



# USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

ISSUANCE DATE: March 25, 2009

CLOSING DATE: April 14, 2009

SUBJECT: Solicitation No. 306-09-62/OM for U.S. Personnel Service Contractor (USPSC) **Senior Safety and Security Officer (Re-advertisement)**

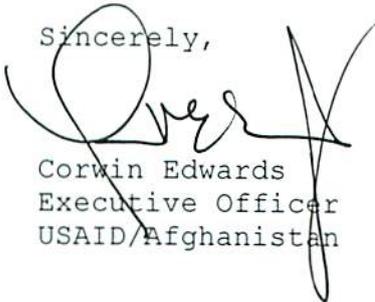
Ladies/Gentlemen:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified individuals interested in providing the PSC services as described in the attached solicitation. For further information please visit <http://afghanistan.usaid.gov>

Submission shall be in accordance with the attached information and applications should be submitted electronically to [m0962@usaid.gov](mailto:m0962@usaid.gov) (attention to Seetha Chayapathi, Human Resources Specialist, Kabul/Afghanistan). This solicitation will remain open until April 14, 2009, 16:30hrs local time.

Any questions on this solicitation may be directed to Seetha Chayapathi, Human Resources Specialist, Phone (in Afghanistan) (202) 216-6288, Ext.4440 or e-mail at [schayapathi@usaid.gov](mailto:schayapathi@usaid.gov) or James Berscheit, Deputy Executive Officer, Phone (in Afghanistan) (202) 216-6288, Ext. 4837 or e-mail at [jberscheit@usaid.gov](mailto:jberscheit@usaid.gov) Applications should only be sent to [m0962@usaid.gov](mailto:m0962@usaid.gov) and not to any individuals.

Sincerely,



Corwin Edwards  
Executive Officer  
USAID/Afghanistan

SOLICITATION NO. 306-09-62/OM

1. SOLICITATION NUMBER: 306-09-62/OM
2. ISSUING DATE: March 25, 2009
3. CLOSING DATE: April 14, 2009 16:30hrs local time.
4. POSITION TITLE: Senior Safety and Security Officer  
(Re-advertisement)
5. Number of Positions: One
6. MARKETING VALUE: GS-14 (\$83,445 - \$108,483)
7. ORGANIZATIONAL LOCATION OF POSITION: USAID/AFGHANISTAN
8. DIRECT SUPERVISOR: USAID/Afghanistan, Supervisory  
Executive Officer
9. SUPERVISORY CONTROL: Minimal. The incumbent is expected  
to act independently with limited  
oversight.
10. PERIOD OF PERFORMANCE: One year (12 months) with an option  
for renewal
11. SECURITY ACCESS: Top Secret Security Level
12. AREA OF CONSIDERATION: U.S. CITIZENS ONLY

**POSITION DESCRIPTION: USAID Senior Safety and Security Officer**

**A. Background**

Safety and security are serious issues in Afghanistan and are the reason Afghanistan is designated as a critical threat, unaccompanied post. Travel outside Kabul and other cities within Afghanistan are tightly regulated and monitored by the Regional Security Office (RSO). For the well-being of mission staff it is imperative that all precautions and measures are taken to minimize threats to safety and security. The Safety and Security Unit provides a high level of safety, security and operational support to all USAID offices and personnel located in Kabul, as well as in any of Afghanistan's four regions. The mission of the Security Program Office is to provide informational analysis that supports USAID implementing partners and staff throughout the country as well as fulfill requirements dictated by the Mission's front office. The Security Program Office will also provide oversight of the daily and weekly incident summaries and maintain a database cataloging all critical incidents by date, type and provincial location.

**B. Basic Functions of the Position**

The basic function of the Senior Safety and Security Officer is to provide a high level of safety, security and operational support to all USAID direct hire, PSC, and implementing partners and personnel located throughout Afghanistan. The Senior Safety and Security Officer is responsible for monitoring critical security information and performing a full range of safety, security and operational activities throughout all of USAID operational areas in country.

**C. Duties and Responsibilities**

- 1. Safety and Security:** The Senior Safety and Security Officer is responsible for Afghanistan-wide security planning for USAID operations. Continually monitors and updates USAID safety and security policies and practices. Ensures maximum safety and security for USAID personnel and implementing partners operating in the field through operations tracking and information dissemination. Incumbent will be responsible for liaising with RSO, ISAF, DoD, implementing partners, and senior staff from various agencies and others as required to support and carry out the Security Program Office (SPO) responsibilities. The incumbent will also support security functions within the mission as directed by the RSO and the front office, assists in surveying areas and identifying security, intelligence and terrorism threats. Conducts segments of advanced surveys to identify security risks, and assists in developing threat mitigation strategies.
- 2. Operations and Tracking:** The Safety and Security Unit will be the point of contact for all program related and non-routine security matters within USAID/Afghanistan and serve as the on the ground lead for all

USAID/SEC initiatives. Incumbent will track implementing partner locations and operations as well as incidents and events that could effect the security situation. Incumbent will receive and consolidate all incident and spot reports as they are provided by implementing partners and other sources and will maintain a database cataloging all critical incidents by date, type and provincial location. Incumbent will conduct independent information analysis and will evaluate all information as it relates to political, economic, social, technical, or military conditions as they relate to safety and security of USAID employees and implementing partners. Incumbent may conduct regular travel by air and ground assets to core program and construction sites to assess safety and security requirements.

3. **Information Dissemination:** Plans and carries out successive steps responding to oral, written or electronic requests from other organizations for information, applying the full range of established security protocols and rules to safeguard sources and implementing partners. Disseminate daily and weekly incident summaries to implementing partners and subcontractors at every level, the RSO, and other offices that are determined to have "need to know". Assists in the review and evaluation of the dissemination process.

**D. EVALUATION/SELECTION CRITERIA:**

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

1. **Work Experience: (30 Points)** Minimum 8 years specialized expertise in managing the safety and security operations of a USG agency, bilateral or multilateral organization, international non-governmental organization or private company is highly desirable. Work experience in Afghanistan or in the region is preferred. Minimum three years experience working in developing countries; minimum one year experience working in post conflict and/or post disaster programs for emergency relief, humanitarian assistance or reconstruction.
2. **Education: (20 Points)** Masters degree preferable but not required in relevant field of study (e.g. international development; administration, transportation logistics; security operations; crisis management; development planning, law enforcement, etc.) Bachelor's degree required in relevant field of study.
3. **Technical Knowledge (20 points):** Demonstrated knowledge regarding what a comprehensive safety and security operations plan should contain and how it should be managed on a day-to-day basis. Knowledge of generic safety and security protocols in high risk environments. Knowledge of the political situation and security risks particular to Afghanistan. Ability to forecast future safety and security concerns and address planning needs.

4. **Leadership and Organizational skills (20 points):** Demonstrated leadership experience, with ability to work independently and with limited oversight. Able to work effectively and make sound decisions in high-stress and crisis situations. Able to effectively collect, synthesize and present information from diverse sources; and build networks with external entities, including other USG agencies, host governments, NGOs, and local officials, as well as the host population.
5. **Language Proficiency: (10 Points)** Fluency in English and proven ability to communicate quickly, clearly, and concisely, both orally and in writing, including technical reports. Proven ability to communicate effectively in cross-cultural settings.

**Maximum Points Available: 100.**

**E. Term of Performance**

The term of the contract will be for one year from on/about May 15, 2009 to on/about May 14, 2010. Within 2 weeks after written notice from the Contracting Officer that all clearances have been received or, unless another date is specified by the Contracting Officer in writing, the incumbent shall proceed to Kabul to perform the above services which may be extended upon mutual agreement and subject to satisfactory performance and availability of funds. This position has been classified at a U.S. Government GS 14. The actual salary of the successful candidate will be negotiated depending on qualifications and previous salary history.

In addition, the Mission has a 35% Post Differential allowance and 35% Danger Pay. FICA and federal income tax will be withheld by USAID. During this one year period you will be entitled to two Rest and Recuperation trips (R&R) and two Regional Rest Breaks. While you will have to use your Annual Leave or Compensatory time for R&R, you will be entitled to 5 days Administrative Leave plus two days of travel time for each Regional Rest Break. There are 4 destinations for Regional Rest Break - they are: Dubai, New Delhi, Istanbul or Baku.

Physical Demands and Work Environment: Work in the office is mostly sedentary but travel to program activity implementation sites outside of Kabul requires U.S. Government Regional Security Officer (RSO) approval, travel in fully armored vehicles and close coordination with the U.S. Embassy and U.S. Consulate security officers, DoD, and ISAF as relevant. PRT sites are in remote areas of Afghanistan in rugged terrain that requires good physical condition to conduct site assessments.

**F. General information regarding living and working conditions in Afghanistan**

Life in Kabul, the capital of Afghanistan has somewhat improved since the establishment of the government, and great strides have been made to regularize

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the availability of services, utilities, and supplies of common consumer items. Living conditions, however, are still difficult but this is an historical opportunity to work closely with a dedicated team to assist the Afghans to bring about peace and stability to their war-torn country. Afghanistan is an unaccompanied post. All staff will be housed on the heavily guarded and fortified Embassy compound, at a military compound, or at a PRT.

**G. Medical and Security Clearance**

The selected applicant must be able to obtain a USG top secret level security clearance and a Department of State Class I medical clearance.

**H. Benefits:**

As a matter of policy, and as appropriate, a PSC is normally authorized the benefits and allowances listed in this section. [NOTE: A contractor meeting the definition of a U.S. Resident Hire PSC, shall be subject to U.S. Federal Income Tax, but shall not be eligible for any fringe benefits (except contributions for FICA, health insurance, and life insurance), including differentials and allowances.]

**A. BENEFITS:**

- o FICA Contribution
- o Contribution toward Health & life insurance
- o Pay Comparability Adjustment
- o Eligibility for Worker's Compensation
- o Annual & Sick Leave
- o Access to Embassy medical facilities, commissary and pouch mail service as per post policy

**B. ALLOWANCES (If Applicable):**

- (1) Temporary Lodging Allowance (Section 120)
- (2) Living Quarters Allowance (Section 130)
- (3) Post Allowance (Section 220)
- (4) Supplemental Post Allowance (Section 230)
- (5) Post Differential (Chapter 500)
- (6) Payments during Evacuation/Authorized Departure (Section 600) and
- (7) Danger Pay (Section 650)
- (8) Education Allowance (Section 270)
- (9) Separate Maintenance Allowance (Section 260)
- (10) Education Travel (Section 280)

\* Standardized Regulations (Government Civilians Foreign Areas).

**C. FEDERAL TAXES:** PSCs are not exempt from payment of Federal Income taxes under the foreign earned income exclusion.

**I. CONTRACT INFORMATION BULLETINS (CIBs/AAPDs) PERTAINING TO PSCs**

- AAPD 06-11 Home Leave and Revised General Provision 5, Leave and Holidays
- AAPD 06-10 PSC Medical expense payment responsibility

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- AAPD 06-07 AIDAR, Appendix D: Contract budget, salary determination and salary increase
- AAPD 06-01 Medical evacuation insurance
- CIB 01-10 Revision of medical clearance process - PSC with U.S. Citizens
- CIB 01-07 Clarification of the extension/renewal policy regarding PSCs
- CIB 01-05 Clarification of the Rest and Recuperation (R&R) policy regarding Third Country Nationals (TCNs)
- CIB 00-08 Revision of Competitive Process - PSCs with U.S. Citizens
- CIB 00-03 FICA & Medicare Tax Rates for Personal Services Contracts
- CIB 99-22 PSC Policy
- CIB 98-23 Guidance regarding Classified Contract Security and Contractor Personnel Security Requirements
- CIB 98-16 Annual Salary Increase for USPSCs
- CIB 98-14 Change in Required Application Form for USPSCs
- CIB 98-11 Determining a Market Value for Personal Services Contractors Hired under Appendix D.
- CIB 97-17 PSC's with U.S. Citizens or U.S. resident aliens
- CIB 97-16 Class Justification for use of Other Than Full and Open Competition for Personal Services Contracts with U.S. Citizens Contracted with Locally, with CCNs and TCNs Subject to the Local Compensation Plan, and for Overseas Contracts of \$250,000 or less
- CIB 96-23 Unauthorized Provision in Personal Services Contracts
- CIB 94-09 Sunday Pay for U.S. Personal Services Contractors
- CIB 93-17 Financial Disclosure requirements under a Personal Services Contract
- CIB 89-29 Use of Government Bill of Lading for Transportation of Personal Service Contractor (PSC) Household Effects, Unaccompanied Baggage and Privately Owned Vehicles

Various Contract Information Bulletins (CIBs) and Acquisition and Assistance Policy Directives (AAPDs) pertain to Personal Services Contracts can be found at:

[http://www.usaid.gov/procurement\\_bus\\_opp/procurement/cib/subject.html#psc](http://www.usaid.gov/procurement_bus_opp/procurement/cib/subject.html#psc)

Additionally, AIDAR Appendixes D or J also applies to PSCs can be found at: <http://www.usaid.gov/policy/ads/300/aidar.pdf>

**J. LIST OF REQUIRED FORMS FOR PSCs:**

For initial consideration:

1. OF-612, signed (**electronic version required**).
2. Contractor Employee Biographical Data Sheet (AID 1420-17)
3. Contractor Physical Examination (AID Form 1420-62).
4. Questionnaire for Sensitive Positions (for National Security) (SF-86)
5. Finger Print Card (FD-258). \*\* (Available from the law enforcement offices or in USAID/Washington).

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**K. APPLYING**

Qualified individuals are required to submit a U.S government OF-612 which is available at the USAID website <http://www.usajobs.opm.gov/forms.asp>, or at Federal Offices. Applicant's CVs may also be included as an attachment. Applications without the completed OF612 form will not be entertained.

All applications should be submitted electronically to mail box: [m0962@usaid.gov](mailto:m0962@usaid.gov)

Attention: Seetha Chayapathi  
Human Resources Specialist  
USAID/Afghanistan

To Ensure consideration of applications for the intended position, please reference the solicitation number on your application and as the subject line of cover letter. The highest ranking applications may be selected for an interview. Applicants may submit an application against this solicitation at any time but prior to **April 14, 2009**, 16:30hrs Kabul time unless revised. Please note that only short listed candidates will be notified.

List of Required PSC forms outlined below can be found at:

[http://www.usaid.gov/procurement bus opp/procurement/psc solicit/forms.html](http://www.usaid.gov/procurement%20bus%20opp/procurement/psc%20solicit/forms.html).

1. 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). Standardized regulations (government civilians foreign areas)

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. Note: The selected individual must be able to obtain a security and medical clearance.

**Point of Contact**

Seetha Chayapathi, Human Resources Specialist, Phone (in Afghanistan) - (202) 216-6288 Ext. 4440; Email: [schayapathi@usaid.gov](mailto:schayapathi@usaid.gov).

**Place of Performance**

Address: USAID/Afghanistan  
U.S. Embassy  
Great Masoud Road  
Kabul, Afghanistan