



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: Human Resource Specialist (Multiple Positions)
Solicitation Number: SOL-OFDA-16-000050
Salary Level: GS-12 Equivalent: \$77,490 - \$100,736
Issuance Date: May 18, 2016
Closing Date: June 15, 2016
Closing Time: 12:00 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 Human Resource Specialist 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.
 - (f) **Optional:** Where you heard about this job (FedBizOps, OFDA Jobs, Career Fair, etc.).

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. USPSC Application form AID 302-3. Applicants are required to complete sections A through I. This form must be physically signed. Electronic signatures will not be accepted.

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NOTE ABOUT THE DATA UNIVERSAL NUMBERING SYSTEM/SYSTEM FOR AWARD MANAGEMENT REQUIREMENTS

All USPSCs with a place of performance in the United States are required to have a Data Universal Numbering System (DUNS) number and be registered in the System for Award Management (SAM) database prior to receiving an offer. You will be disqualified if you either fail to comply with this requirement or if your name appears on the excluded parties list. The selectee will be provided with guidance regarding this registration.

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

Website: 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

**Solicitation for a USPSC Human Resource Specialist (Multiple Positions)
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Solicitation for USPSC Human Resource Specialist (Multiple Positions)

- 1. SOLICITATION NO.:** SOL-OFDA-16-000050
- 2. ISSUANCE DATE:** May 18, 2016
- 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** June 15, 2016 at 12:00 P.M. Eastern Time
- 4. POSITION TITLE:** Human Resource Specialist
- 5. MARKET VALUE:** GS-12 equivalent (\$77,490 - \$100,736 - 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 Africa and the Asia, Latin America, Europe, and Middle East (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. The OPS Division 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

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OFDA's capacity to execute and coordinate U.S. Government (USG) humanitarian assistance and response to natural disasters and complex emergencies. The OPS Division 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). The OPS Division 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 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

OFDA has a complex and evolving human resources landscape. The office has approximately 450 staff members around the world through a variety of hiring mechanisms including but, not limited to: direct hires (both civil and foreign service), Personal Services Contractors (PSCs),

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Fellows, Institutional Contractors, Participating Agency Services Agreements (PASAs) employees and interns. Each mechanism operates under its own authorities complete with a unique set of benefits and governing Human Resources (HR) policies. In addition, during the last year, OFDA has been operating at an unprecedented level both in terms of the number and complexity of simultaneous responses (currently three RMTs and four DARTs) and its operating budget (FY15 estimate of \$2.2B, a \$1B increase from FY14). This has created both a significant HR challenge for the office in terms of staffing to these high requirements as well as a unique opportunity to increase staffing levels and develop new positions and evolve the nature of other positions. As such, OFDA is undergoing significant growth across all Divisions.

OFDA has established a HR Team within the PS Division to provide comprehensive HR support across all OFDA hiring mechanisms. The complexity and diversity of its hiring mechanisms coupled with the current staffing increases has highlighted the need to dedicate appropriately skilled resources to the management of OFDA's unique HR requirements.

The HR Team support includes but is not limited to the following tasks: providing a full range of comprehensive management advisory/consultative services and assistance for the various OFDA divisions; performing personnel management functions; advising on legal, regulatory and procedural issues related to position management and classification, staffing, recruitment, benefits, performance management, employee relations, workforce planning, staff development and other HR activities; assisting in the recruitment and retention of all OFDA PSC's and other hiring mechanisms; advising OFDA management on personnel issues; assisting in the interpretation and application of USAID Automated Directive System (ADS) policies relating to all HR, human capital, and talent management issues; supporting OFDA's compliance with annual performance evaluations requirements across all hiring mechanisms; maintaining the OFDA Staff Development SharePoint portal and all related efforts including seminars, brown bags, and other educational opportunities; supporting the agencies automated time and attendance process, Transit Benefits Program and Telework Program; planning and implementing HR outreach activities designed to strengthen the OFDA community; gathering and capturing HR statistical and performance tracking data; conducting research and analysis on a variety of HR related topics and service offerings; participating in HR related projects and managing a specified work stream of activities; assisting with and supporting the HR Document Retention Program; supporting the Workman's Compensation Program; as needed, assisting in drafting OFDA specific tools, templates and processes for applicable Agency HR policies; providing OFDA's in-house expertise on best practices in the field of HR, capital and talent management; performing and assisting with workforce planning for steady state operations and response surges; developing training materials and facilitating knowledge transfer to broad audiences; responding to data calls on staffing and general personnel inquiries; performing and assisting with employee on-boarding and exit activities; liaison with OFDA hiring managers on recruitment and hiring activities and provide status reporting; writing HR policies, procedures and guidelines in line with USG requirements; and as needed, liaison with USAID's Office of Human Capital and Talent Management (HCTM), USAID Staff Care Center, and the Office of Human Diversity, Program, Policy and Management (PPM) and Administrative Management Staff (AMS).

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The HR Team will be comprised of one USPSC Team Lead GS-14 equivalent, one USPSC Technical Advisor GS-14 equivalent, and up to five additional supporting staff at the GS-12 and GS-13 equivalent levels. The team will reside within the PS Division, with the HR Specialists reporting directly to the Human Resource (HR) Team Lead.

OBJECTIVE

OFDA requires the services of multiple HR Specialists at the GS-12 equivalent level in order to operate the daily delivery of HR services and talent management support across all of OFDA's various hiring mechanisms; including but not limited to civil and foreign service, PSCs, PASAs, fellows, interns, and administratively determined (AD) personnel.

9. CORE FUNCTIONAL AREAS OF RESPONSIBILITY

DUTIES AND RESPONSIBILITIES

OFDA **GS-12** Equivalent, **HR Specialist** will perform the following:

RECRUITMENT & HIRING

- Advise management on a wide range of staffing issues such as position classification, recruitment and staffing strategies, prohibited personnel practices, the use of valid selection criteria, and other approaches that help in filling vacancies and staffing the organization for various hiring mechanisms.
- Provide position management and classification support to assigned organizations, including collaborating with divisions to compose vacancy solicitations for various hiring mechanisms, auditing existing position descriptions and communicating grade distinctions to management with supporting criteria and justification.
- Counsel on recruitment and hiring; advise management on processes related to rating and ranking applicants; participate on recruitment panels as needed.
- Liaison with hiring managers on recruitment and hiring activities and provide related status reporting for all hiring mechanisms.

STAFF DEVELOPMENT

- Provide guidance to management and employees on career development principles, practices, and opportunities; including, preparing correspondence to formal and information inquiries.
- Conduct research and provide advisory opinions on broad HR topics such as staff development, training, performance improvement, and organizational effectiveness.
- Research and identify training opportunities to enrich skills, performance and competencies.
- Research, analyze, and develop reports on training return on investment (ROI).
- Assess strategies for learning and development solutions to ensure OFDA offers a balanced portfolio of cost-effective learning opportunities tailored to meet specific career goals and development needs.
- Assists with maintaining the OFDA Staff Development SharePoint portal and all related efforts including coordinating seminars, brown bags, and other educational opportunities.

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PERFORMANCE MANAGEMENT

- Serves as an employee counselor for any or all areas of performance management, employee relations, performance improvement planning and monitoring, terminations, employee awards, teleworking, comp time, leave and other related services.
- Support OFDA's compliance with annual performance evaluations requirements across all hiring mechanisms. Collect and review annual Evaluation Forms for completeness and compliance, providing recommendations when necessary.
- Collect and review Individual Development Plans and advise employees/supervisors accordingly.
- Partner with managers to design human capital performance enhancement solutions for employee growth aligned with OFDA's needs.

POLICIES & PROCEDURES

- Assists in interpreting and applying Human Resource laws, regulations, policies, and practices across various hiring mechanisms.
- Assists in the interpretation and application of USAID Automated Directive System (ADS) policies relating to all human resource, human capital, and talent management issues.
- Assists in writing a wide variety of technical documents including drafting policies, standard operating procedures, correspondence, reports, and project implementation documents. Support the development of an OFDA Employee Handbook.
- Conducts evaluations of new or revised HR related policies, procedures and regulations.
- Provide guidance to OFDA employees and supervisors regarding practical application of HR procedures.
- Evaluate HR business processes, employment policies, and historical practices.
- Ensure that management and employees are kept informed of new changes in HR policies, procedures, and programs for various hiring mechanisms.

WORKFORCE PLANNING

- Recommend strategies to resolve routine problems related to recruitment, job turnover, potential inequities across all hiring mechanisms, long and short-term workforce planning with occasional guidance, and reinvention while ensuring the legality and propriety of actions taken.
- Assists with workforce planning for steady state operations and response surges.
- Update and maintain library of OFDA organizational charts and staffing patterns with Divisions.
- Apply skills in position classification and management principles to assist management with the establishment of efficient and effective organizational structures, workforce analysis and position descriptions for various hiring mechanisms.
- Assists with identifying HR related operational issues and provide recommendations with some guidance, review or revision.
- Collect and assemble HR data from various sources for status and demographic reporting as well as statistical tracking to internal clients.
- Conduct fact-finding analysis of issues surrounding the matter at hand to identify and clarify problems or relevant issues.

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EMPLOYEE OUTREACH

- Plan, coordinate and support a variety of employee outreach events and initiatives aimed at improving employee productivity, morale, and retention.
- Actively participate and/or lead a variety of HR outreach activities for the OFDA community.
- Design and distribute HR related outreach materials, including writing regular blogs on workforce issues and posting HR related resources/readings on OFDA Staff Development SharePoint portal.
- Plan and conduct Brown Bags on various HR and workforce related topics.
- Participate in off-site Job Fairs with the Recruitment Team, as needed.
- Prepare on-boarding package and documentation. Conduct New Hire on-boarding activities and schedule employees' New Hire Orientation.

MISCELLANEOUS ACTIVITIES

- Independently plans, designs, delivers, and evaluates major HR development programs.
- Respond to general to moderately difficult HR data calls and personnel inquiries.
- Work on and lead a segment of work for a variety of short and long-term human capital projects spanning the HR life cycle: strategic human capital management, workforce analysis and planning, recruitment and outreach, career track development, employee development, performance management, coaching and mentoring, awards and compensation practices, and incentive programs.
- Gather information and prepare documents in response to data calls or internal audit requests.
- Maintain OFDA's HR Document Retention Program and Filing System.
- Manage access requests to HR related systems.
- Support the agencies automated time and attendance process, Transit Program and Telework Program.
- Support the Workman's Compensation Program by ensuring all incident reports are fully completed accurately and conducting follow-up as needed with all stakeholders.
- Serve as a liaison with program administrative staff to deliver advisory services and complete the organizations HR requests. Upon request, liaison with USAID's Office of Human Capital and Talent Management (HCTM), USAID Staff Care Center, and the Office of Human Diversity.
- As needed, serve on DARTs which may require immediate (within 24 hours) deployment overseas for an extended period of time.
- Sign-up for and serve as needed, on Washington-based Response Management Teams (RMTs), which provides services and support to DARTs deployed in response to disasters. The duties on RMTs will be varied.
- Serve as the OFDA after-hours duty officer on a rotational basis, for approximately one week every six months.

SUPERVISORY RELATIONSHIP:

The HR Specialist will take direction from and report to the HRM Team Lead or his/her designee.

SUPERVISORY CONTROLS:

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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, designing and carrying out assignments, projects, studies or other work. 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 in HR limited to one of the following: BA or BS in Human Resource Management (HRM), BA or BS in Management with a concentration in HR, BA or BS in Business Administration with a concentration in HRM, Bachelor of Business Administration with emphasis in HR, Organizational Behavior, Labor Relations, Industrial Relations, Organizational Development, or Human Capital Development.

PLUS

Five (5) years of progressively responsible experience working in the HR field, organization development, and/or human capital and talent management.

AND

HR experience must include at least four (4) years performing at least six of the following duties:

- knowledge and skill to counsel on recruitment and placement;
- advise management on processes related to rating and ranking applicants;
- advise management on performance management, staff development, employee relations with applicable EEO laws or regulations, general employment laws or regulations, and policy changes for various hiring mechanisms;
- recommend strategies to resolve problems related to recruitment, employee turnover, long and short-term workforce planning, terminations, awards, work life balance, and reinvention while ensuring the legality and propriety of actions taken;
- skill in applying position classification and management principles to assist management with the establishment of efficient and effective organizational structures and position descriptions;
- ability to effectively communicate both orally and in writing to broad audiences, including developing a broad variety of HR documents and facilitating employee trainings;
- establishing and maintaining effective and positive working relationships; and
- knowledge and skill in applying federal civilian HR principles, practices, concepts, and legal regulatory requirements.

In addition, experience in working with a variety of personnel mechanisms such as PSCs and USG direct hires is desired.

OR

Master's degree in HR limited to one of the following: MA in Human Resource Management, MS in Human Resources (HR), MA or MS in Industrial and Organizational Behavior, MA in Management (MAM) with HR concentration, MBA with concentration in HRM, Organizational Leadership or Leadership Development with HR concentration, Human Capital Development, Organizational Behavior, Labor Relations, or Industrial Relations.

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PLUS

Four (4) years of progressively responsible experience working in the HR field, organization development, and/or human capital and talent management.

AND

HR experience must include at least three (3) years performing at least six of the following duties:

- knowledge and skill to counsel on recruitment and placement;
- advise management on processes related to rating and ranking applicants;
- advise management on performance management, staff development, employee relations with applicable EEO laws or regulations, general employment laws or regulations, and policy changes for various hiring mechanisms;
- recommend strategies to resolve problems related to recruitment, employee turnover, long and short-term workforce planning, terminations, awards, work life balance, and reinvention while ensuring the legality and propriety of actions taken;
- skill in applying position classification and management principles to assist management with the establishment of efficient and effective organizational structures and position descriptions;
- ability to effectively communicate both orally and in writing to broad audiences, including developing a broad variety of HR documents and facilitating employee trainings;
- establishing and maintaining effective and positive working relationships; and
- knowledge and skill in applying federal civilian HR principles, practices, concepts, and legal regulatory requirements.

In addition, experience in working with a variety of personnel mechanisms such as PSCs and USG direct hires is desired.

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. Applicants are required to complete sections A through I. This form must be physically signed. Electronic signatures will not be accepted.
- Ability to obtain and maintain a Secret up to Top Secret/Sensitive Compartmented Information level clearance as provided by USAID.
- Must not appear as an excluded party in the System for Award Management (SAM.gov).
- Satisfactory verification of academic credentials.

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

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outlined below within their resume, as they are evaluated strictly by the information provided. The rating factors are as follows:

Human Resources Professional Experience (25 points)

- Experience working with a variety of personnel hiring mechanisms, including but not limited to: USG Direct Hires and Foreign Service, U.S. Personal Service Contractors (USPSCs), contractors, consultants, fellows/interns, Participating Agency Services Agreements (PASAs), other Interagency Agreements (IAAs), short term contract or temporary employees, private sector personnel, and state and local government personnel. Experience must include but is not limited to the following: employee relations, recruitment/hiring, position classification, performance management, staff development, training development and facilitation, employee rewards and recognition, employee outreach, workforce planning, policy development, benefits coordination, and HR generalist support.
- Experience in the following elements of human resources/human capital and talent management: workforce analysis/development, policy evaluation/interpretation/application, individual development planning, work-life balance/wellness programs, organizational design/development/effectiveness, change management, HR data analysis/metrics/quantitative reporting and employee outreach/morale.
- Familiarity with OPM guidelines, Equal Employment Opportunity Act, Code of Federal Regulations, and Federal Acquisition Regulations (FAR) pertaining to USPSCs.
- Experience representing an organization's human resource interests at operational level forums, such as working groups, planning committees, task forces and other similar venues.
- Experience researching/reviewing/evaluating/analyzing work processes and administrative operations of an organization in order to provide management with recommendations for improving organizational effectiveness as well as ensuring adherence to compliance requirements.
- Experience in developing HR intervention strategies/solutions and implementing best practices that appropriately meet the customers' needs and are supported by both ethical and legal standards.

Oral and Written Communications (10 points)

- Experience must include but is not limited to the following: writing a wide variety of HR documents for various and vast audiences to include drafting or revising policies or written policy guidance on HR issues; writing vacancy announcements, statements of work or position descriptions; writing comprehensive materials for trainings, briefings, meetings, or conferences; written products to explain general to moderately complex and non-controversial agency policies and programs; reports, memoranda, and correspondence for signature by higher-level officials; operational guidelines or standard operating procedures; gathering information and preparing summary reports on organizational data, which includes analysis and recommendations.

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- Experience must include but is not limited to the following: verbally providing technical advice to broad audiences; providing counseling to employees and managers on regulations, procedures and eligibility determinations; delivering effective presentations or trainings; influencing, motivating, persuading or negotiating with others pertaining to HR related matters; communicating, explaining, or defending ideas or information clearly and adapting to the audience's level of knowledge or understanding; and actively engaging in a variety of outreach events and activities.

Team Work/Interpersonal Skills (10 points)

- Experience participating in and responding to collaborative efforts across an organization; serving on a cross-functional team to achieve organizational results; working as part of a team in a dynamic, fast-paced, and demanding environment; contributes to teambuilding and team results.
- Experience working on human resources issues in a matrixed organization where staff might be temporarily reassigned to focus on organizational priorities or where the workforce must regularly expand/contract to meet emergent requirements.
- Experience working in human resources for a decentralized organization with a field/headquarters component and/or an organization with international operational requirements.
- Experience establishing and maintaining positive working relationships; facilitating amicable resolution of competing or conflicting interests among parties whose cooperation is needed to meet an objective; interacting effectively in situations where frequent changes, delays, or unexpected events arise that cause major shifts in priorities, timetables, or work assignments; persuading and/or inspiring others to adopt new methods, procedures, or techniques to improve operations; and developing trusting, productive working relationships with key stakeholders, subordinates, colleagues, and supervisors to achieve goals and objectives.

Interview Performance (45 points)

Satisfactory Professional Reference Checks (10 points)

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

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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. **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.
 - (f) **Optional:** Where you heard about this job (FedBizOps, OFDA Jobs, Career Fair, etc.).

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. USPSC Application form AID 302-3. Applicants are required to complete sections A through I. This form must be physically signed. Electronic signatures will not be accepted.

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.

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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

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 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 AND THE SYSTEM FOR AWARD MANAGEMENT

All USPSCs with a place of performance in the United States are required to have a Data Universal Numbering System (DUNS) number and be registered in the System for Award Management (SAM) database prior to receiving an offer. You will be disqualified if you either fail to comply with this requirement or if your name appears on the excluded parties list. The selectee will be provided with guidance regarding this registration.

For general information about DUNS Numbers, please refer to Federal Acquisition Regulation (FAR) Clause 52.204-6, Data Universal Numbering System Number at https://www.acquisition.gov/far/current/html/52_200_206.html and FAR 52.204-7, System for Award Management at https://www.acquisition.gov/far/current/html/52_200_206.html or www.sam.gov.

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>

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). **

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** 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 to determine which CIBs and AAPDs apply to this contract.

Additionally, AIDAR Appendix D can be found at: <https://www.usaid.gov/ads/policy/300/aidar>

AAPD 06-10 – PSC MEDICAL PAYMENT RESPONSIBILITY

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

AAPD 15-02 – Authorization of Family and Medical Leave for U.S. Personal Services Contractors (USPSCs)

AAPD No. 15-02 is hereby incorporated as Attachment 2 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).
- (C) Post Allowance (Section 220).
- (D) Supplemental Post Allowance (Section 230).
- (E) Separate Maintenance Allowance (Section 260).

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(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

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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 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

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ATTACHMENT 2

**GP 5. LEAVE AND HOLIDAYS (DEC 2015)
(Pursuant to class deviation #M/OAA-DEV-AIDAR-16-1c)**

(a) Annual Leave

(1) The contractor is not entitled to annual leave if the period of performance of this contract is 90 days or less. If the contract period of performance is more than 90 days, the contractor shall earn annual leave as of the start date of the contract period of performance as specified in paragraph (a)(2) below.

(2) The contractor shall accrue annual leave based on the contractor's time in service according to the following table:

| Time in Service | Annual Leave (AL) Accrual Calculation |
|----------------------------|--|
| 0 to 3 years | Four hours of leave for each two week period |
| over 3, and up to 15 years | Six hours of AL for each two week period (including 10 hours AL for the final pay period of a calendar year) |
| over 15 years | Eight hours of AL for each two week period |

USAID will calculate the contractor's time in service based on all the previous service performed by the contractor as a: 1) USAID PSC (i.e., the contractor has served under any USAID personal services contracts of any duration covered by Sec. 636(a)(3) of the FAA or other statutory provision applicable to USAID); and/or 2) former U.S. Government (USG) direct-hire, under either civilian and/or military service.

(3)

(i) AL is provided under this contract for the purposes of affording necessary rest and recreation during the period of performance. The contractor, in consultation with the USAID Mission or USAID/Washington, as appropriate, shall develop an AL schedule early in the contractor's period of performance, taking into consideration project requirements, employee preference, and other factors. All AL earned by the contractor must be used during the contractor's period of performance. All AL earned by the contractor, but not taken by the end of the contract, will be forfeited. However, to prevent forfeiture of AL, the Contracting Officer may approve the contractor taking AL during the concluding weeks of the contractor's period of performance.

(ii) As an exception to 3(i) above, the contractor may receive a lump-sum payment for leave not taken. To approve this exception, the contractor's supervisor must provide the Contracting Officer with a signed, written Determination and Findings (D&F). The D&F must set out the facts and circumstances that prevented the contractor from taking AL, and the Contracting Officer must find that these facts and circumstances were not caused by, or were beyond the control of, the contractor. This leave payment must not exceed the number of days which could be earned by the contractor during a twelve-month period.

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(4) With the approval of the Mission Director or cognizant AA, as appropriate, and if the circumstances warrant, a Contracting Officer may grant the contractor advance AL in excess of the amount earned, but in no case may the Contracting Officer grant advance AL in excess of the amount earned in one year or over the life of the contract, whichever is less. The contractor agrees to reimburse USAID for any outstanding balance of advance AL provided during the contractor's assignment under the contract.

(5) Applicants for PSC positions will provide evidence of their PSC and/or USG direct-hire service - civilian and/or military experience, as applicable, on their signed and dated application form required under USAID policy. By signing the appropriate form, the applicant attests to the accuracy of the information provided. Any applicant providing incorrect information is subject to the penalty provisions in the form. If required to satisfy due diligence requirements on behalf of the Contracting Officer, the contractor may be required to furnish evidence that verifies length of service, e.g., SF 50, DD Form 214, and/or signed contracts.

(b) Sick Leave. The contractor may use sick leave on the same basis and for the same purposes as USAID U.S. direct hire employees. Sick leave is earned at a rate not to exceed four (4) hours every two (2) weeks for a total of 13 work-days per year. Unused sick leave may be carried over under an extension or renewal of this contract with the same individual for the same work. Otherwise, sick leave will not be carried over from one post to another or from one contract to another. The contractor will not be compensated for unused sick leave upon completion of this contract.

(c) Home Leave.

(1) Home leave is leave earned for service abroad for use only in the U.S., its commonwealths, possessions and territories.

(2) A USPSC who has served at least two years overseas at the same USAID Mission, under the same contract, as defined in paragraph (c)(4) below, and has not taken more than 30 work days leave (annual, sick or LWOP) in the U.S. may be granted home leave in accordance with the following:

(i) if the USPSC returns to the same overseas post upon completion of home leave for an additional two (2) years under the same contract, the USPSC will receive home leave, to be taken at one time, for a period of 30 work days; or
if the USPSC returns to the same overseas post upon completion of home leave for such shorter period of not less than one year, as approved in writing by the Mission Director prior to the USPSC's departure on home leave, the USPSC will receive home leave, to be taken at one time, for a period of 30 work days.

(ii) if the USPSC is returning to a different USAID Mission under a USAID personal services contract immediately following completion of the USPSC's home leave, for an additional two (2) years under contract, or for such shorter period of not less than one (1)

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year, as approved by the Mission Directors of the "losing" and "gaining" Missions, the contractor will receive home leave, to be taken at one time, for a period of not more than 20 work days. When the PSC is returning to a different USAID Mission, the former Mission will pay for the home leave regardless of what country the PSC will be working in following the home leave;

(iii) if home leave eligibility is based on (c)(2)(ii) above, the USPSC must submit written verification to the losing Mission at the time home leave is requested that the USPSC has accepted a USAID personal services contract at another USAID Mission following completion of the home leave;

(iv) travel time by the most direct route is authorized in addition to the number of work days authorized for home leave;

(v) home leave must be taken in the U.S., its commonwealths, possessions or territories, and any days spent elsewhere will be charged to annual leave (AL.) If the PSC does not have accrued AL, the PSC will be placed on LWOP.

(vi) if the PSC does not complete the additional service required under (c)(2)(i) or (ii) (that the Contracting Officer finds are other than for reasons beyond the PSC's control), the cost of home leave, travel and transportation and any other related costs must be repaid by the PSC to the Government.

(3) Notwithstanding the requirement in paragraph (c)(2) above, that the USPSC must have served two (2) years overseas under personal services contract with the same Mission to be eligible for home leave, the USPSC may be granted advance home leave subject to all of the following conditions:

(i) Granting of advanced home leave would in each case serve to advance the attainment of the objectives of this contract; and

(ii) The USPSC has served a minimum of 18 months in the Cooperating Country under this contract; and

(iii) The USPSC agrees to return to the Cooperating Country to serve out the remaining time necessary to meet two (2) years of service overseas, plus an additional two (2) years under the current contract or under a new contract for the same or similar services at the same Mission. If approved in advance by the Mission Director, the USPSC may return to serve out any remainder of the two (2) year requirement for service overseas, plus an additional period of not less than one (1) year under the current contract or under a new contract for the same or similar services at the same Mission.

(4) The period of service overseas required under paragraph (c)(2), or paragraph (c)(3) above, will include the actual days in orientation in the U.S. (less language training). The actual days overseas begin on the date of arrival in the cooperating country inclusive of authorized delays enroute. Allowable annual and sick leave taken while overseas, but not

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LWOP, shall be included in the required period of service overseas. An amount equal to the number of days of annual and sick leave taken in the U.S., its commonwealths, possessions or territories will be added to the required period of service overseas.

(5) Salary during the travel to and from the U.S., for home leave will be limited to the time required for travel by the most expeditious air route. Except for reasons beyond the USPSC's control as determined by the Contracting Officer, the USPSC must return to duty after home leave and complete the additional required service or be responsible for reimbursing USAID for payments made during home leave. Unused home leave is not reimbursable under this contract, nor can it be taken incrementally in separate time periods.

(6) Home leave must be taken at one time, and to the extent deemed necessary by the Contracting Officer, an USPSC in the U.S., on home leave may be authorized to spend not more than five (5) days in work status for consultation at USAID/Washington before returning to post. Consultation at locations other than USAID/Washington as well as any time in excess of five (5) days spent for consultation must be approved by the Mission Director or the Contracting Officer.

(d) Home Leave for Qualifying Posts (HLQP). USPSCs who ordinarily qualify for home leave and have completed a 12-month assignment at one of the USAID qualifying posts (currently Iraq, Afghanistan and Pakistan) are entitled to take ten (10) workdays of leave in addition to the home leave an USPSCs is normally entitled to under the contract in accordance with sub-paragraphs (c)(1) - (6) above. This additional home leave is provided pursuant to an amendment to the Foreign Service Act of 1980 signed by the President on June 15, 2006.

There is no requirement that an eligible USPSC take this additional leave; it is for optional use by the USPSC. If an eligible USPSC elects to take HLQP, the USPSC must take ten (10) workdays of home leave. If the USPSC is returning to the United States and not returning overseas to the same or different USAID Mission, HLQP will not apply.

This new home leave policy is also extended to qualifying **Third-Country National PSCs (TCNPSCs)** who have an approved exception under AIDAR Appendix J, sec. 4(c)(2)(ii)(B), to apply specific provisions from AIDAR Appendix D, and whose contract includes this General Provision. However, TCNPSCs will be granted "country leave" vice home leave. The application, requirements, and restrictions will be the same as for USPSCs, but the time taken by a TCNPSC will be taken in the TCNPSC's home country or country of recruitment rather than in the United States, its commonwealths and territories.

(e) Holidays and Excused Absences. The contractor shall be entitled to all holidays and or excused absences granted by the USAID to U.S. direct-hire employees.

(f) Military Leave. Military leave of not more than 15 calendar days in any calendar year may be granted to a contractor who is a reservist of the U.S. Armed Forces. The contractor must provide advance notice of the pending military leave to the Contracting Officer or the Mission Director as soon as known. A copy of any such notice must be part of the contract file.

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(g) Leave Without Pay (LWOP). LWOP may be granted only with the written approval of the Contracting Officer or Mission Director, unless a USPSC is requesting for such leave for family and leave purposes under paragraph (i) below.

(h) Compensatory Time. Compensatory time leave may be granted only with the written approval of the Contracting Officer or Mission Director in rare instances when it has been determined absolutely essential and used under those guidelines which apply to USAID U.S. direct-hire employees.

(i) Family and Medical Leave (FML)

- (1) USAID provides family and medical leave (FML) for eligible USPSCs working within the U.S., or any Territories or possession of the United States, in accordance with Title I of the Family and Medical Leave Act of 1993, as amended, and as administered by the Department of Labor under [29 CFR 825](#). USAID is also extending FML to eligible USPSCs working outside the U.S., or any Territories or possession of the U.S., in accordance with this paragraph (i) as a matter of policy discretion.
- (2) FML only applies to USPSCs, not any other type of PSC.
- (3) To be eligible for FML, a USPSC must have been employed (i) for at least 12 months by USAID; and (ii) for at least 1,250 hours of service with USAID during the previous 12-month period. The specific eligibility criteria and requirements are provided in USAID policy.
- (4) In accordance with [29 CFR 825.200\(a\)](#) and USAID policy, an eligible USPSC may take up to 12 workweeks of leave under FMLA, Title I, in any 12-month period for the following reasons:
 - (a) The care of the USPSC's newborn child.
 - (b) The care of the USPSC's newly placed adopted or foster care child.
 - (c) The care of the USPSC's spouse, child or parent with a serious health condition.
 - (d) The USPSC's own serious health condition.
 - (e) A qualifying exigency arising from the USPSC's spouse, child or parent in active duty military status.
 - (f) Other qualifying exigencies as determined by the Department of Labor.
- (5) In accordance with 29 CFR Part 825.207, the USPSC may take LWOP for FML purposes. However, the USPSC may choose to substitute LWOP with accrued paid leave, including accrued annual or sick leave, or compensatory time earned under this contract. If the USPSC does not choose to substitute accrued paid leave, the CO, in consultation with the USPSC's supervisor, may require the USPSC to substitute accrued paid leave for LWOP. The CO must verify the accuracy of the USPSC's accrued paid leave request and obtain the required certifications for approval of FML in accordance with the stated USAID policy.
- (6) FML is not authorized for any period beyond the completion date of this contract.
- (7) When requesting FML, the USPSC must demonstrate eligibility to the USPSC's supervisor by completing USAID's FML request forms, including certifications and other supporting documents required by USAID policy.

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(8) The U.S. Department of Labor's (DOL's) [Wage and Hour Division \(WHD\) Publication 1420](#) explains the FMLA's provisions and provides information concerning procedures for filing complaints for violations of the Act.

(j) Leave Records. The contractor shall maintain current leave records for himself/herself and make them available, as requested by the Mission Director or the Contracting Officer.

[END PROVISION]