA on humanitarian issues. This will include but is not limited to UN agencies, IOs, NGOs, USG 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 Regional Advisors, coordinate with the donor community on policy issues affecting humanitarian operations and develop integrated, non-duplicative programs.
- Maintain regular contact with USAID/OFDA grantees, as well as other UN agencies, IOs, and NGOs. As requested by the Regional Advisors, meet regularly with donors, host government officials, USG agencies, and others on humanitarian issues in order to explain, advocate for, and advance USAID/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 USAID/OFDA's business process, portfolio-specific budget and workload management, and post-award monitoring and management.
- Provide overall technical guidance to a Jakarta-based Program Officer and any other program staff that are sent on temporary basis, as needed.
- 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 or assessment teams or provide coverage for field offices within and outside the region, possibly deploying on short notice for up to 90 days.

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- May serve up to 45 days as needed, on Washington-based RMTs, which provides services and support to DARTs deployed in response to disasters. The duties on RMTs will be varied.

May serve on DARTs which may require immediate (within 24 hours) deployment overseas for an extended period of time.

**SUPERVISORY RELATIONSHIP:**

The USPSC will take direction from and report to the Senior Regional Advisor or his/her designee.

**SUPERVISORY CONTROLS:**

Supervisor sets overall objectives and resources 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 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 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 seven (7) 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 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.

**AND**

- 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/Sensitive Compartmented Information level clearance as provided by USAID.
- Ability to obtain a Department of State medical clearance.
- Satisfactory verification of academic credentials.

**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.
- USPSC Application form AID 302-3. Completed and signed.
- Ability to obtain and maintain a Secret up to Top Secret/Sensitive Compartmented Information level clearance.
- Ability to obtain a Department of State medical clearance.
- Satisfactory verification of academic credentials.



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**APPLICANT RATING SYSTEM**

The applicant rating system factors are used to determine the competitive ranking of qualified applicants in comparison to other applicants. Applicants must demonstrate the rating factors outlined below within their resume, as they are evaluated strictly by the information provided. The rating factors are as follows:

**Professional Experience (10 points):**

- Experience monitoring and reporting on rapidly evolving humanitarian crises in an international disaster context.
- Experience working across the entire disaster management cycle to include emergency response, early recovery and transition, disaster risk reduction, and resilience.
- Specific experience implementing humanitarian interventions including needs assessment, strategy development, budget management, resource prioritization, program development, and program management.

**Skills and Abilities (10 points):**

- Demonstrated diplomatic, interpersonal, and representational skills in order to work effectively with host governments at senior levels in the midst of humanitarian crisis situations.
- Demonstrated diplomatic, interpersonal, and representational skills in order to work effectively with other donors and diplomatic missions at senior levels in the midst of international humanitarian crisis situations.
- Demonstrated diplomatic, interpersonal, and representational skills in order to work effectively with international and national non-governmental humanitarian partners at senior levels in the midst of humanitarian crisis situations.
- Demonstrated diplomatic, interpersonal, and representational skills in order to effectively achieve humanitarian objectives within the USG at senior levels, including with DOD, Embassies, Members of Congress, and senior executive branch staff in the midst of international humanitarian crisis situations.
- Demonstrated ability to communicate complex humanitarian issues to a range of audiences through written products.

**Program Management (10 points):**

- Demonstrated experience working with USG assistance awards, including Grants and Cooperative Agreements.
- Demonstrated knowledge of USG acquisition and assistance regulations.
- Experience developing, designing, or evaluating proposed humanitarian interventions against response or disaster risk reduction strategies and identified needs.
- Demonstrated experience managing USG acquisition or assistance awards to include post-award administration and regulation compliance.

**Interview Performance (40 points)**

**Writing Test (20 Points)**

**Satisfactory Professional Reference Checks (10 points)**

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**Total Possible Points: 100**

**BASIS OF RATING:** Applicants who meet the Education/Experience requirements and Selection Factors will be further evaluated in accordance with the Applicant Rating System. 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 factor of the Applicant Rating System in their resume, describing specifically and accurately what experience, training, education and/or awards 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 Applicant Rating System factors may result in not receiving credit for all pertinent experience, education, training and/or awards.

The most qualified candidates may be interviewed and required to provide a writing sample. OFDA will not pay for any expenses associated with the interviews. Professional references and academic credentials will be evaluated for applicants being considered for selection. Note: Please be advised that references may be obtained independently from other sources in addition to the ones provided by an applicant. OFDA reserves the right to select additional candidates if vacancies become available during future phase of the selection process.

**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.
  - (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.

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2. USPSC Application form AID 302-3. Applicants are required to complete and sign the form.

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 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. If Sensitive Compartmented Information (SCI) access is not obtained within nine months after Top Secret clearance is granted, 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)

[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 be found at:

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

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1. Resume.
2. USPSC Application Form, (AID 302-3)
3. Medical History and Examination Form (DS-6561). \*\*
4. Questionnaire for Sensitive Positions (for National Security) (SF-86), or \*\*
5. Questionnaire for Non-Sensitive Positions (SF-85). \*\*
6. Finger Print Card (FD-258). \*\*
7. Employment Eligibility Verification (I-9 Form). \*\*

\*\* Forms 3 through 7 shall be completed **ONLY** upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

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).
- (B) Living Quarters Allowance (Section 130).

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- (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 – USPSC PROVISION “MEDICAL EXPENSE PAYMENT RESPONSIBILITY (OCTOBER 2006)”**

**MEDICAL EXPENSE PAYMENT RESPONSIBILITY (OCTOBER 2006)**

(a) Definitions. Terms used in this General Provision are defined in 16 FAM 116 (available at <http://www.foia.state.gov/REGS/fams.asp?level=2&id=59&fam=0>). 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 AAPD 06-10 PSC Medical Expense Payment Responsibility 6 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

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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 AAPD 06-10 PSC Medical Expense Payment Responsibility 7 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).

End of Provision