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Position Description Instructions for PSCs

A Mandatory Reference for ADS Chapter 309

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This mandatory reference provides the general requirements for the Requesting Office, working in consultation with the EXO Office and CO as necessary, to prepare a personal service contract (PSC) position description, consisting of the elements provided below. The position description and resulting level of classification and market value must reflect the bona fide need of the Mission, Bureau or Independent Office.

a. Statement of Duties (SoD)

The CO must ensure the SoD is suitable for use of a personal services contract by complying with the following requirements, at a minimum, based on each specific position:

- The SoD does not violate any of the limitations on PSCs in the [AIDAR Appendices D or J, sec. 4](#);
- A supervisor is assigned who can oversee the PSC's performance in accordance with [FAR Part 37.1](#);
- Performance of the proposed work requires, or is best suited for, an employer-employee relationship;
- The SoD does not require performance of any function reserved for Federal employees; and
- There are no apparent conflicts of interest. If the CO believes that a conflict of interest may exist, the CO should consult with cognizant legal counsel.

The Requesting Office must draft the SoD in consultation with the EXO Office for CO review and include the following information, at a minimum, based on each specific position:

- (1) Recommended position title.
- (2) Organizational unit within the Agency (Bureau, Mission, Office, Division, etc.) that will receive the services to be performed.
- (3) Official location or place of performance (i.e. Washington, DC, country Mission, etc.).
- (4) Position title and grade of the direct Supervisor.
- (5) A brief overview of the program and the role of the position within the organization or program.
- (6) Duties and responsibilities of the position. The Requesting Office must include the following:
 - (a) Describe the work to be performed in objective, mission-oriented terms, with specific tasks and duties.
 - (b) Address each of the following characteristics in the duties and responsibilities:

- Degree of responsibility for decision-making assigned to the position,
- Level of complexity for work assignments,
- Knowledge level required,
- Supervisory Controls: How are assignments made and how much review or control will the Supervisor provide,
- Guidelines for the required work, including reporting requirements,
- Complexity of the work environment or its potential effect on the position's responsibilities,
- Scope and effect of the work performed,
- Level and purpose of contacts, and
- Supervision or oversight the position has over others (address the number and level of subordinates, and the degree of supervisory responsibility, if any).

(c) Do not include “accretion of duties,” “other duties as assigned,” or other similar language. See [ADS 309.3.1](#).

(d) See additional requirements specific to CCN and TCN PSCs in [ADS 309.3.3.1](#).

- (7)** The period of performance, with beginning and end dates, plus any option periods if applicable.
- (8)** The security level required for the position. Bureaus, Independent Offices, and overseas Mission Requesting Offices must determine whether the duties of the position require access to national security information such as “Confidential,” “Secret,” or “Top Secret” (see [ADS 566](#) or the Regional Security Officer (RSO) for overseas posts for security requirements).
- (9)** Travel requirements, if any, including an estimate of the number or frequency of trips and locations.
- (10)** Support Items: The Requesting Office must include a statement indicating that the PSC will be provided with the support services, equipment, and supplies necessary to perform the work.

b. Minimum Qualifications and Basic Eligibility Criteria

- (1)** The Requesting Office must state the minimum educational requirements and technical and professional experience, skills, and abilities needed for the position. Educational requirements may include academics, training, licenses, or other evidence of achievement through education. Technical and professional experience may include

volunteer work or other vocational achievements directly relevant to the position. Skills and abilities may include customer service, oral and written communication skills, and teamwork.

(2) These minimum qualifications determine an offeror's basic eligibility for the position. Offerors who do not meet all the minimum qualification requirements, or whose offer do not make clear whether they meet these minimum qualifications, must not be considered for the position.

(3) The ability to obtain the security level and medical clearances as required for the position

c. Evaluation Criteria

(1) The Requesting Office must draft the evaluation criteria based on the minimum qualifications and basic eligibility criteria established for the position. In addition, the evaluation criteria must indicate the relative order of importance of each factor.

(2) Prior USAID-specific experience prohibited in evaluation criteria. See [ADS 309.3.1](#).

(3) The Requesting Office must indicate how, and at what stage, reference checks will be considered, and whether they will be included in the scoring. The Requesting Office may also propose to the CO other considerations it considers relevant to the position.

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