



USAID | EAST AFRICA

FROM THE AMERICAN PEOPLE

Solicitation Number: 623-KE-08-057-RFP_FINAL for USPSC Senior Health Advisor (SHA)

Issuance Date: July 11, 2008

Closing Date: August 12, 2008, 0900 hours Kenya Time

Ladies/Gentlemen:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications from U.S. citizens interested in providing the personal services described in this solicitation. Submissions shall be in accordance with this request for proposal and at the place and time specified herein.

Interested applicants must submit: (i) his/her most current curriculum vitae or resume; (ii) signed form SF 171 or OF 612; and (iii) three (3) to five(5) references, who are not family members or relatives, with telephone and email contacts to include most current supervisor. The CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. The Applicant's references must be able to provide substantive information about his/her past performance and abilities. USAID reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation.

Form SF 171 or OF 612 must be signed and those submitted unsigned will be rejected. Applicants should retain for their record copies of all enclosures that accompany their submissions.

Any questions regarding this solicitation should be submitted no later than Friday, July 25, 2008 (0900 hours Kenya Time) by email to Christopher D. O'Donnell at codonnell@usaid.gov and a copy to Jayne Olando at jolando@usaid.gov.

Electronic submission is authorized. All application packages are to be submitted to:

Via e-mail: To Christopher D. O'Donnell at codonnell@usaid.gov and a copy to Jayne Olando at jolando@usaid.gov. Please quote the number and position title of this solicitation on the subject line of your e-mail application.

U.S. Agency for International Development
USAID/East Africa
P.O. Box 629
Village Market 00621
Nairobi, Kenya

Courier Address:
USAID/East Africa
c/o American Embassy
United Nations Avenue,
Gigiri,
Nairobi, Kenya

U.S. Postal Address:
USAID/East Africa
Unit 64102
APO AE 09831-4102

Tel: 254-20-862 2000
Fax: 254-20-862 2680 / 2682
<http://eastafrica.usaid.gov>

OR Via express courier:

623-KE-08-057-RFP
ATT: CHRISTOPHER D. O'DONNELL/ JAYNE OLANDO
USAID/EAST AFRICA
C/O AMERICAN EMBASSY
UNITED NATIONS AVENUE
GIGIRI
NAIROBI, KENYA

Sincerely,

Christopher D. O'Donnell
Regional Contracting Officer

Attachment: 623-KE-08-057-RFP_FINAL

1. SOLICITATION NUMBER: 623-KE-08-057-RFP_FINAL
2. ISSUANCE DATE: July 11, 2008
3. CLOSING DATE: August 12, 2008, 0900 hours Kenya Time
4. POSITION TITLE: Senior Health Advisor (SHA)
5. MARKET VALUE: The position is classified at the equivalent of a GS 14 with an annual salary range of \$81,093 to \$105,420. Salary is not negotiable beyond this range.
6. WHO MAY APPLY: Applicants must be US Citizens (Offshore or Resident).
7. PERIOD OF PERFORMANCE: A base of two years with three annual options to extend up to a maximum of five years. Exercising the options to extend will depend on continuing need of services, availability of funds, and satisfactory or better performance.
8. PLACE OF PERFORMANCE: Nairobi, Kenya.
9. SECURITY ACCESS: Secret.
10. DIRECT SUPERVISOR: Chief, Office of Population and Health, USAID/Kenya, Nairobi.
11. SUPERVISORY CONTROLS: Work will be performed under the general direction of the Chief of the Office of the Population and Health. Substantial interaction and direction from the OPH Chief, Assistant Mission Director and the Mission Director is anticipated.
12. POSITION DESCRIPTION:

POSITION TITLE

Senior Health Advisor

IV. BACKGROUND AND INTRODUCTION

USAID has provided consistent, long-term support to the national family planning program for over 20 years, and has made significant contributions to the national AIDS control effort for the past ten years. In addition, the Mission supports a wide range of reproductive health activities (ranging from contraceptive and STD research to direct service delivery) and supports child survival interventions.

USAID's program aims to make significant contributions to the areas of population/family planning, tuberculosis control, malaria control, HIV/AIDS prevention, health sector reform and development of the private sector, and child survival.

USAID/Kenya's Office of Population and Health (OPH) aim is to "reduce fertility and the risk of HIV/AIDS transmission through sustainable, integrated family planning and health services."

OPH has 4 technical teams consisting of: malaria, family health team, HIV/AIDS team and Health Sector and Systems Strengthening team.

The President's Emergency Plan for AIDS Relief (PEPFAR) initiative is the largest commitment ever by a nation toward an international health initiative for a single disease. Completing its first five-years, PEPFAR is a \$15 billion, 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 the 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. Although the five-year PEPFAR authorization will end in 2008, the program is expected to continue for at least five more years. The U.S. President has already requested Congress to re-authorize the program for an additional five years and double the budget to \$30 billion.

Kenya is the second largest of the 15 focus countries in terms of funding. Under the Emergency Plan, Kenya is expected to receive over \$ 500 million in FY 08 to support a comprehensive HIV/AIDS prevention, treatment and care program. Funding levels for HIV/AIDS allocated to the U.S. Agency for International Development for FY 08 is approximately \$325 million. USAID/Kenya's Office of Population and Health (OPH) is an integrated program that combines, HIV & AIDS, child survival, malaria, tuberculosis, population and maternal and child health activities. The FY 08 funding levels for family planning and child survival are approximately \$18 million.

PEPFAR targets established for Kenya are 180,000 new infections averted, 632, 800 people provided with palliative care and to provide ARV treatment for 240,000 people receiving antiretroviral therapy by the end of FY 08.

In Kenya, a consortium of United States Government (USG) agencies is charged with coordinating and managing PEPFAR under the leadership of the US Ambassador. These agencies include USAID, the Centers for Disease Control and Prevention (CDC), the Peace Corps, the Department of State (DOS) and the Department of Defense (DOD). The goal is to develop and implement one coherent USG HIV/AIDS program in Kenya combining the comparative strengths and capabilities of all the government agencies. The Chief of Mission (COM) provides overall guidance to the interagency team and the PEPFAR Coordination Office facilitates complementarities among the various activities by the USG agencies, host government and other HIV/AIDS donors in Kenya.

V. BASIC FUNCTIONS OF THE POSITION

The objective of the contract is to obtain the services of a Senior Health Advisor who will provide leadership and advisory services on the full range of family planning/reproductive health, and maternal and child health activities, including strategic planning, implemented within the integrated SO. As a USAID contract employee, the incumbent has the responsibility of understanding and incorporating the Agency's five core values in all aspects of his/her work.

These core values are: (1) customer focus, (2) managing for results, (3) empowerment and accountability, (4) teamwork and participation, and (5) valuing diversity.

The incumbent will work at a senior level in a high-priority USG foreign assistance program that requires knowledge, experience, maturity, and an ability to function independently under a complex, highly demanding, frequently changing environment. The position is located in the Office of Population and Health, USAID/Kenya, in Nairobi, Kenya. The Senior Health Advisor will be a member of the health sector SO3 team, based in USAID/Kenya's Office of Population and Health. S/he will serve as team leader for the Family Health Team. S/he will be expected to work independently, take initiative, and manage a multi-cultural team with multiple results packages. S/he will advise USAID/Kenya on all aspects of reproductive health (RH), especially family planning (FP), maternal health and child survival (CS). The incumbent will represent USAID at the highest government and donor levels. Per ADS 103.3.1.1b(4), s/he will not be authorized to sign (1) obligations that require a warrant, and (2) grants to foreign governments and public international organizations, thereby prohibiting her/him from obligating USG funds in these instances. The incumbent will supervise approximately four non-USDH staff, including senior technical FSN positions.

The Senior Health Advisor (SHA) will be one of four senior technical advisors within the SO3 team, and one of 34 team members. S/he will report to the Supervisory Population, Health and Nutrition Officer, who is the Chief of the Office of Population and Health and provides overall operational oversight and supervision.

The SHA will also serve as the Team Leader for Family Health Team which aims to increase customer use of integrated family planning, reproductive health, and maternal and child survival services – including water and sanitation, health and hygiene activities. The SHA will provide managerial oversight and technical advice to support the implementation of this program through a combination of bilateral agreements and buy-ins to USAID/GH cooperating agencies. These activities range from integrated reproductive health and MCH service delivery, to national level technical assistance and operations research. The total budget is approximately \$16 million per year. S/he will supervise a staff of three FSN professionals and one secretary.

S/he will also work closely with the other three teams, which deal with policy reform (including systems strengthening, health sector reform, and technical assistance), malaria, and HIV/AIDS (including policy, prevention, treatment, and care and support activities). Because of the integrated nature of the program and the importance of HIV/AIDS within reproductive health, the SHA shall ensure synergy and complementarity between family planning/MCH and all other OPH activities.

VI. MAJOR DUTIES AND RESPONSIBILITIES

A. Senior Health Advisor: As the Senior Health Advisor, the incumbent will:

(1) Serve as a high-level health advisor to USAID/Kenya's mission management and the Office of Population and Health. S/he will keep abreast of current and new health issues, interpret and advise the mission on implications and implementation options.

(2) Represent USAID/Kenya at meetings with implementing partners, donors, government, USG agencies, and international and local partners.

(3) Carry out a full range of consultative, advisory, strategic, and planning responsibilities.

(4) Provide advice to mission management and the SO3 team on developments in the health sector and provide recommendations on options on shaping USAID health programs.

B. Technical Leadership: As the Family Health Team Leader, the incumbent will manage and supervise all team projects. This team is central to the successful achievement of the Mission's SO3. As such, there are administrative and staff development responsibilities related to the supervision of FSNs. The SHA will be a technical advisor to the SO3 team leader and have specific technical oversight responsibilities.

The SHA will assure that the following activities are designed, implemented, evaluated, and documented in an appropriate manner:

(1) Integrated family planning/reproductive health/maternal health and child survival service delivery, emphasizing the development of quality services in targeted geographic areas, and provision of national level technical assistance in training and supervision.

(2) Critical contraceptive security issues, including working with KEMSA and other key development partners supporting assistance to commodity logistics of family planning methods.

(3) Expanded social marketing of reproductive health and child survival services, including behavior change communication, development of new products, and expansion of condom sales for HIV/AIDS control.

(4) Innovative maternal health and child survival activities, including province-based MCH interventions, under the USAID APHIA II programs and with its implementing partners. Innovative pilot programs and research, and contraceptive research.

C. Oversight of Reproductive Health (RH) and Maternal and Child Health (MCH) Activities: The incumbent will have overall responsibilities for all USAID-funded RH and MCH activities in Kenya, including but not limited to:

(1) *Strategic planning and program design:* Develop strategies and detailed implementation plans for an expanded program of health activities under USAID/Kenya's Operational Plan.

(2) *Technical:* Maintain a working knowledge of RH epidemiology (including HIV/AIDS) and MCH, and modeling/forecasting of RH and MCH trends and needs.

(3) *Policy development:* Coordinate activities to assist the GOK and Kenya's private sector to assess current and future health and socio-economic impact of the contraceptive method mix; and, facilitate the use of information on the impact to shape policy and influence resource allocation decisions.

(4) *Monitoring, implementation and evaluation:* Assure that RH activities are implemented in a timely and quality manner; ensure the development of evaluation plans and utilization of evaluation findings; and, prepare the RH-related and MCH sections of the Mission's annual reports.

(5) *Reporting:* Have primary responsibility for SO3 RH-related and MCH reporting requirements, including periodic updates of the health and population situation in Kenya (with the U.S. Embassy), and prepare other briefing documents as required.

D. Oversee program integration of FP and MCH in Kenya's large PEPFAR-funded program: The Mission supports the second largest PEPFAR program worldwide in Kenya. With an HIV/AIDS budget level of \$335million (FY08 levels), the mission has designed its national program around fully integrated programs implemented by a wide range of national and international technical partners. RH and MCH components of this large program are, in comparison, small. But the mission's position is that integration enables management and programmatic efficiencies that can and do result in leveraged improvements in RH and MCH health outcomes. The SHA will need to have the analytical skills necessary to inform and guide decision-making at the SO and Mission levels regarding the on-going effectiveness of integrated programming. The SHA will assist the Mission and the SO3 team to ensure that population-based data and information gathering tracks results and informs the development of reproductive health and maternal and child health programs.

E. Preparation of Key Mission Reporting Documents: The SHA will be responsible for reporting on Kenya-specific information related to selected aspects of SO3 as part of the Mission's annual reporting process; participating in the preparation of Congressional presentations; drafting technical and congressional notifications; and preparing MAARDS and other implementing documents.

F. Other Duties as Assigned: Assist OPH with other tasks related to the planning, implementation, monitoring and evaluation of USAID support to the health/population sector in Kenya. The SHA may also represent USAID/Kenya at one international conference per year, and act as a regional resource in RH/FP, MCH and/or other areas. S/he will work closely with USAID/EA staff as needed.

VII. POSITION ELEMENTS

A. Supervisory Controls: Work will be performed under the general direction of the Chief of the Office of the Population and Health (OPH) of USAID/Kenya. Substantial interaction and direction from the OPH Chief. Performance is evaluated annually based on accomplishments.

B. Supervision Exercised: May exercise full range of normal supervision over at least three FSN health specialists, providing overall policy guidance and coordinating the work of these employees to achieve program objectives.

C. Exercise of Judgment: A high degree of judgment will be required to provide guidance and assistance to a wide variety of high-level professionals in the Kenya Mission. As a recognized expert and highly qualified professional, substantial reliance will be placed on the incumbent to independently plan, prioritize, and carry out the specific activities entailed in fulfilling major duties and responsibilities. The incumbent will be expected to resolve problems that arise by determining the approaches to be taken and methodologies to be used, making independent judgments that can be defended as necessary.

D. Authority to Make Commitments: Because the position will be procured through a personal services contract, the incumbent cannot make financial commitments on behalf of the U.S. Government. However, because of the incumbent's expertise and standing as a highly qualified professional in his/her field, weight will be given to his/her conclusions and recommendations when commitments are made by those with the authority to do so.

E. Nature, Level, and Purpose of Contacts: The incumbent will maintain contacts and work with USAID staff in USAID/Kenya, with considerable interaction with USAID/Washington Global Health and AFR Bureau staff, to provide policy and procedural guidance and to obtain information relative to programs and activities. Official contacts will be the USAID Mission Director, USAID/Washington staff and other high-ranking USG representatives.

VIII. MINIMUM QUALIFICATIONS

- A graduate degree in a relevant discipline such as public health, nutrition, reproductive health, MCH, social science or other field related to international development and/or public health.
- Minimum of ten years of progressively responsible experience working for a U.S. Government agency and/or a development organization, at least eight of which were spent in a developing country context supporting development programs.
- Experience with successfully leading large international health programs and working closely with high-level officials.
- Level IV English ability (fluent) is required. The incumbent must possess a high degree of proficiency in both written and spoken English.
- U.S. Citizen (offshore or resident).

IX. EVALUATION CRITERIA

Candidates will be evaluated and ranked based on the following selection criteria:

A. Education:

Must possess an advance degree (Masters or Ph. D.) related to public health, nutrition, reproductive health, MCH, social science or other field related to international development and/or public health. (10%)

B. Technical Experience:

(1) Ten years of professional experience managing and implementing public health programs in developing countries, with an emphasis on reproductive health/family planning, MCH, HIV/AIDS and/or child survival, is desired. Technical knowledge of family planning, MCH and public health service delivery programs and systems in developing countries (Africa-specific preferred, but not required). (20%)

(2) Direct work experience with an international organization and/or donor agency. (10%)

(3) Demonstrated experience working with developing country program managers, policy-makers and a broad array of health service providers and community leaders. (10%)

(4) Demonstrated experience working with international donors and other programs in developing countries which support reproductive health, HIV/AIDS, and related programs. Extensive familiarity with USG policies would be preferred, but not required. (10%)

C. Communications/Interpersonal Skills:

(1) Strong interpersonal skills and ability to work in a multi-cultural setting required. Experience supervising or leading teams of professionals (team leader) required. Able to work effectively on her/his own and as a member of an SO or office management team and as a mentor to junior staff. (20%)

(2) Incumbent must have strong team work skills, understanding how to participate in large teams, work to motivate team members, and work towards positive performance overall. (20%)

(3) Strong computer, verbal and writing skills required. Must be fluent in English (FSI S-4/R-4) and have proven ability to communicate quickly, clearly, and concisely in both speech and writing. Able to facilitate meetings and make oral presentations logically and persuasively to senior officials and partners in a multi-cultural context. Able to produce concise, clear reports, and utilize word processing, spreadsheet and database programs. (10%)

Maximum Points Available: 100

X. BASIS OF RATING

Applicants who meet the basic qualifications will be evaluated based on the criteria listed above. Applicants are strongly encouraged to address each of the criteria on a separate sheet describing specifically and accurately what experience, training, education, and/or awards you have received that are relevant to each. Be sure to include your name, social security number, and the announcement number at the top of each additional page. Failure to address the minimum selective and/or quality ranking factors may result in your not receiving credit for all of your pertinent experience, education, training, and awards.

XI. PERIOD OF PERFORMANCE

A base of two years with the possibility/option of three one-year extensions, up to a maximum of five years. Exercising the options to extend will depend on continuing need of services, availability of funds, and satisfactory or better performance.

XII. SECURITY ACCESS: Secret.

XIII: MEDICAL AND SECURITY CLEARANCE REQUIREMENTS

1. The successful applicant must receive medical clearance for serving in Kenya. Details of how to obtain US Department of State Medical Unit medical clearance will be provided once a job offer is made and accepted.
2. The successful applicant must be able to receive USAID security clearance that involves applicant's comprehensive background investigation performed by a US Government Agency.
3. The successful applicant must be able to report to post in Nairobi, Kenya to assume duties promptly upon medical and security clearances being granted.

XIV: COMPENSATION AND REIMBURSEMENT IN U.S. DOLLARS

1. Except to the extent reimbursement is payable in the currency of the Cooperating Country, USAID shall pay the contractor compensation after it has accrued and reimburse him/her in U.S. dollars for necessary and reasonable costs actually incurred by him/her in the performance of this contract.
2. The amount budgeted and available as personal compensation to the contractor is calculated to cover a calendar period of approximately 1 year which is to include: Vacation, sick, and home leave which may be earned during the Contractor's tour of duty (GP Clause 5).

XV: BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, an off-shore PSC is normally authorized the following benefits allowances (NOTE: an individual defined as a Resident Hire employee may only be eligible for certain benefits listed under item 1. below.)

1. BENEFITS

Employee's FICA & Medicare Contributions
Contribution toward Health & Life Insurance
Shipment and storage of Household effects
Shipment of POV (Private Own Vehicle)
Pay Comparability Adjustment
Annual Salary
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)

3. FEDERAL TAXES: USPSCs are not exempt from payment of Federal Income taxes under the foreign earned income exclusion.

4. APPLYING:

Qualified individuals are required to submit a U.S. Government Optional Form 612 (available at the USAID website, http://www.info.usaid.gov/procurement_bus_opp/procurement/forms or internet: <http://fillform.gsa.gov>, or at Federal offices)

5. ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDs)/(CONTRACT INFORMATION BULLETINS (CIBs)) PERTAINING TO PSCs

CIB89-29 - Use of Gov't Bills of Lading for Transportation of PSC Effects
CIB93-17 - Financial Disclosure Requirements Under a Personal Services Contract(PSC)
CIB94-09 - Sunday Pay for U.S. Personal Services Contractors (PSCs)
CIB96-19 - U.S. Personal Services Contract (USPSC) - Leave
CIB96-23 - Unauthorized Provision in Personal Services Contracts

CIB's for 1997

- CIB97-16 - Class Justification for PSC with U.S. Citizens for Overseas Contracts of \$250,000 or Less
- CIB97-17 - PSCs with U.S. Citizens or U.S. Resident Aliens Recruited from the U.S.
- CIB97-19 - Advertising for Short-Term Personal Services Contracts

CIB's for 1998

- CIB98-11 - Determining Market Value for PSCs Hired Under Appendix D, Handbook14
- CIB98-12 - Guidance Regarding Advertisement of PSCs
- CIB98-14 - Change in Required Application Form for USPSCs
- CIB98-16 - Annual Salary Increase for USPSCs
- CIB98-19 - Home Leave Under U.S. Personal Services Contractors
- CIB98-23 - Guidance Regarding Classified Contract Security & Contractor Personnel Security Requirements
- CIB98-24 - Use of Compensatory (Comp) Time by PSCs

CIB's for 1999

- CIB99-07 - Contractual Coverage for Medical Evacuation (MEDEVAC) Services
- CIB99-09 - Personal Services Contracts (PSCs) Annual Health
- CIB99-15 - Changes to AIDAR Concerning Resident Hires and Deviations
- CIB99-22 - PSC Policy

CIB's for 2000

- CIB00-03 - 2000 FICA and Medicare Tax Rates for Personal 2000 FICA and Medicare Tax Rates for Personal Services Contracts (PSCs)
- CIB00-05 - "Supersedes CIB 99-9" Personal Services Contracts (PSCs) Annual Health Insurance Costs
- CIB00-08 - Revision of Competitive Process - Personal Services Contracts ("PSCs") with U.S. Citizens
- CIB00-08(1) Revision of Competitive Process – Personal Services Contracts (“PSCs”) with U.S. Citizens, SUPPLEMENT
- CIB01-05 Clarification of the Rest and Recuperation (R&R) Policy Regarding Third Country Nationals (TCNs)
- CIB01-07 Clarification of the Extension/Renewal Policy Regarding Personal Services Contracts (PSCs)
- CIB01-09 Competitive Process – Personal Services Contracts (“PSCs”) with U.S. Citizens for Support of HIV/AIDS and Infectious Disease Initiatives
- CIB01-10 Revision of Medical Clearance Process – Personal Services Contracts (PSCs) with U.S. Citizens
- CIB01-13 Posting USAID Solicitations and other Acquisition & Assistance (A&A) documents on the Business & Procurement Internet Site

CIB's for 2001

CIB 01-07	Clarification of the Extension/Renewal Policy Regarding Personal Services Contracts (PSCs) -- 03/23/01
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CIB 01-05	Clarification of the Rest and Recuperation (R&R) Policy Regarding Third Country Nationals (TCNs) -- 03/01
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CIB 01-09	Competitive Process - Personal Services Contracts ("PSCs") with U.S. Citizens for Support of HIV/AIDS and Infectious Disease Initiatives -- 03/30/01
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CIB 01-10	Revision of Medical Clearance Process - Personal Services Contracts ("PSCs") with U.S. Citizens -- 03/31/01
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AAPDs for 2002

AAPD 02-14	Re-negotiation of DBA rate for Direct and Host Country Contracts -- 09/13/02
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AAPDs for 2003

AAPD 03-11	Revision of Contracts/Contract Procedures for Personal Services Contracts with Foreign Service Nationals (FSNs) to Work in Iraq and Afghanistan -- 12/02/03
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AAPD 03-07 Revised	Instructions to Contracting/Agreement Officers on their Role in the Debt Collection Process -- 09/30/04
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AAPD 03-05 REVISED	Revised Requirements for Posting of Federal Acquisition & Assistance (A&A) Opportunities -- 01/23/04
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AAPDs for 2004

AAPD 04-15	CASH AWARDS FOR USPSCs AND TCNPSCs -- 10/15/04
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AAPD 04-13	Revised Procedures Allowing for Classification of U.S. Personal Services Contracts Positions Up to the GS-15 Equivalent -- 09/21/04
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AAPD 04-11	Revised Contractor Salary Approval Threshold Policy/Procedures -- 08/31/04
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AAPD 04-09	Anti-Trafficking Activities -- Limitation on the Use of Funds; Restriction on Organizations Promoting, Supporting or Advocating Prostitution -- 08/03/04
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AAPDs for 2005

AAPD 05-10 CALCULATION OF VACATION LEAVE FOR U.S. PERSONAL SERVICES CONTRACTORS (USPSCs) -- 11/14/05

AAPD 05-08 PERSONAL SERVICES CONTRACTS -- ANNUAL HEALTH INSURANCE COSTS FOR 2005 -- 06/30/05

AAPD 05-02 Clarification of Policy for Personal Services Contracts with Anticipated Contract Performance Periods Exceeding Five (5) Years -- 03/10/05

AAPDs for 2006

AAPD 06-01 MEDICAL EVACUATION INSURANCE -- March 23, 2006

AAPD 06-07 AIDAR, APPENDIX D: CONTRACT BUDGET, SALARY DETERMINATION AND SALARY INCREASES – MAY 19, 2006

AAPD 06-08 AIDAR, APPENDICES D AND J: USING THE OPTIONAL SCHEDULE TO INCREMENTALLY FUND CONTRACTS-- JUNE 23, 2006

AAPD 06-09 AIDAR, APPENDIX J: ORDER OF PREFERENCE FOR HIRING COOPERATING COUNTRY NATIONALS (CCNs) AND THIRD COUNTRY NATIONALS (TCNs) -- JUNE 23, 2006

AAPD 06-10 PSC MEDICAL EXPENSE PAYMENT RESPONSIBILITY -- October 30, 2006

AAPD 06-11 Home Leave and Revised General Provision 5, Leave and Holidays (AUGUST 2006) -- September 12, 2006

AAPD 06-12 Homeland Security Presidential Directive-12 (HSPD-12) Implementation -- October 17, 2006

AAPDs for 2007

AAPD 07-02 Exceptions to FAR Requirements to Central Contractor Registration--SBU -- April 09, 2007

LIST OF REQUIRED FORMS FOR PSCs

1. Optional Form 612 or SF 171.

* Standardized Regulations (Government Civilians Foreign Areas).