

You have received this “Personal Services Contractor (PSC)” solicitation through the Federal Business Opportunities System (FBO) at website www.fbo.gov. If you have any questions regarding this PSC you may contact the USAID Official named in the cover letter of this solicitation. If you are not using Microsoft Word to view this document, you will have to save the document in the format of the word processor that you are using in order to view and print any standard forms. The number of pages contained in this electronic copy may not exactly correspond to the hard paper copy, although generally all the information is contained herein.

This Agency is not responsible for any data/text that may not be received when retrieving this document electronically. It is the applicant's responsibility to monitor the website to be cognizant of any amendments to the solicitation. Amendments to solicitation documents generally contain information critical to the submission of an application. Amendments will be posted to the FBO website.

ISSUANCE DATE: Thursday, September 4, 2008
CLOSING DATE: Thursday, September 16, 2008
CLOSING TIME: 12:00 PM EST

Subject: Solicitation # SOL-OAA-2008-1004
Solicitation for U.S. Personal Service Contractor for an Acquisition and Assistance Analyst (GS-13 equivalent)
USAID/Washington, D.C.

Ladies and Gentlemen:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified U.S. citizens interested in providing personal services under a Personal Services Contract (PSC) described in the attached solicitation.

Submittals shall be in accordance with the attached information at the place and time specified. In order to be considered for the position a candidate must meet the Selection Factors listed in the solicitation. Consideration and selection will be based on a panel evaluation of the applications in accordance with the Evaluative Factors listed in the solicitation. Resumes may be attached to the Application Form, OF-612 and applicants are encouraged to write a brief appendix to demonstrate how prior experience and/or training address the Evaluative Factors. The OF-612 can be downloaded from: www.usaid.gov/forms/.

Applicants are required to sign the certification at the end of the OF-612. Applications that are received without a signature will not be considered for the position.

Applicants are responsible for submitting the OF-612 and a minimum of three/maximum of five references, so as to reach the Government office designated in the solicitation by the closing date and time specified above whether submitted by courier, overnight mail services, or e-mail. An application received after the closing date and time will be considered late, unless there is acceptable evidence to establish that it was received by the Government installation prior to the time and date specified in the solicitation.

Any questions as well as submission of applications in response to this solicitation must be directed to:

Tameka Laws, Contract Specialist
US Agency for International Development
Office of Acquisition and Assistance
M/OAA/GRO/ALPS, RRB 7.09-104
Ronald Reagan Building
1300 Pennsylvania Ave., NW
Washington, DC 20523

Telephone: 202-712-0524
Fax: 202-216-3396
E-mail: TLaws@usaid.gov

Applicants that submit their applications by E-mail without an electronic signature must send a fax or scanned copy of the signature page in order for their application to be considered for this position.

Applicants should retain for their records copies of all enclosures which accompany their applications.

Please refer any questions concerning this solicitation to Tameka Laws by email at TLaws@usaid.gov before 3:00 P.M. September 10, 2008.

This solicitation does not represent a commitment on behalf of USAID. The U.S. Government is not obligated to make an award or to pay for any costs associated with the preparation and submission of a proposal in response to this solicitation.

Sincerely,

Marjan Zanganeh
Contracting Officer

SOLICITATION NUMBER: SOL-OAA-2008-1004

ISSUANCE DATE: Thursday, September 4, 2008

CLOSING DATE/TIME: Thursday, September 16, 2008

POSITION TITLE: Acquisition and Assistance Analyst (GS-13 equivalent)

MARKET VALUE: GS-13 Equivalent (\$82,961- \$107,854 per annum inclusive of Washington D.C. locality pay). The final compensation will be negotiated within the listed market value based on the successful candidate's salary history, work experience and educational background. Candidates who live outside the Washington, D.C area will be considered for this contract, but relocation expenses will not be reimbursed.

PLACE OF PERFORMANCE: Washington, D.C. U.S.A.
(Overseas travel may be required.)

PERIOD OF PERFORMANCE: Two year base period with option to extend for three additional one-year periods.

AREA OF CONSIDERATION: U.S. Citizens

SECURITY ACCESS LEVEL: Secret

POSITION DESCRIPTION: See below

ACQUISITION AND ASSISTANCE CAREER COORDINATOR

I. BACKGROUND:

The Office of Acquisition and Assistance (M/OAA) is located in the Management Bureau of USAID. It consists of the Director's Office in addition to eight divisions: Evaluation, Policy, Contract Audit and Support, Transportation, Global Health, Democracy, Conflict and Humanitarian Assistance, GDA, Regional Bureaus and Others, and Economic Growth and Trade. With more than 150 positions in Washington and more than 90 missions overseas, M/OAA is constantly managing disputes and inquiries as well as improvements relating to the acquisition and assistance system (policies and procedures).

II. BASIC FUNCTION OF THE POSITION:

The U.S. Agency for International Development procures technical assistance services and supports development programs that implement its foreign assistance programs through contracts and grants (acquisition and assistance) awards. Since 2001, USAID's procurement workloads have increased exponentially in dollar value and actions, from around \$3 billion to the present \$10 billion, without a corresponding increase in experienced workforce. Based on the joint USAID-State Strategic Plan, this growth will continue even assuming that world events stabilize. Given this growth and inexperienced workforce it is important to ensure that the Agency stakeholders have a forum to voice concerns and resolve disagreements at the lowest level possible. This function is accomplished through the Acquisition and Assistance Ombudsman Office who ensures that Agency personnel employ business practices that are consistent with Federal and Agency policies and procedures.

The incumbent of this position serves as an Acquisition and Assistance (A&A) Analyst in the Office of Acquisition and Assistance, Bureau for Management, Ombudsman's Office which functions as a liaison for the public and in an advisory capacity to OAA senior management. The purpose of this position is to assist the Senior A&A Procurement Analyst serving as Ombudsman in the formulation and development of recommendations for new or revised Agency policies and procedures for USAID acquisition and assistance systems concerning all types of Agency A&A actions to include contracts, grants, cooperative agreements, interagency agreements and simplified acquisition.

The successful candidate will provide advice, assistance and support on an ongoing basis to the Senior A&A Analyst and will complete special projects, policy analysis and research related to A&A issues as requested by the Senior A&A Analyst.

III. DUTIES AND RESPONSIBILITIES:

The incumbent will:

1. Assist in the formulation and development of recommendations for new or revised Agency policies and procedures for USAID A&A systems, including the current A&A module of the Global Acquisition System (GLAS) and related systems.
2. Reviews legislative changes for effect on the acquisition and assistance process and make corresponding recommendations to the Senior A&A Analyst.
3. Participates in both informal and structured analyses of Agency's A&A business practices on a periodic basis. These analyses include coordination with a wide variety of individuals and/or offices involved in the A&A process (e.g. technical officers, financial managers, budget officers, contracting officers, negotiators, etc) to provide or upgrade solutions to improve efficiency and work flow in the A&A process.
4. Participate in reviews and creation of draft documents and/or proposes revisions to existing detailed business requirements and specifications for implementation of A&A rules and regulations for USAID's A&A systems.
5. Respond to oral, telephonic, written and electronic mail inquiries pertaining to A&A issues, which require a technically authoritative response based upon extensive technical knowledge, since there is often little time for research.
6. As requested, serve as the alternate to the Senior A&A Analyst on inter-agency and intra-agency working groups and committees, including those sponsored by the Office of Management and Budget (OMB), General Services Administration (GSA) and other executive branch departments and agencies.
7. Prepare position papers and/or briefings regarding A&A automation policies and procedures and A&A business requirements for review by the Senior A&A Analyst. Reviews A&A and other related business area documents and propose comments and A&A input on behalf of the Senior A&A Analyst.

The successful candidate will work independently but in close coordination with the Senior A&A Analyst. Work assignments will be in terms of overall objectives and resources available with limited direction and details. The successful candidate is independently responsible for carrying out the work, in

close coordination with the A&A Senior Analyst, and advising him/her informally of progress and potential problems.

Other Significant Facts:

Performs other duties as assigned. All actions of the Acquisition and Assistance Analyst will be subject to review and final approval of the Senior A&A Analyst or the Director of M/OAA,.

Scope and Effect

The purpose of the work is to provide assistance on all actions related acquisition and assistance matters that are within the scope of the Acquisition and Assistance Ombudsman Office.

Personal Contacts

The individual will have substantial contact with Agency employees from various business areas including legal staff, contracting officers and other acquisition and assistance personnel and technical office personnel in USAID/W and Missions as well as contacts with the public and business community. The purpose and extent of each contact is usually different, and the role and authority of each party is identified and developed during the course of the contact.

Purpose of Contacts

Contacts are usually to resolve problems, gather information informally, or work with contractors assigned to the Agency's automation effort.

Physical Demands

The work is sedentary.

Work Environment

The work is performed in an office setting.

IV. REPORTING REQUIREMENTS/SUPERVISION:

The incumbent will be supervised by the A&A Senior Analyst (Ombudsman).

The A&A Senior Analyst (Ombudsman) sets the overall objectives of the work as well as the available resources. The PSC, in consultation with the A&A Senior Analyst, develops specific objectives and priorities. The PSC independently plans and carries out the work, selecting the approaches and techniques to be used, and informs the A&A Senior Analyst of progress and significant problems. Work is evaluated on the degree to which program and regulatory requirements are met.

V. EVALUATION CRITERIA:

1. Education: (21 points)

At least a Bachelor's degree and 24 business credit hours in a relevant major listed below, is desired. However, relevant, extensive work experience, if demonstrably successful, may be substituted or be given appropriate consideration.

Relevant majors are business administration, public administration, law, banking, international affairs, procurement and contracting or finance with an emphasis on commerce, trade, and materials management.

2. Experience: (20 points)

A minimum of six years of professional experience in contracting and grant (acquisition and assistance {A&A}) functions. Demonstrated prior experience and ability to exercise independent judgment in the full range of pre and post-award responsibilities: procurement planning, solicitation, analysis and evaluation of proposals, negotiation and award of acquisition and assistance instruments, cost and price analysis, administration, termination, negotiation of changes, execution of options, investigation and resolution of contractor delays, contractor performance appraisal, subcontractor surveillance and disposition of claims.

Experience relevant to that in the scope of work is highly desirable.

3. Equally important Knowledge, Skills and Abilities: (60 points)

The successful candidate must be:

An procurement professional that has demonstrated knowledge of U.S. Government regulations and relevant work experience relating to contract and grants laws and policies, regulations, standards, guides, and procedures in the international development assistance sector, as well as a proven ability to produce documents such as solicitations, advertisements and contract or grant documents.

Skill in written and oral communication sufficient to communicate complex and difficult policy and programmatic issues and prepare clear, cogent, and coherent recommendations and guidelines, that articulate positions for acceptance by upper management and peers.

Analytical skills sufficient to evaluate laws, regulations, legal decisions, OMB guidance, internal business procedures, and management systems to effectively and substantially participate in the implementation of Agency A&A procedures and serve as an expert assistant to the Senior A&A Analyst.

Demonstrated ability to work collegially with peers and supervisors using good interpersonal skills and past performance in working effectively in a team environment is required. S/he must be able to be a neutral intermediary, adhere to confidentiality requirements, and possess high standards of ethics and professional conduct.

The ability to manage several tasks simultaneously, work effectively under pressure is required, as well as the ability to take initiative and be creative.

Versatility in the use of computers, especially Word, EXCEL and PowerPoint is a must. (10 points)

TOTAL POINTS: 100

VI. INSTRUCTION TO APPLICANTS:

(a) Interested individuals are requested to submit fully completed and hand-signed copy of an Optional Application for Federal Employment Form (OF-612) (available at the USAID website, <http://www.usaid.gov/forms/> or internet <http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?formType=ALL> or at Federal offices). Applicants should note that the salary history for the purposes of the OF-612 is the base salary paid, excluding benefits and allowances such as housing, travel, educational support, vehicle use, etc.

NOTE: Submission of a resume alone IS NOT a complete application. This position requires the completion of additional forms and/or supplemental materials as described in this section. Failure to provide the required information and/or materials will result in your not being considered for employment.

(b) Applicants must submit a current resume/curriculum vita (CV) which clearly demonstrates their education, experience, knowledge, skills and abilities as they relate to the evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria.

(c) Applicants must provide a minimum of three and a maximum of five references within the last five years of the applicant's professional life from individuals who are not family members or relatives. Three references must be from direct supervisors who can provide information regarding the applicant's knowledge of contracting work. Applicants must provide e-mail addresses and/or working telephone numbers for all references.

(d) This office must receive your application prior to the closing date and time specified in this solicitation in order for you to be considered for this position.

Please note all applications must be signed – **unsigned applications shall NOT be considered**. Please reference the solicitation number on your application, and as the subject line in any cover letter.

(e) The highest ranked applicants may be selected for an interview.

(f) Reference checks may be conducted on those candidates selected for an interview. The applicant's references must be able to provide substantive information about his/her past performance and abilities.

To ensure consideration of applications for the intended position, please reference the solicitation number on your application, and as the subject line in any cover letter.

VII. 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;
- Completed and signed Federal Form OF-612 is submitted;

- Supplemental documents, especially a resume and/or additional information addressing the Evaluation criteria, is submitted;
- Ability to obtain a “Secret” level security clearance, as provided by USAID; and
- Satisfactory verification of academic credentials.

VIII. LIST OF REQUIRED FORMS FOR PSC:

Forms outlined below can found at: <http://www.usaid.gov/forms> or at <http://www.forms.gov/bgfPortal/citizen.portal>

1. Optional Form for Federal Employment (OF 612).
2. Contractor Physical Examination (AID Form 1420-62). *
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 2 through 5 shall be completed **only** upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

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AS A MATTER OF POLICY, AND AS APPROPRIATE, A USPSC IS NORMALLY AUTHORIZED BENEFITS AND ALLOWANCES IN ACCORDANCE WITH THE AIDAR APPENDIX D.

1. BENEFITS

- Employee's FICA Contribution
- Contribution toward Health and Life Insurance
- Pay Comparability Adjustment
- Annual Increase
- Eligibility for Worker's Compensation
- Annual & Sick Leave

2. 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) and AIDAR

FEDERAL TAXES: USPSCs are required to pay Federal Income Taxes, FICA, and Medicare.

3. CONTRACT INFORMATION BULLETIN (CIBs) AND ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDS) PERTAINING TO PSCS

06-07 AIDAR, APPENDIX D: Contract Budget, Salary Determination and Salary Increases

06-03 Updated Contractor Salary Approval Threshold Policy/Procedures

06-01 Medical Evacuation Insurance

05-10 Calculation of Vacation Leave for U.S. Personal Services Contractors (USPSCs)

05-08 Personal Services Contracts – Annual Health Insurance Costs

05-02 Clarification of Policy for Personal Services Contracts with Anticipated Contract Performance periods Exceeding Five (5) Years

04-15 Cash Awards for USPSCs and TCNPSCs

04-13 Revised Procedures Allowing for Classification of U.S. personal Services Contracts positions up to the GS-15 Equivalent

01-07 Clarification of the Extension/Renewal Policy Regarding Personal Services Contracts

01-10 Revision of Medical Clearance Process - Personal Services Contracts ("PSC") with U.S. Citizens

00-08 Revision of Competitive Process - Personal Services Services Contracts ("PSCs") with U.S. Citizen

00-03 (Corrected) 1997 FICA & Medicare Tax Rates for Personal Services Contracts

99-22 PSC Policy

98-14 Change in Required Applications Form for USPSCS

98-16 Annual Salary Increases for USPSCs

98-24 Use of Compensatory (Comp) time by PSCs

97-03 New USAID Contractor Employee Physical Examination

97-17 PSC's with U.S. Citizens or US Resident Aliens recruited from the U.S.

97-16 Class Justification for Use of Other Than Full and Open competition for Personal Services Contracts with U.S. Citizens contracted locally with CCNs and TCNs subject to the Local Compensation Plan, and for overseas contracts of \$250,000 or less

96-08 Determining a Market Value for PSC Hired Under Appendix D, Handbook 14

96-19 U.S. Personal Service Contract (USPSC) Home Leave

96-23 Unauthorized Provision in Personal Services Contract

94-09 Sunday Pay for U.S. Personal Services Contractors (PSC)

93-17 Financial Disclosure Requirements under a Personal Services Contract (PSC)

FEDERAL TAXES: USPSCs are **not** exempt from payment of Federal Income taxes.

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

ATTACHMENTS

ATTACHMENT #1 – UPSC 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 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).

(End of Provision)

ATTACHMENT # 2 - BACKGROUND

On March 11, 2005, the Acting Assistant Administrator for Management sent worldwide cable 05 State 044005 to inform USAID posts that the Agency has agreed to certain conditions that will allow USPSCs to continue to have Health Unit access at U.S. Embassies overseas. As stated in the cable, the conditions are:

- (1) Appropriate Physical Examinations for Personal Service Contractors (and immediate family members if the contractor is being assigned overseas) are submitted to the Medical Clearance Division for a Determination of Medical Fitness for Overseas Location. Medical Clearance Determinations must be made prior to proceeding to post. Individuals not medically cleared cannot be eligible for the Medical Program.
- (2) The contracting (USG) agency is responsible for notifying ICASS officials to capture workload for full ICASS cost distribution.
- (3) Costs of individual medical expenses (overseas hospitalization and/or medical evacuation as recommended by Regional Medical personnel) will be direct-charged to the contracting agency (USG) for immediate payment. The contracting agency is responsible for recovering offsetting health insurance payments from their Personnel (sic) Services Contractors, as applicable.”

The cable goes on to say that USAID has already met the first two conditions, and the cable initiated compliance with the third. Ensuring that USAID's USPSCs continue to have access to U.S. Embassy Health Units where they have had access in the past is vitally important to our development mission. Further, these are the same basic conditions that apply for USAID's direct-hire Foreign Service Officers to have access to U.S. Embassy Health Units (see 16 FAM 520, Medical Expense Payment Responsibility, and 16 FAM 460, Medical Emergency Assistance (see 16 FAM, Medical and Health Program, at <http://www.foia.state.gov/REGS/fams.asp?level=2&id=59&fam=0>).

However, the AIDAR, Appendix D provisions for USPSCs do not address recovery of the costs for these payments. Although USAID has agreed to be direct-charged for these costs for its PSCs for the reason stated above, this agreement does not mean that USAID has agreed to be responsible for these costs any more than it agrees to cover these costs for its direct-hire employees. PSCs are responsible for either having adequate health insurance coverage for themselves and their authorized dependents or acknowledging that such expenses are their responsibility if they do not have medical insurance. Nothing in the above-referenced cable is intended to transfer the PSC's financial responsibility to USAID.

REMINDER: Separate from health insurance is the requirement for PSCs to purchase medical evacuation insurance (see AAPD 06-01, Medical Evacuation Insurance), although some health insurance policies may include emergency evacuation coverage. The provision in this AAPD applies to any situation in which a PSC or authorized dependent requires medical care, including emergency evacuation, and USAID is directly charged and pays for the cost.

ATTACHMENT #3 – 16 FAM 520

U.S. Department of State Foreign Affairs Manual Volume 16—Medical Program

16 FAM 520

RESPONSIBILITY FOR PAYMENT OF MEDICAL EXPENSES

(CT:MED-3; 06-30-2005) (Office of Origin: M/MED)

16 FAM 521 RESPONSIBILITY

(CT:MED-3; 06-30-2005) (Uniform/State/USAID/BBG/Commerce/Foreign Service Corps–USDA)
(Applies to Civil Service and Foreign Service Employees)

- a. Each employee and eligible family member participating in the Medical and Health Program is strongly encouraged to obtain health insurance coverage (see 16 FAM 116), whether under the Federal Employees Health Benefits Program (FEHBP) or by contract with a private insurer.
- b. When an employee or eligible family member is covered by insurance, that insurance is the primary payer for medical services provided to that employee 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 an employee or eligible family member is not covered by insurance, the employee becomes the primary payer for the total amount of medical costs incurred and the U.S. Government has no payment obligation (see paragraph e of this section).
- c. U.S. Government agencies that participate in the Department of State Medical and Health Program serve as secondary payers for medical expenses of employees and eligible family members who are covered by insurance, up to the allowable charges and within the scope of privacy policy, 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 (see 16 FAM 116);
 - (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;
 - (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.
- d. M/MED or an FSMP at post may authorize medical travel for an eligible medical program participant in accordance with the medical travel regulations (see 3 FAM 3710 et seq.).
- e. When an employee or eligible family member is not covered by primary health insurance, the employee becomes 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 an uninsured employee or eligible family member. In that case, the employee will be required to reimburse the U.S. Government in full for funds advanced by the U.S. Government pursuant to the issuance of the authorization. Reimbursement may be made directly or through payroll deductions from the employee's salary.
- f. Notwithstanding other limitations on outpatient expenses (see 16 FAM 531), M/MED may also authorize payment for the total co-payment amount of outpatient evaluation and treatment whenever the

evaluation and treatment is covered by insurance and the co-payment exceeds \$500 for a given illness, injury, or medical condition that was caused or materially aggravated by, or directly related to, duty or assignment abroad:

(1) In order to request payment, the employee must file a petition for coverage with the health unit or regional medical officer (RMO). The petition must include documentation from the local provider substantiating the costs and indicating that the treatment and evaluation are directly related to the same illness, injury, or medical condition;

(2) No payment will be made under this paragraph unless the Medical Director, Office of Medical Services, or designee has determined that there is a direct relationship between the illness, injury, medical condition, and service or assignment abroad. Accordingly, payment will not be authorized absent approval from the Medical Director or designee;
and

(3) In the event an employee is denied payment under this section, he or she may request an administrative review. Once the request is made, the Medical Director shall convene a review panel comprised of three physicians whose decision will be final with no further appeals.

Authorization for payment under this section is limited to the allowable charges and scope of the underlying insurance policy. Payments under this section will not be authorized for uninsured individuals.

16 FAM 522 AUTHORIZATION FOR MEDICAL SERVICES FOR EMPLOYEES AND ELIGIBLE FAMILY MEMBERS

(CT:MED-3; 06-30-2005) (Uniform/State/USAID/BBG/Commerce/Foreign Service Corps–USDA)
(Applies to Civil Service and Foreign Service Employees)

a. The Office of Medical Services (M/MED), principal officer, management officer at post, or designee each has the authority to issue Form DS-3067, Authorization for Medical Services for Employees and/or Dependents, for U.S. Government payment of medical expenses in accordance with these regulations.

b. The principal officer or management officer at post will consult with the Foreign Service medical provider (FSMP) or post medical advisor (PMA) before issuing a Form DS-3067. In an emergency, when time does not permit consultation, the authorizing officer may issue a Form DS-3067, providing the principal or management officer at post notifies the FSMP or PMA as soon as possible following such an issuance.

16 FAM 523 ACCOUNTABILITY FOR PAYMENT OF MEDICAL EXPENSES

(CT:MED-3; 06-30-2005) (Uniform/State/USAID/BBG/Commerce/Foreign Service Corps–USDA)
(Applies to Civil Service and Foreign Service Employees)

- a. When the U.S. Government pays medical expenses (e.g., pursuant to Form DS-3067, Authorization for Medical Services for Employees and/or Dependents), repayment must be made to the U.S. Government either by insurance payment or directly by the employee, except for the amount of such expenses the U.S.

Government is obligated to pay under these regulations. When the U.S. Government pays the medical expenses, including medical travel costs, of an individual who is covered by insurance, that individual promptly must claim his or her benefits under the insurance policy. As soon as the individual receives the insurance payment, the individual must reimburse the U.S. Government for the full amount of the

insurance due under his or her policy. If an individual is not covered by insurance, he or she must reimburse the U.S. Government for the entire amount of all medical expenses.

b. In the event an employee or eligible family member fails to recover insurance payments or transfer the amount of such payments to the appropriate U.S. Government agency within 90 days, the U.S. Government may take appropriate action to collect the payments due, unless such failure is for reasons beyond the control of the employee or the eligible family member (see also 4 FAM 445).

c. The management officer at post is responsible for submitting the following documents to the Office of Medical Services (M/MED) within 60 days from the time of the patient's discharge from the treating facility:

(1) A final accounting of medical expenses paid;

(2) A copy of Form DS-996, Medical Care at Government Expense, signed by the patient and the insured;

(3) A copy of the insurance claim form; and

(4) A copy of Form DS-3067, Authorization for Medical Services for Employees and/or Dependents, with a signed release authorizing M/MED to review the status of claim payments and release necessary information related to the claim.

d. Employees departing post are required to settle all hospitalization and/or medical accounts prior to departure. An employee who is insured must provide proof to post administration that those insurance claims have been submitted to the insurance carrier and that a signed repayment agreement is on record.

ATTACHMENT #4 - ACQUISITION

AAPD 06-12 Homeland Security Presidential Directive-12 (HSPD-12) (September 2006)

In response to the general threat of unauthorized access to federal facilities and information systems, the President issued Homeland Security Presidential Directive-12. HSPD-12 requires all Federal agencies to use a common Personal Identity Verification (PIV) standard when identifying and issuing access rights to users of Federally-controlled facilities and/or Federal Information Systems. USAID will begin issuing HSPD-12 “smart card” IDs to applicable contracts, using a phased approach. Effective October 27, 2006, USAID will begin issuing new “smart card” IDs to new contractors (and new contractor employees) requiring routine access to USAID controlled facilities and/or access to USAID’s information systems. USAID will begin issuance of the new smart card IDs to existing contractors (and existing contractor employees) on October 27, 2007. (Exceptions would include those situations where an existing contractor (or contractor employee) loses or damages his/her existing ID and would need a replacement ID prior to Oct 27, 2007. In those situations, the existing contractor (or contractor employee) would need to follow the PIV processes described below, and be issued one of the new smart cards.)

Accordingly, before a contractor (including a PSC* or a contractor employee) may obtain a USAID ID (new or replacement) authorizing him/her routine access to USAID facilities, or logical access to USAID’s information systems, the individual must provide two forms of identity source documents in original form and a passport size photo. One identity source document must be a valid Federal or state government-issued picture ID. (Overseas foreign nationals must comply with the requirements of the Regional Security Office.) USAID/W contractors must contact the USAID Security Office to obtain the list of acceptable forms of documentation, and contractors working in overseas Missions must obtain the acceptable documentation list from the Regional Security Officer. Submission of these documents, and related background checks, are mandatory in order for the contractor to receive a building access ID, and before access will be granted to any of USAID’s information systems. All contractors must physically present these two source documents for identity proofing at their USAID/W or Mission Security Briefing. The contractor or his/her Facilities Security Officer must return any issued building access ID and remote authentication token to USAID custody upon termination of the individual’s employment with the contractor or completion of the contract, whichever occurs first.

The contractor must comply with all applicable HSPD-12 and PIV procedures, as described above, and any subsequent USAID or government-wide HSPD-12 and PIV procedures/policies, including any subsequent related USAID General Notices, Office of Security Directives and/or Automated Directives System (ADS) policy directives and required procedures. This includes HSPD-12 procedures established in USAID/Washington and those procedures established by the overseas Regional Security Office.

This includes HSPD-12 procedures established in USAID/Washington as well as those procedures established by the overseas Regional Security Office. In the event of inconsistencies between this clause and later issued Agency or government-wide HSPD-12 guidance, the most recent issued guidance should take precedence, unless otherwise instructed by the Contracting Officer.

The contractor is required to include this clause in any subcontracts that require the subcontractor or subcontractor employee to have routine physical access to USAID space or logical access to USAID’s information systems.