



Request for a U.S. Personal Service Contractor

Position Title: Emergency Personnel Operations Assistant (GS- 9) and Emergency Personnel Operations Specialist (GS-11)
Duty Office: DCHA/FFP
Solicitation Number: SOL-OAA-16-000048
Salary Level: GS-9 Equivalent: (\$53,435 – 69,460); GS-11 Equivalent: (\$64,650 – 84,044) Washington Locality
Issuance Date: February 29, 2016
Closing Date: March 21, 2016
Closing Time: 12:00 P.M. EST

Dear Prospective Applicants:

The United States Government (USG), represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified U.S. citizens to provide personal services as a Program Operations Specialist under a personal services contract, 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 and email) of your current and/or previous supervisor(s).
- (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. Responses to the Quality Ranking Factors:** Each applicant's supplemental documentation must specifically address the Quality Ranking Factors (QRFs) shown in the solicitation

Additional documents submitted will not be accepted. Incomplete or late applications will not be considered. Your complete resume and the supplemental document addressing the QRFs must be emailed to: FFPPSC@usaid.gov.

Any questions on this solicitation should be directed to Isidore Emmanuel at the email address notice above. 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.

Sincerely,

Artaveya J. Carter
Contracting Officer

1. SOLICITATION NO.: SOL-OAA-16-000048

2. ISSUANCE DATE: February 29, 2016

3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS

March 21, 2016, 12:00 P.M. EST

4. POSITION TITLE: Emergency Personnel Operations Assistant (GS- 9) and Emergency Personnel Operations Specialist (GS-11)

5. MARKET VALUE: GS-9 Equivalent: (\$53,435 – 69,460); GS-11 Equivalent: (\$64,650 – 84,044) Washington Locality. 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 years with the option to renew for up to three additional years based on obtaining at least a “fully successful” level of performance in the annual evaluation.

7. PLACE OF PERFORMANCE: Washington, D.C., with possible field trip assignments.

8. STATEMENT OF WORK

BACKGROUND

The Office of Food for Peace (FFP) in the U.S. Agency for International Development Bureau for Democracy, Conflict, and Humanitarian Assistance (DCHA) is the largest provider of food assistance in the world. FFP annually provides close to \$2 billion of food assistance, including some 1.5 million tons or more of in-kind Title II food assistance valued at more than \$1.6 billion and reaching 46 million beneficiaries in 48 countries. Since 2010, FFP has complemented its provision of Title II in-kind food assistance with an Emergency Food Security Program (EFSP) utilizing at least \$300 million in International Disaster Assistance (IDA) funds annually, which allows for local and regional purchase of food outside of the United States and closer to the emergency setting, as well as market based approaches such as cash transfer or food voucher programs that facilitate access to food.

In addition to emergency response, FFP provides support for development food assistance programs which aim to address the underlying causes of food security. Taken together, the in-kind and cash-based programs provide an impressive array of tools to combat hunger and malnutrition overseas. Programming is facilitated by state of the art early warning systems, a changing in-kind food assistance basket that includes more nutritious products, and a modern supply chain management system that allows for rapid movement of commodities. Programming approaches are evolving to focus increasingly on building the resilience of chronically vulnerable populations, especially those in

arid lands who face increasing cycles of drought, and improving nutrition with a special focus on women and children under two.

Food for Peace works closely with many other parts of USAID, especially the Bureau for Food Security, which plays a key role in implementing the President's Feed the Future initiative, and the Office of U.S. Foreign Disaster Assistance, which leads on disaster response around the world. Food for Peace employs a staff of over 50 in Washington and also has officers posted abroad.

More Information on FFP is available at:

<http://www.usaid.gov/what-we-do/agriculture-and-food-security/food-assistance>

9. CORE FUNCTIONAL AREAS OF RESPONSIBILITY

Duties and Responsibilities

The work of the Emergency Personnel and Operations Assistant/Specialist requires teamwork, self-motivation, discretion, sound judgment, strong customer service skills, and the ability to work well under stress. The Emergency Personnel and Operations Assistant/Specialist must prioritize and follow up on his or her own actions without prompting, while also assisting a busy team or division leader with the myriad tasks that are required of the Administrative Support Team and the Program Operations Division. As a member of a highly supportive, customer-service oriented team, the incumbent is willing and able to perform a wide range of administrative functions to help ensure programmatic success. The incumbent is highly flexible and willing to work under conditions of ongoing change and remains professional and respectful of colleagues and authority in a diverse workforce. The incumbent places a premium on building positive relationships with the team and with key stakeholders both in and outside of the Office. The incumbent is highly responsible, service-oriented, organized, pays close attention to detail, and is able to receive and respond to constructive criticism in a professional manner.

A. Core Duties and Responsibilities

The Emergency Personnel and Operations Assistant/Specialist shall provide assistance to DCHA/FFP to support emergency food aid programs through a wide variety of administrative tasks. The individual reports to the Administrative Team Leader in DCHA/FFP, but works closely with DCHA/FFP non-USDHs to assist in supporting FFP activities.

Emergency Personnel and Operations Assistant, GS-9

- After an initial learning period, demonstrate an acquired knowledge on policies and procedures as relates to assigned duties;
- Provide administrative support to office staff, primarily supporting the deployment of approximately 40 non-USDH staff for emergency food aid assignments and participation in emergency food aid assessments, monitoring missions and Disaster Assistance Response Teams by preparing and processing travel authorizations, travel vouchers, passport requests, visa requests, and country clearances;

- Assist in performing a variety of administrative support functions for primarily program funded staff in DCHA/ FFP. Ensure accuracy of information and provide administrative support by assembling and preparing charts, data, reports, and analyzing program budgetary and fiscal data;
- Provide personnel and administrative support for primarily program funded staff, including but not limited to, security clearances and revalidations, document processing, network account creation, space management, purchase card program activities (supply purchases), submitting personnel action requests; maintaining personnel lists and databases; and updating and maintain office contact lists and organizational charts;
- Assist FFP staff with general office support, to include assistance with equipment issues (phones, computers, copiers, printers, and fax machines), processing necessary facilities and Remedy requests; and records management responsibilities (vital records, archiving files, etc.);
- Provide backstop support/guidance on Human Resources matters involving leave administration and time and attendance;
- Provide support and updated information to managers and employees on questions and requests related to the administrative services.
- Serve as a contact person concerning administrative issues for all staff in DCHA/FFP. Coordinate closely with DCHA/PPM/AMS on all issues related to administrative/human resources support for non-program funded staff and the Office of Acquisition and Assistance and the Office of Financial Management on personnel matters pertaining to program-funded staff;
- After an initial learning period, track the status for non-USDH staff, identify required actions, prepare budget estimates, serve as requester in agency procurement system (GLAAS), for new PSC awards and modifications of existing awards, and updating tracking systems;

After an initial learning period, provide orientation, training, and mentoring on administrative processes and procedures for new staff who have since on-boarded.

Emergency Personnel and Operations Specialist, GS-11

- Serve as an expert on policies and procedures as relates to duties as assigned;
- Provide general administrative support for primarily program-funded staff such as: scheduling and facilitating meetings, drafting correspondence, recording meeting minutes, drafting and tracking memos, tracking and ensuring action items are followed up, notifying DCHA staff of important requirements and events, filing, correspondence control; and other administrative services as required;

- Assist in responding to requests for information and taskers regarding DCHA/FFP programs;
- Participate as an active team member, assisting other team members as necessary;
- Perform a variety of administrative support functions for primarily program funded staff in DCHA/ FFP. Ensure accuracy of information and provide administrative support by assembling and preparing charts, data, reports, and analyzing program budgetary and fiscal data;
- Provide personnel and administrative support for primarily program funded staff, including but not limited to, security clearances and revalidations, document processing, network account creation, space management, purchase card program activities (supply purchases), submitting personnel action requests; maintaining personnel lists and databases; and updating and maintain office contact lists and organizational charts;
- Assist FFP staff with general office support, to include assistance with equipment issues (phones, computers, copiers, printers, and fax machines), processing necessary facilities and Remedy requests; and records management responsibilities (vital records, archiving files, etc.);
- Provide backstop support/guidance on Human Resources matters involving leave administration and time and attendance;
- Provide support and updated information to managers and employees on questions and requests related to the administrative services provided which may include, but not limited to, liaising with offices outside of DCHA/FFP;
- Serve as a contact person concerning administrative issues for all staff in DCHA/FFP. Coordinate closely with DCHA/PPM/AMS on all issues related to administrative/human resources support for non-program funded staff and the Office of Acquisition and Assistance and the Office of Financial Management on personnel matters pertaining to program-funded staff;
- Develop, interpret, and implement procedures and guidance for organizational services provided;
- Provide orientation, training, and mentoring for new staff on administrative processes and procedures;
- Provide backup support for the Administrative Team Leader, ensuring proper distribution of official documents, and preparing documents for proposal review.

Guidelines

At the GS-9 level, guidelines are available, but may not be applicable to the specific work. The employee is responsible for using judgment in interpreting and adapting guidelines, such as agency regulations, policies, and precedents. Analysis and recommendations for change must be submitted to the supervisor.

The EPOS will follow agency guidelines when completing and processing personnel actions such as badge renewals, security clearances, and financial documentation. The EPOA may make recommendations to the supervisor regarding how to make improvements in internal FFP processes and relationships with other responsible parties.

At the GS-11 level, guidelines are available, but are subject to interpretation in light of policies and precedents based on guidance from the supervisor. The employee has limited leeway for developing new methods, subject to supervisor approval.

The EPOA will serve as an expert in PSC policies and procedures and will be responsible for providing guidance to staff based on established precedents. The EPOA will also be expected to identify potential improvements in established processes and make recommendations to the supervisor.

At both the GS-9 and GS-11 levels, pertinent sources of information consist of the USAID Automated Directives System (ADS), AIDAR, Acquisition and Assistance Policy Directives, Contract Information Bulletins, FFP funding rules and regulations, the Farm Bill Foreign Assistance Act, and other legislative initiatives, FFP issued guidelines and information bulletins, and USAID Agency and DCHA Bureau rules and regulations.

Supervisory Controls:

At the GS-9 level, the supervisor makes assignments by defining objectives, priorities, and deadlines, and assists the Emergency Personnel and Operations Assistant (EPOA) with situations that do not have clear precedents. The EPOA plans and carries out the successive steps and handles problems and deviations in accordance with instructions and accepted practices. Work is evaluated for appropriateness and conformity to policy requirements.

The EPOA will carry out tasks assigned by the supervisor, typically involving basic administrative processes such as processing security clearances, completing GLAAS actions, creating travel authorizations, and updating contact lists.

At the GS-11 level, the employee's supervisor sets the overall objectives and resources available and works with the employee to develop deadlines, work to be done, and methodology. Work is evaluated on effectiveness in meeting work objectives.

At the GS 11 level, the Emergency Personnel and Operations Specialist (EPOS) will have greater latitude to carry out assignments, while still consulting with the supervisor on policy interpretations. The EPOS will respond to inquiries from staff and provide guidance on relevant

policies and procedures. The EPOS will be responsible for tracking and following up on actions independently, and liaising with relevant parties to ensure their completion.

Complexity

The position involves a wide range of duties that require use of many different and unrelated processes and methods. Decisions and actions to be taken depend on assessments of unusual circumstances and incomplete or conflicting information, planning of work, or refinement of techniques or methods to be used. Selection of methodology to be used and the results of analysis are subject to review by the supervisor.

The incumbent will be responsible for balancing a wide variety of tasks involving personnel actions, contracting, travel, document processing, and general administrative support. The incumbent will be required to understand and follow processes and procedures established by external offices and will work with the supervisor to define appropriate methodologies for handling unusual circumstances.

Scope and Effect

The incumbent establishes criteria, formulates projects, assesses program effectiveness, or analyzes a variety of unusual conditions, problems, or questions, the results of which affect a range of agency activities.

The incumbent will identify administrative projects and analyze the effectiveness of existing processes and procedures, making recommendations to the Admin Team Leader. The incumbent is expected to respond to a variety of unusual requests from staff and, in conjunction with the supervisor and other relevant colleagues, provide appropriate responses, including identifying relevant guidance and procedures.

Personal Contacts

Contacts are with employees in the same agency, but outside the immediate organization or with the general public. The purpose of the contacts is to plan, coordinate, or advise on work efforts, or to resolve operating problems. The incumbent will coordinate regularly with staff from the Office of Acquisition and Assistance, Administrative Management Services, and Office of Security to plan, coordinate, and track the status of activities.

10. WORK ENVIRONMENT AND PHYSICAL DEMANDS

Work is performed in an office setting. The requirement for field trip assignments to provide administrative support to meetings or conferences may expose the successful candidate to difficult working surroundings and security risks during the course of travel.

11. APPLICATION PROCESS: Applicants must apply for each level for which they want to be considered.

12. ADVANCEMENT: Those selected for at the GS-9 Emergency Personnel and Operations Assistant position will advance automatically to the GS-11 Emergency Personnel and Operations Specialist position with:

- an annual evaluation rating of “commendable” or “outstanding”
and
- a minimum of two full years in the Emergency Personnel and Operations Assistant position

If any condition above is not met, the GS-9 Emergency Personnel and Operations Assistant would have to apply for the GS-11 Emergency Personnel and Operations Specialist position to be considered, if so inclined.

13. START DATE: Immediately, once necessary clearances are obtained.

13. POINT OF CONTACT: See Cover Letter.

***Application Process:** Applicants must indicate in their application which level(s) they want to be considered for in their initial base two-year contract. USAID/FFP reserves the right to place the applicant at the Grade/Step level for which he/she is found qualified during the application process.

MINIMUM REQUIREMENTS FOR THE POSITION

EDUCATION/EXPERIENCE REQUIRED FOR THIS POSITION

Minimum Qualifications

Education/Experience: Applicants must possess the minimum qualifications for the position. Applicants who do not meet all of the education and experience factors are considered NOT qualified for the position. Applicants must apply for all levels for which they wish to be considered. Once an applicant has been identified as the selected individual, then the applicant will begin at the GS-9 or GS-11 equivalent depending on the selected candidate's qualifications.

At the GS-9 Level:

- (1) A Bachelor's Degree with a minimum of **one (1) year** of progressively responsible work experience performing a range of administrative support duties similar to those outlined in the scope of work above.

OR

An Associate's Degree with a minimum of **two (2) years** of progressively responsible work experience performing a range of administrative support duties similar to those outlined in the scope of work above.

OR

A high school diploma with a minimum of **three (3) years** of progressively responsible work experience performing a range of administrative support duties similar to those outlined in the scope of work above.

At the GS-11 Level:

- (1) A Bachelor's Degree with a minimum of **three (3) years** of progressively responsible work experience performing a range of administrative support duties similar to those outlined in the scope of work above.

OR

An Associate's Degree with a minimum of **four (4) years** of progressively responsible work experience performing a range of administrative support duties similar to those outlined in the scope of work above.

OR

A high school diploma with a minimum of **five (5) years** of progressively responsible work experience performing a range of administrative duties similar to those outlined in the scope of work above.

B. Selection Factors: Applicants must possess the minimum qualifications for the position. Applicants who do not meet all of the selection factors are considered NOT qualified for the position. Selection factors include:

- Applicant is a U.S. Citizen;
- A current resume, with complete contact information
- Supplemental document specifically addressing the Quality Ranking Factors (QRFs) submitted;
- Ability to obtain an interim or final Secret level security clearance as provided by USAID within a six-month period;
- Verification of academic credentials.

QUALITY RANKING FACTORS (QRFs)

The following quality ranking factors and required skills are listed below and will be the basis for the evaluation of all applications. All applications will be evaluated and scored based on the documentation submitted with the application and the following factors. Applicants may also be evaluated based on the performance in an interview.

- Demonstrated knowledge of administrative concepts and practices and ability to apply and adapt that knowledge to a specific office setting. Ability to apply sound, independent judgment in identifying management or administrative problems and proposing solutions to them. (20 points)
- Ability to effectively balance a wide variety of tasks and work independently under pressure, often with extremely short deadlines. (20 points)
- Demonstrated attention to detail and ability to conduct sound financial analysis, planning, tracking, and scheduling. (20 points)
- Demonstrated ability to prioritize and follow up on one's own workload actions without prompting, while also being able to track and prioritize actions that need to be followed up by a team. (20 points)
- Demonstrated ability to speak and write clearly and concisely. (10 points)

- Skill in establishing and maintaining effective relationships with a variety of groups and individuals, across organizational structures. (10 points)

Total possible points: 100

BASIS OF RATING: Applicants who meet the Education/Experience requirements and Selection Factors will be further evaluated based on scoring of Quality Ranking Factor (QRF) responses. Those applicants determined to be competitively ranked may also be evaluated on interview performance and satisfactory professional reference checks. Applicants are required to address each of the QRFs on a separate sheet describing specifically and accurately what experience, training, education, and/or awards they have received that are relevant 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 and/or Quality Ranking Factors may result in your not receiving credit for all of your pertinent experience, education, training, and/or awards.

DOCUMENT SUBMITTALS

Where and How to Apply

Via email: FFPPSC@usaid.gov

To apply, qualified individuals are required to submit:

1. A cover letter specifying for which grade level(s) you are applying, and a brief rationale supporting your selection.
2. A current resume, with complete contact information
3. Supplemental documentation specifically addressing the Selection Factors and the QRFs shown in the solicitation.

The most qualified candidates **may be interviewed** and required to provide a **writing sample**. USAID will not pay for any expenses associated with the interviews. Professional references and academic credentials will be evaluated for applicants being considered for selection. USAID reserves the right to select additional candidates if vacancies become available during future phases of the selection process.

FFP reserves the right to make additional selections from this solicitation.

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 six months after offer acceptance, the offer may be rescinded.

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.

To ensure consideration of applications for the intended position, please reference **the solicitation number and the position you are applying for** on your application, and as the subject line in any email.

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

LIST OF REQUIRED FORMS FOR PSCs

Forms outlined below can found at:

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

1. AID 302-3
2. Medical History and Examination Form (DS-6561).
3. Questionnaire for Sensitive Positions (for National Security) (SF-86), or
4. Questionnaire for Non-Sensitive Positions (SF-85).
5. Finger Print Card (FD-258).

Forms 1 through 5 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.

AAPD 06-10 – PSC MEDICAL PAYMENT RESPONSIBILITY

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

AAPD 15-02 LEAVE AND HOLIDAYS

AAPD No. 15-02 is hereby incorporated as Attachment 2 to the solicitation.

FAR 52.222-50 – COMBATING TRAFFICKING IN PERSONS

FAR Clause 52.222-50 is hereby incorporated as Attachment 3 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).
- (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.

ATTACHMENT 1

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

General Provision 22, MEDICAL EXPENSE PAYMENT RESPONSIBILITY
(OCTOBER 2006)

(a) Definitions. Terms used in this General Provision are defined in 16
FAM 116 available at <http://www.state.gov/m/a/dir/regs/fam/c23002.htm>.

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

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

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

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

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

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

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

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

10, Travel and Transportation Expenses (July 1993), section (i) entitled “Emergency and Irregular Travel and Transportation.” In the event of a medical emergency, when time does not permit consultation, the Mission Director may issue a Travel Authorization Form or Medical Services Authorization Form DS-3067, provided that the FSMP or Post Medical Advisor (PMA) is notified as soon as possible following such an issuance. The contractor must promptly file a claim with his or her medevac insurance provider and repay to USAID any amount the medevac insurer pays for medical travel, up to the amount USAID paid under this section. The contractor must repay USAID for medical costs paid by the medevac insurer in accordance with sections (f) and (g) below. In order for medical travel to be an allowable cost under General Provision 10, the contractor must provide USAID written evidence that medevac insurance does not cover these medical travel costs.

(f) If the contractor or eligible family member is not covered by primary health insurance, the contractor is the primary payer for the total amount of medical costs incurred. In the event of a medical emergency, the Medical and Health Program may authorize issuance of Form DS-3067, Authorization for Medical Services for Employees and/or Dependents, to secure admission to a hospital located abroad for the uninsured contractor or eligible family member. In that case, the contractor will be required to reimburse USAID in full for funds advanced by USAID pursuant to the issuance of the authorization. The contractor may reimburse USAID directly or USAID may offset the cost from the contractor’s invoice payments under this contract, any other contract the individual has with the U.S. Government, or through any other available debt collection mechanism.

(g) When USAID pays medical expenses (e.g., pursuant to Form DS-3067, Authorization for Medical Services for Employees and/or Dependents), repayment must be made to USAID either by insurance payment or directly by the contractor, except for the amount of such expenses USAID is obligated to pay under this provision. The Contracting Officer will determine the repayment amount in accordance with the terms of this provision and the policies and procedures for employees contained in 16 FAM 521. When USAID pays the medical expenses, including medical travel costs (see section (e) above), of an individual (either the contractor or an eligible family member) who is covered by insurance, that individual promptly must claim his or her benefits under any applicable insurance policy or policies. As soon as the individual receives the insurance payment, the contractor must reimburse USAID for the full amount that USAID paid on the individual’s behalf or the repayment amount determined by the Contracting Officer in accordance with this paragraph, whichever is less. If an individual is not covered by insurance, the contractor must reimburse USAID for the entire amount of all medical expenses and any travel costs the contractor receives from his/her medevac provider.

(h) In the event that the contractor or eligible family member fails to recover insurance payments or transfer the amount of such payments to USAID within 90 days, USAID will take appropriate action to collect the payments due, unless such failure is for reasons beyond the control of the USPSC/dependent.

(i) Before departing post or terminating the contract, the contractor must settle all medical expense and medical travel costs. If the contractor is insured, he or she must provide proof to the Contracting Officer that those insurance claims have been submitted to the insurance carrier(s)

and sign a repayment agreement to repay to USAID any amounts paid by the insurance carrier(s).

ATTACHMENT 2

APPD 15-02 LEAVE AND HOLIDAYS

(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.

(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) 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 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.

(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.

(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]

ATTACHMENT 3

FAR 52.222-50 COMBATING TRAFFICKING IN PERSONS (FEB 2009).

(a) *Definitions.* As used in this clause—

“Coercion” means—

- (1) Threats of serious harm to or physical restraint against any person;
- (2) Any scheme, plan, or pattern intended to cause a person to believe that failure to perform an act would result in serious harm to or physical restraint against any person; or
- (3) The abuse or threatened abuse of the legal process.

“Commercial sex act” means any sex act on account of which anything of value is given to or received by any person.

“Debt bondage” means the status or condition of a debtor arising from a pledge by the debtor of his or her personal services or of those of a person under his or her control as a security for debt, if the value of those services as reasonably assessed is not applied toward the liquidation of the debt or the length and nature of those services are not respectively limited and defined.

“Employee” means an employee of the Contractor directly engaged in the performance of work under the contract who has other than a minimal impact or involvement in contract performance.

“Forced Labor” means knowingly providing or obtaining the labor or services of a person—

- (1) By threats of serious harm to, or physical restraint against, that person or another person;
- (2) By means of any scheme, plan, or pattern intended to cause the person to believe that, if the person did not perform such labor or services, that person or another person would suffer serious harm or physical restraint; or
- (3) By means of the abuse or threatened abuse of law or the legal process.

“Involuntary servitude” includes a condition of servitude induced by means of—

- (1) Any scheme, plan, or pattern intended to cause a person to believe that, if the person did not enter into or continue in such conditions, that person or another person would suffer serious harm or physical restraint; or
- (2) The abuse or threatened abuse of the legal process.

“Severe forms of trafficking in persons” means—

- (1) Sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in

which the person induced to perform such act has not attained 18 years of age; or
(2) The recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

“Sex trafficking” means the recruitment, harboring, transportation, provision, or obtaining of a person for the purpose of a commercial sex act.

(b) *Policy.* The United States Government has adopted a zero tolerance policy regarding trafficking in persons. Contractors and contractor employees shall not—

- (1) Engage in severe forms of trafficking in persons during the period of performance of the contract;
- (2) Procure commercial sex acts during the period of performance of the contract; or
- (3) Use forced labor in the performance of the contract.

(c) *Contractor requirements.* The Contractor shall—

- (1) Notify its employees of—
 - (i) The United States Government’s zero tolerance policy described in paragraph (b) of this clause; and
 - (ii) The actions that will be taken against employees for violations of this policy. Such actions may include, but are not limited to, removal from the contract, reduction in benefits, or termination of employment; and
- (2) Take appropriate action, up to and including termination, against employees or subcontractors that violate the policy in paragraph (b) of this clause.

(d) *Notification.* The Contractor shall inform the Contracting Officer immediately of—

- (1) Any information it receives from any source (including host country law enforcement) that alleges a Contractor employee, subcontractor, or subcontractor employee has engaged in conduct that violates this policy; and
- (2) Any actions taken against Contractor employees, subcontractors, or subcontractor employees pursuant to this clause.

(e) *Remedies.* In addition to other remedies available to the Government, the Contractor’s failure to comply with the requirements of paragraphs (c), (d), or (f) of this clause may result in—

- (1) Requiring the Contractor to remove a Contractor employee or employees from the performance of the contract;
- (2) Requiring the Contractor to terminate a subcontract;
- (3) Suspension of contract payments;
- (4) Loss of award fee, consistent with the award fee plan, for the performance period in which the Government determined Contractor non-compliance;

(5) Termination of the contract for default or cause, in accordance with the termination clause of

this contract; or

(6) Suspension or debarment.

(f) *Subcontracts*. The Contractor shall include the substance of this clause, including this paragraph (f), in all subcontracts.

(g) *Mitigating Factor*. The Contracting Officer may consider whether the Contractor had a Trafficking in Persons awareness program at the time of the violation as a mitigating factor when determining remedies. Additional information about Trafficking in Persons and examples of awareness programs can be found at the website for the Department of State's Office to Monitor and Combat Trafficking in Persons at <http://www.state.gov/g/tip>.