



USAID | EAST AFRICA

FROM THE AMERICAN PEOPLE

September 17, 2008

SOLICITATION NUMBER: USAID-EA- 623 -08-079
ISSUANCE DATE: September 17, 2008
CLOSING DATE/TIME: November 1, 2008, 4.00PM Nairobi, Kenya Time

Subject: Solicitation for U.S. Citizen Personal Services Contractor (USPSC) – PEPFAR Coordinator for USG PEPFAR program in (DRC) in Democratic Republic of Congo

The United States Government, represented by the U.S. Agency for International Development (USAID), requests applications from qualified U.S. Citizens interested in providing PSC services as described in the attached solicitation. Submittals shall be in accordance with the attached information at the place and time specified in this document.

1. Position: DRC Interagency PEPFAR Coordinator
2. The salary grade for the position : GS-14
3. Salary range (\$81,093-\$105,420) P.A
4. The duration of this contract will be **two years** with an option to **renew for up to three additional years** based on continuing need for the position and availability of funds.
5. Place of Performance: Kinshasa, DRC.
6. Benefits and allowances: As a matter of policy and as appropriate, a USPSC is normally authorized benefits and allowances in accordance with the AIDAR appendix D and A.

Benefits:

- FICA Contribution
- Contribution towards Health and Life Insurance
- Pay Comparability Adjustment
- Eligibility for worker's Compensation.
- Annual & Sick Leave
- Access to Embassy medical facilities, commissary and pouch mail service as per post policy.
- Annual increase with satisfactory performance evaluation.

Allowances:

If applicable as found in the standard regulations (Government civilian foreign areas) sections cited below and AIDAR.

- Temporary Lodging allowances (Section 20).
- Living Quarters allowance (Section 130)
- Post Allowance (Section 220)
- Supplemental Post Allowance (Section 230)
- Post differential (Chapter 500).
- Payments during evaluation/authorized departure (Section 600)
- Danger pay (section 650)
- Allowance (section 270)
- Separate Maintenance allowance (Section 260)
- Travel (Section 280)
- Air or ocean freight, Shipment of POV and storage.
- Housing
- Motor Pool: Use of motor pool is permitted in accordance with applicable Mission Policy.

USPSCs are required to pay FICA, Medicare and federal income taxes in accordance with the applicable federal laws and regulations.

Kindly submit:

1. Your most current curriculum vitae or resume.
2. Signed form OF-612, Optional Application for Federal Employment. (See attached)
3. Contractor Employee Biographical Data Sheet (AID 1420-17). (See attached)
4. Three references, who are not family members or relatives, with telephone and email contacts.
5. Cover letter stating period of availability for work in DRC.

The CV/resume must contain sufficient relevant information to evaluate the application. The references must be able to provide substantive information about your past performance and abilities. USAID/EA reserves the right to obtain from previous employers relevant information concerning the past performance and may consider such information in its evaluation.

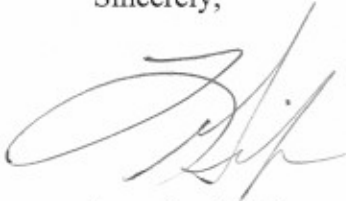
If you are selected for this position you must be available to start work on /about December 1, 2008. This availability shall be indicated in your cover letter. Please submit your application by e-mail, at: lgilpin@usaid.gov, and a copy to mawambugu@usaid.gov by the closing date and time.

Form OF 612 and Contractor Employee Biographical Data Sheet (AID 1420-17) must be signed and if submitted unsigned it will be rejected. Scan copies are accepted by e-mail

Please provide your current full mailing address with telephone and email address in the application.

USAID/East Africa anticipates awarding one (1) Personal Services Contract as a result of this solicitation. This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any costs incurred in the preparation and submission of the application.

Sincerely,

A handwritten signature in black ink, appearing to read 'L. Gilpin', written in a cursive style.

Lauralea Gilpin
Regional Contracting Officer

Attachment: Solicitation Statement of work with detailed selection criteria

Attachments:

1. Statement of Work
2. AID 1420-17
3. OF-612 AID

Terms of Reference for DRC Interagency Coordinator for President's Emergency Plan for AIDS Relief (PEPFAR)

Background

The PEPFAR initiative is the largest commitment given by a nation toward an international health initiative for a single disease. It is a five-year, \$15 billion, recently reauthorized for another 5 years, multifaceted approach to combating the disease in more than 100 countries around the world. The strategy places an intensified approach on 15 focus countries in Africa, the Caribbean and Asia that represent approximately half the world's infections. The goal of PEPFAR is to treat 2 million HIV-infected individuals, prevent 7 million new infections and to provide care and support for 10 million HIV-infected individuals and orphans. In DRC, PEPFAR is implemented by four US government agencies: the US Department of State (DOS), the US Agency for International Development (USAID), the Department of Health and Human Services (Centers for Disease Control and Prevention), and the Department of Defense (DOD).

Scope of work for the PEPFAR Co-coordinator

General Principles

- The incumbent is the primary point of contact with the Office of the Global AIDS Coordinator and is the coordinator of activities related to the US President's Emergency Plan for AIDS Relief (the Emergency Plan/PEPFAR) in the Country. The PEPFAR Coordinator plays a critical role in facilitating the planning, implementation, and reporting of program performance of inter-agency programs. The role of the Coordinator is becoming more essential as the size and complexity of the program grows.
- The Ambassador heads the in-country PEPFAR program.
- The Coordinator is a facilitator, a communicator, and at times, a negotiator. The Coordinator is, in general, not a technical director, although the Coordinator may be expected on occasion to ensure follow-up on implementation of technical recommendations based on the Country Operational Plan (COP) and other performance review information.
- When delegated this authority by the Ambassador, the Coordinator may represent PEPFAR with external partners including government, press, and others.
- Agency leads are also be expected to play a role in public diplomacy, subject to guidance of the Ambassador.
- The Country Team has established a management interagency working group comprising agency leads (who may be heads of agencies or of technical offices depending on agency preference). The relationship between the management-working group, the Coordinator, and the Ambassador/Deputy Chief of Mission (DCM) will develop according to country needs. While there may be some exceptions based on the determination of the Ambassador, the norm is that the Coordinator will be accountable to the Ambassador to ensure this group is established, has an agenda, agreed upon decision-making process and is achieving objectives.
- Leadership of Technical Working Groups (TWGs) will rotate periodically, and is seen as an opportunity to promote Foreign Service National (FSN) leadership where appropriate. The management-working group may delegate coordination of TWGs, but in general, the

in-country TWGs report directly to a management oversight group. While there may be some exceptions based on the determination of the Ambassador, the norm is that the Coordinator, in collaboration with Agency leads, will be accountable to ensure that these groups are established, have an agenda and are achieving objectives.

- Agency leads should be copied on communications between the Coordinator and TWGs or staff as well as on substantive communications between the Coordinator and the core team lead in headquarters. This procedure is essential to retain trust and respect between agency leads and the Coordinator. In addition, it is critical that the Coordinator be copied on internal agency communication related to matters of PEPFAR program strategy, implementation, and management and staffing, as appropriate.
- The Coordinator may represent the inter-agency working group at official meetings if so delegated by the DCM and participating agency leads. When the Coordinator meets with host country Government (“host Government”) counterparts, s/he should include agency leads or, if not possible, consult with agency leads.
- The Coordinator is the lead for the COP, Semi-Annual Performance Review (SAPR), and Annual Performance Review (APR) development.
- The Coordinator is responsible for ensuring that reports are submitted to Washington in time, for organizing the logistical arrangements for inter-agency work, and for keeping agencies on task for inter-agency efforts.

PRINCIPAL RESPONSIBILITIES INCLUDE:

- Liaison with the Office of the Global AIDS Coordinator (OGAC) through the respective country Core Team lead and members named by OGAC.
- Liaison with interested/affected units at the Embassy to ensure that the Chief of Mission (COM)/DCM, Agency heads and others are well apprised of key PEPFAR accomplishments, challenges, and timelines.
- Liaison with named representatives (agency leads) of the USG PEPFAR implementing agencies, (i.e., the CDC, USAID, DOD) to ensure critical communication between and among agencies, including action requests, and policy guidance from OGAC.
- Together, with Agencies, coordinates liaison with specific and agreed-upon host Government ministries/offices to promote maximum collaboration between the host Government HIV/AIDS programs and those being planned and implemented by USG agencies and their partners.
- Supporting representational activities by the following illustrative examples:
 - With participating USG agency input, preparing speeches for delivery by the COM/DCM and requested background materials for public as well as sensitive diplomatic events;
 - With participating USG agency input, preparing written materials in collaboration with the Public Affairs Office (PAO) and relevant USG agency communications offices, including press releases and Op-Ed materials for local and international media;

- With participating USG agency input, supporting Congressional visits, PEPFAR Deputy Principal Visits, and visits by international dignitaries.
- Facilitating the development and implementation of a unified PEPFAR program, which includes the planning and production of the annual COP, that capitalizes on the comparative advantages and competencies of participating USG agencies, achieves maximum results related to the PEPFAR “12-12-10.5” targets and the host Government’s National Strategic Plan on HIV/AIDS, and is optimally responsive to the needs of the respective host country’s citizens infected and/or affected by HIV.
- Ensuring the coordinated development and distribution of all PEPFAR reporting, including the semi-annual and annual progress report (SAPR and APR) development
- Ensure that COM/DCM and other interested/affected units at the Embassy are apprised of key PEPFAR developments and timelines

DUTIES INCLUDE BUT ARE NOT LIMITED TO:

- Organizing, disseminating and retaining records of regular and ad hoc meetings of the DRC PEPFAR Team
- Organizing, disseminating and retaining records of regular communications with OGAC core team and related participating agency staff.
- Facilitating meetings, as well as disseminating and retaining records of meetings with the technical working groups.
- Serve as secretariat for USG/ Government of DRC meetings related to PEPFAR.
- Coordinating and facilitating the development of the country operational plan including identification and facilitation of technical assistance from the OGAC core team and other international staff, and liaising with the Strategic Information coordinator to facilitate completion of reports and other key PEPFAR documents.
- Facilitating and ensuring timely financial and programmatic reporting by all participating USG agencies and their implementing partners
- Working with the Public Affairs Officer/Public Diplomacy Office and technical staff to prepare and disseminate periodic internal and external updates/status reports on PEPFAR in DRC. Internal audiences shall be limited to USG participants, including participating USG agency HQ. External audiences may include Government partners, non-governmental implementing partners, and local and international media and the general public
- Facilitating interagency and Washington clearance for TDY scopes of work and technical staff selection and promoting interagency benefit from TDYs whenever possible and appropriate.
- Supporting efforts by USG implementing agencies to recruit, qualify, and successfully engage new, especially indigenous, partners in PEPFAR activities.
- Government partners and stakeholders, non-governmental implementing partners, and less frequently the host country’s media and the general public.
- Supervising non-direct hire staff in the Coordination Office deemed essential to effective coordination of the PEPFAR program.

- Ensure the development, support and leadership of PEPFAR Team technical working groups as appropriate to need
- Other duties as assigned.

SUPERVISION AND EVALUATION OF PERFORMANCE

Supervision

First-line supervision of this position is assigned to the DCM. As such, the incumbent represent the DCM or Ambassador in sensitively and collaboratively managing the complex processes associated with planning for, implementing, and monitoring the results of the Emergency Plan across the participating USG implementing agencies. The employing agency, or its agent, will manage administrative requirements (personnel files, payroll, etc.) The Coordinator will supervise the non-direct hire staff in the Coordinator's office. The composition, roles, responsibilities, and position grades of the office staff will be determined through the interagency working group.

Evaluation of performance

In addition to the personnel evaluation procedures of the employing agency and its agent, the DCM will obtain a "360 degree" evaluation seeking the perspectives, at least annually, of: at least one representative of each USG implementing agency; directly supervised staff involved in coordinating the Emergency Plan in the host country; and key host government interlocutors. The results of the "360 degree" evaluation will be shared with both the Country Coordinator and the Ambassador and will serve as the basis for determining whether the Coordinator's terms of employment is renewed.

PHYSICAL DEMANDS AND LOGISTICAL ARRANGEMENTS

The work is generally sedentary and does not pose undue physical demands. The position provides for USG provision of office space, telephone, fax, and email as well as travel, lodging and transportation reimbursement when undertaken for official purposes.

WORK ENVIRONMENT AND TRAVEL

Work is primarily performed in an office setting within USG offices in Kinshasa, DRC. Temporary duty travel to the United States or elsewhere may be required as part of the duties of this position. The Contractor is expected to travel within DRC as required to meet the responsibilities of the position inclusive of:

- Travel as required in preparation for and to accompany, the Ambassador, DCM, USG officials or other visitors as required.
- Travel to and participate in meetings or appropriate workshops.

START DATE: Immediately, once necessary security and health clearances are obtained.

MINIMUM QUALIFICATIONS AND PROFESSIONAL ATTRIBUTES

To be considered for this position the applicant must meet the following minimum qualifications:

- Hold United States citizenship.
- Able to obtain USG medical & security clearances.
- Hold an advanced degree (Masters or higher) in a relevant professional discipline such as Public Policy, Public Health, Administration or an undergraduate degree and at least 7 years of progressively more senior experience managing HIV/AIDS, health or other development programs, preferably in a developing country context. . Work experience may be substituted for educational requirement.
- Have at least seven years of proven experience working with large, complex international or domestic Health and/or HIV/AIDS programs.
- Demonstrated ability to develop and coordinate implementation of detailed work plans/timelines for major time-sensitive and complex work projects that are dependent on contributions from multiple US government agencies and dozens of individuals.
- Fluent French (speaking/reading), minimum 3/3. Level 5 English written and spoken required.
- Familiarity with USG (e.g. CDC or USAID) administrative, management, and reporting procedures & systems.
- Strong communication skills: adeptness at conveying information to the COM, to agencies, local and international partners and to OGAC
- Strong organizational skills: ability to keep track of a large amount of data and manage complex interagency planning and reporting processes.
- Available and willing to commit to the contract performance period of 24 Months

Professional Attributes:

The successful applicant for this position will have:

- Highly effective interpersonal skills.
- Demonstrated ability to mediate interagency conflicts and facilitate consensus decisions on complex technical, programmatic, strategic, and financial issues.
- Strong capacity to multi-task; including managing, prioritizing, and fulfilling competing demands in real time.
- Additional key attributes essential for an effective Coordinator include:
 1. Communication skills: adeptness at conveying information to the COM, to agencies, local and international partners, and to OGAC.
 2. Organizational skills: ability to keep track of a large amount of data and manage complex interagency planning and reporting processes.

3. Leadership skills: ability to empower PEPFAR team members to apply available resources and expertise to addressing the local epidemic.
4. Cross-cultural sensitivity and awareness.

SELECTION FACTORS:

To be considered for this position, applicants must meet the minimum qualifications noted above. For those who do, further consideration and selection will be based on panel assessment of the Selection Criteria listed below.

Applicants are required to address each of the Selection Criteria on a separate sheet describing specifically and accurately what experience, training, education, and/or awards or recognition they have received relevant to each criteria described below, and any related considerations. Be sure to include your name and the announcement number at the top of each additional page. Candidates will be evaluated and ranked based on the following selection criteria to a maximum score of 100 points:

A. EDUCATION (15 points):

A master's degree in international public health, social sciences, or other health care development related field is required. Applicants will be evaluated on the relevance of their educational accomplishments to the functional responsibilities of the position.

B. WORK AND PROFESSIONAL EXPERIENCE (35 Points):

At least seven (7) or more years of progressively responsible professional-level experience developing, implementing and managing public health and/or HIV/AIDS programs and services is required. Work experience at a senior policy level with success in leading the development and implementation of successful Health and/or HIV/AIDS policies and programs is required. Project Management and Coordination experience in developing countries is highly desirable. Professional experience working on HIV/AIDS issues in Africa is preferred along with a good understanding of African social, cultural, and political contexts. Experience working with U.S. government programs and systems preferred.

C. KNOWLEDGE, SKILLS AND ABILITIES (40 Points):

Excellent interpersonal and communication skills, tact, and diplomacy are required to establish and maintain a wide range of senior-level and working-level contacts. Ability to work effectively within team and interagency environments, and to coordinate with others. Demonstrated ability to develop and coordinate implementation of detailed work plans/timelines for major time sensitive and complex work projects that are dependent on contributions from multiple US government agencies and dozens of individuals. Strong management and analytical skills are required. Financial management and administrative skills used to track the performance of implementing partners are also required. The ability to interpret regulatory directives and related guidance. The ability to organize and present information and to draft clear, concise documents.

Computer literacy, including ease and skill in using word-processing, email, spreadsheet, and presentation software, and use of the Internet for professional purposes.

D. LANGUAGE (10 Points):

Excellent oral French and written and oral English language communications skills required. Fluent French (speaking/reading), minimum 3/3, required. Level 5 English written and spoken required.

Maximum Evaluation Score: 100



CONTRACTOR EMPLOYEE BIOGRAPHICAL DATA SHEET

1. Name (Last, First, Middle)		2. Contractor's Name	
3. Employee's Address (include ZIP code)		4. Contract Number	5. Position Under Contract
		6. Proposed Salary	7. Duration of Assignment
8. Telephone Number (include area code)	9. Place of Birth	10. Citizenship (If non-U.S. citizen, give visa status)	

11. Names, Ages, and Relationship of Dependents to Accompany Individual to Country of Assignment

12. EDUCATION (include all college or university degrees)				13. LANGUAGE PROFICIENCY (see Instruction on Page 2)		
NAME AND LOCATION OF INSTITUTION	MAJOR	DEGREE	DATE	LANGUAGE	Proficiency Speaking	Proficiency Reading
					2/S	2/R
					2/S	2/R
					2/S	2/R

14. EMPLOYMENT HISTORY

1. Give last three (3) years. List salaries separate for each year. Continue on separate sheet of paper if required to list all employment related to duties of proposed assignment.
2. Salary definition – basic periodic payment for services rendered. Exclude bonuses, profit-sharing arrangements, commissions, consultant fees, extra or overtime work payments, overseas differential or quarters, cost of living or dependent education allowances.

POSITION TITLE	EMPLOYER'S NAME AND ADDRESS POINT OF CONTACT & TELEPHONE #	Dates of Employment (M/D/Y)		Annual Salary
		From	To	Dollars

15. SPECIFIC CONSULTANT SERVICES (give last three (3) years)

SERVICES PERFORMED	EMPLOYER'S NAME AND ADDRESS POINT OF CONTACT & TELEPHONE #	Dates of Employment (M/D/Y)		Days at Rate	Daily Rate In Dollars
		From	To		

16. CERTIFICATION: To the best of my knowledge, the above facts as stated are true and correct.

Signature of Employee	Date
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17. CONTRACTOR'S CERTIFICATION (To be signed by responsible representative of Contractor)

Contractor certifies in submitting this form that it has taken reasonable steps (in accordance with sound business practices) to verify the information contained in this form. Contractor understands that USAID may rely on the accuracy of such information in negotiating and reimbursing personnel under this contract. The making of certifications that are false, fictitious, or fraudulent, or that are based on inadequately verified information, may result in appropriate remedial action by USAID, taking into consideration all of the pertinent facts and circumstances, ranging from refund claims to criminal prosecution.

Signature of Contractor's Representative	Date
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INSTRUCTION

Indicate your language proficiency in block 13 using the following numeric Interagency Language Roundtable levels (Foreign Service Institute Levels). Also, the following provides brief descriptions of proficiency levels 2, 3, 4, and 5. "S" indicates speaking ability and "R" indicates reading ability. For more in-depth description of the levels refer to USAID Handbook 28 or superseding policy directive.

2. Limited working proficiency

S Able to satisfy routine special demands and limited work requirements.

R Sufficient comprehension to read simple, authentic written material in a form equivalent to usual printing or typescript on familiar subjects within familiar contexts.

3. General professional proficiency

S Able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations on practical, social, and professional topics.

R Able to read within a normal range of speed and with almost complete comprehension of a variety of authentic prose material on unfamiliar subjects.

4. Advanced professional proficiency

S Able to use the language fluently and accurately on all levels normally pertinent to professional needs.

R Able to read fluently and accurately all styles and forms of the language pertinent to professional needs.

5. Functional native proficiency

S Speaking proficiency is functionally equivalent to that of a highly articulate well-educated native speaker and reflects the cultural standards of a country where the language is natively spoken.

R Reading proficiency is functionally equivalent to that of the well-educated native reader.

PAPERWORK REDUCTION ACT INFORMATION

The information requested by this form is necessary for prudent management and administration of public funds under USAID contracts. The information helps USAID estimate overseas logistic support and allowances, the educational information provides an indication of qualifications, the salary information is used as a means of cost monitoring and to help determine reasonableness of proposed salary.

PAPERWORK REDUCTION ACT NOTICE

Public reporting burden for this collection of information is estimated to average thirty minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to:

United States Agency for International Development
Office of Acquisition and Assistance
Policy Division (M/OAA/P)
Washington, DC 20523-7100;

and

Office of Management and Budget
Paperwork Reduction Project (0412-0520)
Washington, DC 20503

OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT - OF 612

Form Approved
OMB No. 3206-0219

Section A - Applicant Information

Use Standard State Postal Codes (abbreviations). If outside the United States of America, and you do not have a military address, type or print "OV" in the State field (Block 6c) and fill in the Country field (Block 6e) below, leaving the Zip Code field (Block 6d) blank.

1. Job title in announcement		2. Grade(s) applying for		3. Announcement number	
4a. Last name		4b. First and middle names		5. Social Security Number	
6a. Mailing address				7. Phone numbers (include area code if within the United States of America)	
				7a. Daytime	
6b. City		6c. State	6d. Zip Code	7b. Evening	
6e. Country (if not within the United States of America)					
8. Email address (if available)					

Section B - Work Experience

Describe your paid and non-paid work experience related to the job for which you are applying. Do not attach job description.

1. Job title (if Federal, include series and grade)					
2. From (mm/yyyy)		3. To (mm/yyyy)		4. Salary per \$	
				5. Hours per week	
6. Employer's name and address				7. Supervisor's name and phone number	
				7a. Name	
				7b. Phone	
8. May we contact your current supervisor? Yes <input type="checkbox"/> No <input type="checkbox"/> If we need to contact your current supervisor before making an offer, we will contact you first.					
9. Describe your duties, accomplishments and related skills (if you need to attach additional pages, include your name, address, and job announcement number)					

Section C - Additional Work Experience

1. Job title (if Federal, include series and grade)					
2. From (mm/yyyy)		3. To (mm/yyyy)		4. Salary per \$	
				5. Hours per week	
6. Employer's name and address				7. Supervisor's name and phone number	
				7a. Name	
				7b. Phone	
8. May we contact your current supervisor? Yes <input type="checkbox"/> No <input type="checkbox"/> If we need to contact your current supervisor before making an offer, we will contact you first.					
9. Describe your duties, accomplishments and related skills (if you need to attach additional pages, include your name, address, and job announcement number)					

Section D - Education

Upon request from the employing Federal agency, you must provide documentation or proof that your degree(s) is from a school accredited by an accrediting body recognized by the Secretary, U. S. Department of Education, or that your education meets the other provisions outlined in the OPM Operating Manual. It will be your responsibility to secure the documentation that verifies that you attended and earned your degree(s) from this accredited institution(s) (e.g., official transcript). Federal agencies will verify your documentation.

For a list of postsecondary educational institutions and programs accredited by accrediting agencies and state approval agencies recognized by the U.S. Secretary of Education, refer to the U.S. Department of Education Office of Postsecondary Education website at <http://www.ope.ed.gov/accreditation/>.

For information on Educational and Training Provisions or Requirements, refer to the OPM Operating Manual available at <http://www.opm.gov/qualifications/SEC-II/s2-e4.asp>.

Do not list degrees received based solely on life experience or obtained from schools with little or no academic standards.

1. Last High School (HS)/GED school. Give the school's name, city, state, ZIP Code (if known), and year diploma or GED received:

2. Mark highest level completed: Some HS HS/GED Associate Bachelor Master Doctoral

3. Colleges and universities attended.

Do not attach a copy of your transcript unless requested.

Total Credits Earned
Semester Quarter

Major(s)

Degree (if any),
Year Received

3a. Name

City State Zip Code

3b. Name

City State Zip Code

3c. Name

City State Zip Code

Section E - Other Education Completed

Do not list degrees received based solely on life experience or obtained from schools with little or no academic standards.

Section F - Other Qualifications

License or Certificate

Date of Latest License or Certificate

State or Other Licensing Agency

1f.

2f.

Section G - Other Qualifications

Job-related training courses (give title and year). Job-related skills (other languages, computer software/hardware, tools, machinery, typing speed, etc.).

Job-related honors, awards, and special accomplishments (publications, memberships in professional/honor societies, leadership activities, public speaking, and performance awards). Give dates, but do not send documents unless requested.

Section H - General

1a. Are you a U.S. citizen? Yes No → 1b. If no, give the Country of your citizenship

2a. Do you claim veterans' preference? Yes No → If yes, mark your claim of 5 or 10 points below.

2b. 5 points → Attach your *Report of Separation from Active Duty* (DD 214) or other proof.

2c. 10 points → Attach an *Application for 10-Point Veterans' Preference* (SF 15) and proof required.

3. Check this box if you are an adult male born on or after January 1st 1960, and you registered for Selective Service between the ages of 18 through 25 →

4. Were you ever a Federal civilian employee? Yes No → If yes, list highest civilian grade for the following:

4a. Series

4b. Grade

4c. From (mm/yyyy)

4d. To (mm/yyyy)

5a. Are you eligible for reinstatement based on career or career-conditional Federal status? Yes No

If requested in the vacancy announcement, attach *Notification of Personnel Action* (SF 50), as proof.

5b. Are you eligible under the ICTAP*? Yes No

*ICTAP (Interagency Career Transition Assistance Plan): A participant in this plan is a current or former federal employee displaced from a Federal agency. To be eligible, you must have received a formal notice of separation such as a RIF separation notice. If you are an ICTAP eligible, normally you will be provided priority consideration for vacancies within your commuting area for which you apply and are well qualified.

Section I - Applicant Certification

I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete, and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me or for firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.

1a. Signature

1b. Date (mm/dd/yyyy)