

Pre-Proposal Conference: Health / Life Insurance

Conference Minutes

October 7, 2015

Agenda

- Introductions
- Key Points
- Questions and Answers
- Break
 - Additional Questions May Be Submitted in Writing
- Questions and Answers
- Closing

Minutes

1. Introductions
 - a. My name is Mark Mitchell, and I am the Supervisory General Services Officer and Contracting Officer for this requirement. I am joined by Lorena Galdamez, the locally employed Procurement Supervisor.
 - b. The requiring office for this solicitation is Human Resources, and two representatives from that office are in attendance today to advise me on technical matters related to health and life insurance.
 - i. Rachel Martinez, Human Resources Officer and Contracting Officer's Representative
 - ii. Irma Cipriani, Human Resources Office
 - c. The Requiring Office will not provide answers directly to you. Statements made today by anyone other than me should not be construed as the US government's official response.
2. A record of conference proceedings will be prepared and posted to FedBizOpps for all recipients of the RFP, whether or not they attend this conference. All questions received by potential bidders and the government's answers will also be posted on FedBizOpps.
3. Statements made at the conference do NOT change the solicitation. Any changes –if necessary– will be issued by written amendment to the solicitation and posted on FedBizOpps. At today's conference, no information will be provided that has not already been released to the public in the current solicitation.
4. During today's conference, I will read the questions submitted by various companies via email and the US government's answers to those questions. If you have additional questions you would like to ask, you must submit those in writing during the break. I will then take a few minutes to confer with the Requiring Office prior to providing immediate answers or informing you that the government's formal answer will be posted on FedBizOpps pending further research.
5. There are several key points of the Request for Proposal that I would like to highlight for you.
 - a. Per the cover letter released on FedBizOpps, your proposal must be submitted in a sealed envelope marked "Proposal Enclosed" to the address provided in the solicitation on or before 12:00pm on Friday, October 16, 2015. No proposals will be accepted after this time.

- b. No changes will be made to pricing after the contract is signed, except pursuant to the economic price adjustment clause in Section B.4.
 - c. The rates for option years must be included in your offer and are not subject to renegotiation after the contract is signed.
 - d. Clause 52.217-9, Option to Extend the Term of the Contract, allows the exercise of options to be the unilateral choice of the Government, not the contractor.
 - e. Offerors must follow the guidelines in Section L of the solicitation when preparing their proposals.
 - f. Please refer to Section M of the solicitation for information about the evaluation factors for award.
 - g. Offerors are required to provide Data Universal Numbering System Numbers (DUNS Numbers) and register for SAM per FAR 52.204-12 and FAR 52.204-7. The Contractor shall ensure that the DUNS number is maintained with Dun & Bradstreet throughout the life of the contract. The Contractor must communicate any change to the DUNS number to the Contracting Officer within 30 days after the change, so an appropriate modification can be issued to update the data on the contract. Dun & Bradstreet may be contacted by internet, phone or at a local office.
6. Now I will proceed to the next section of today's Agenda, Questions and Answers.

Pre-Proposal Conference: Q and A

1. What are the Embassy's daily operations?

- a. The Embassy is a diplomatic mission and engages in a wide variety of activities focused on relationship building, policy analysis, foreign assistance, and program management. Our broad scope of work in Guatemala includes political, economic, public diplomacy, consular, counter-narcotics, agriculture, commerce, border protection, military coordination, public health, and administrative functions.

2. Please provide a spreadsheet with claims record for at least the past 10 months of the policy period.

- a. Due to privacy and security concerns, the Embassy will only release the following aggregate information:

Year	Life Insurance Premiums	Life Insurance Claims	Number of Life Ins. Claims	Medical Premiums	Medical Claims	Number of Medical Claims	Months
2010	Q. 645,640	Q. -	0	Q. 4,542,691	Q. 3,152,959	5,034	12
2011	Q. 675,232	Q. -	0	Q. 4,879,291	Q. 3,480,592	5,106	12
2012	Q. 827,063	Q. 650,000.00	1	Q. 5,052,572	Q. 2,828,853	4,152	12
2013	Q. 670,824	Q. -	0	Q. 5,411,661	Q. 5,308,378	6,637	12
2014	Q. 670,409	Q. -	0	Q. 5,493,877	Q. 5,769,807	6,598	12
2015	Q. 222,126	Q. -	0	Q. 1,833,479	Q. 3,060,562	4,269	4

Note: 2015 includes May 1, 2015 through August 31, 2015.

3. Please provide the total cost of the premiums for at least the past 10 months of the policy period that correlates with the loss information.

- a. Please refer to the response in Question 2 above.

4. Please provide three years of medical claim data and life insurance claim data by year of account including three years net premium, incurred claims and membership history. For membership history, please provide the number of Employees with single coverage and with family coverage at the end of each year.

- a. Please refer to the response in Question 2 above.
- b. The current number of employees, including marital status, single or family coverage and gender has been included in the RFP. This information is largely similar from year to year. In addition to the 307 employees currently receiving coverage, 205 spouses and 355 children are currently insured via the family option. We do not have historical data available related to membership history, but we have additional detail on the break-down of gender, age, employee and family members.

Count of Type	Age Range								Grand Total	
Individual Type	0-10	10-20	20-30	30-40	40-50	50-60	60-70	70-75		
Spouse				7	51	75	45	26	1	205
Child	126	181	48							355
Employee			13	84	115	55	36	4		307
Grand Total	126	181	68	135	190	100	62	5		867

Count of Type	Age Range							Grand Total	
Type	0-10	10-20	20-30	30-40	40-50	50-60	60-70		
Employee				8	35	50	30	26	149
Spouse					18	33	24	11	86
Child	69	99	23						191
Grand Total	69	99	31	53	83	54	37		426

Gender	F									
Count of Type	Age Range									
Type	0-10	10-20	20-30	30-40	40-50	50-60	60-70	70-75		Grand Total
Employee				5	49	65	25	10	4	158
Spouse				7	33	42	21	15	1	119
Child	57	82	25							164
Grand Total	57	82	37	82	107	46	25	5		441

5. **Have you been informed of Catastrophic cases presented in the last year, such as: Hemodynamics, Open Heart Surgery, Orthopedic Major Surgeries, Organ Transplant, Traumatic Accident, Cancer and Oncology Cases (Radio and Chemotherapy), and hospitalizations with more than 10 days.**
 - a. Yes, we are aware of one head trauma case and a few cancer cases. This may not be an exhaustive accounting.

6. **Are you aware of any employee or dependent currently hospitalized, confined at home or a treatment facility, disabled or incapacitated?**
 - a. Yes, we are aware of two employees in this category. This may not be an exhaustive accounting.

7. **Are any employees or dependents currently pregnant?**
 - a. We are unable to determine the number of current pregnancies.

8. **Employee Census that includes gender, date of birth or age, and employment position (for employees and dependents)**
 - a. We are able to release gender, age and job titles in the aggregate. Due to privacy and security concerns, we are not able to complete the census chart provided. The list of representative job titles is available in Appendix A.

9. **Employee census (preferably in an excel file) that includes age, gender, salary, etc. See attached Excel file for your use. Date of Birth is NOT required, age is sufficient.**
 - a. We are able to release gender, age and job titles in the aggregate. Due to privacy and security concerns, we are not able to complete the census chart provided. The list of representative job titles is included in Appendix A.

10. **Premium & claims history for health Insurance for the current year and last 5 years - 2015 (till now), 2014, 2013, 2012, 2011 and 2010.**
 - a. Please refer to the response in Question 2 above.

11. **Premium & claims history for life Insurance for the current year and last 5 years - 2015 (till now), 2014, 2013, 2012, 2011 and 2010.**
 - a. Please refer to the response in Question 2 above.

12. **Advise if 2014 benefit schedule for health insurance is the same as the benefit schedule currently being requested under SGT50015R0003; and if not advise us on the differences. Alternatively, you can simply provide the previous solicitation document.**
 - a. The current contract is public information and may be requested via a Freedom of Information Act request. Changes include but may not be limited to the following: (1) the addition of dental coverage in the current Request for Proposal, and (2) a reduction in the total maximum coverage in the current Request for Proposal compared to the prior

contract. The previous contract maximum was Q 1,000,000 per patient per contract year, but the current Request for Proposals has a contract maximum of Q1,000,000 per person per lifetime of the contract.

13. Advise if 2014 benefit schedule for life insurance is the same as the benefit schedule currently being requested under SGT50015R0003; and if not advise us on the differences. Alternatively, you can simply provide the previous solicitation document.

- a. The current contract is public information and may be requested via a Freedom of Information Act request. Changes include but may not be limited to the following: in the prior contract, the payment maximum was Q 650,000, but the current RFP does not have a maximum for life insurance other than the formulas mentioned in Section C, Part II: Group Life Insurance in the RFP for the government's requirements.

14. Are any major illnesses being treated? If Yes, indicate in Census Sheet (attached) along with diagnosis.

- a. Yes, we are aware of one catastrophic case involving head trauma. This may not be an exhaustive list.

15. Are persons not actively at work? If Yes, indicate in Census Sheet attached

- a. Yes, we are aware of one catastrophic case involving head trauma. This may not be an exhaustive list.

16. Are there any Disabled Lives? If Yes, indicate in Census Sheet attached

- a. We do not have access to this information.

17. Are there any large losses (in excess of \$10,000) within the last year to date. If Yes, indicate in Census Sheet (attached) along with diagnosis.

- a. Due to privacy and security concerns, this information will not be released.

18. Please complete the attached census with the salary information for an accurate payroll per person (as it relates to employee age, gender and occupation) for computing the life insurance premiums.

- a. The aggregate salary information has been included in the Request for Proposal. Additional detail is not available.

19. In the attached Census please complete the 'occupation' column (i.e. bodyguard, office-work, field engineer etc) so that we can get an accurate employee count based on occupation and salaries to compute the premiums precisely.

- a. The list of representative job titles is available in Appendix A.

20. Please provide number of Life and Disability claims (i.e number of deaths and number of Total Permanent Disability Claims) for appropriate years

- a. We are aware of one life insurance claim in 2012 with a pay-out of Q 650,000. Please refer to the response to Question 2.

21. What is the start date of coverage for the plan referenced in this solicitation?

- a. Per Section C, Part I – Health Insurance, C.1.6.1 of the Request for Proposal, each current active eligible employee will be enrolled for health benefits under this contract **immediately** upon award and thereafter during the performance period of the contract.

- b. Per Section C, Part II – Group Life Insurance, C.2.6 of the Request for Proposal, each current active eligible employee is enrolled for life insurance and disability benefits under this contract ***immediately*** upon award and thereafter during the performance period of this contract.

22. Section C.2.1.3 is titled "Partial and Total Disability Coverage" but the requirement for only total disability is specified. Please specify if there is indeed a requirement for partial disability.

- a. Per Section C, Part II – Group Life Insurance, C.2.1.3, there is ***not*** a requirement for Partial Disability coverage.

23. Please advise whether are any of the persons covered required to carry firearms and if so, please indicate them appropriately in the attached census or Exhibit C?

- a. There are three direct-hire employees covered under the LE Staff insurance plan that carry firearms for their job duties.

24. The health insurance price tables in Section B for the base and all option years are listed as Section B.2.3. Should they be numbered correctly from B.2.3 to B.2.7

- a. Yes, that is a typographical error.

25. If you currently have insurance, it is necessary that you provide the loss rate of the current policy, that way we can quote eliminating the pre-existing conditions.

- a. All eligible employees and family members must be provided coverage, including pre-existing conditions.

26. Is this solicitation accessible to insurance brokers or only direct insurance companies?

- a. All interested parties may submit proposals.

27. For the Life Insurance coverage, do you have a limit (e.g. maximum or minimum)?

- a. Please refer to Section C, Part II: Group Life Insurance in the RFP for the government's requirements.

28. What are the copayments for the in-network option active right now?

- a. This information is not available. Please submit your Proposal in accordance with the Request for Proposal.

29. Does the plan have an age limit?

- a. Age limits discussed in the RFP include but may not be limited to the following:
 - i. Per Section C, Part I – Health Insurance, C.1.5, an eligible child will be covered until the end of the contract year in which he/she reaches age 22, or in the case of a child who is a full-time student, until the end of the calendar year in which the child turns age 25. There is no age limit for a child who is physically or mentally handicapped so as to be unable to live independently.
 - ii. Per Section C, Part II – Group Life Insurance, C.2.4.1, new employees who have reached the age of sixty (60) years prior to entering on duty with the U.S. Government will not be eligible for life insurance coverage.

30. Which benefits are included in Section C, Part I – Health Insurance, C.1.1.7 and C.1.1.8?

- a. Those portions are “Reserved.” This means that text was deleted from the standard contract model, but the numbers are reserved to preserve the numbering scheme of the document. No benefits are included in Section C, Part I – Health Insurance, C.1.1.7 and C.1.1.8.

31. In order to reduce the premium can we offer a different in-network option that will not affect the quality of service? Are you willing to change it?

- a. Under the existing contract, the in-network option provided to employees is Red de Proveedores Negociados. However, the government will fully consider all proposals received by the deadline and award to the lowest price, technically acceptable bidder.

Appendix A – Job Titles

Note: This list of 334 representative job titles includes positions which may be currently vacant. Vacant positions may be filled or eliminated in the future.

A&A ASSISTANT
A&A SPECIALIST
A&A SPECIALIST
A&A SPECIALIST
A&A SPECIALIST
A&A SPECIALIST (SUPERVISOR)
A.I.D.PRJ. MGT. ASSISTANT
ACCESS PROGRAM TECHNICAL COORDINATOR
ACCOUNTING TECHNICIAN/BUDGET ANALYST
ACCOUNTING TECHNICIAN/BUDGET ANALYST
ACS ASSISTANT
ACS SUPERVISORY ASSISTANT
ADMIN ASSISTANT (FACILITY MAINTENANCE)
ADMIN ASST
ADMINISTRATIVE ASSISTANT
ADMINISTRATIVE ASSISTANT
ADMINISTRATIVE ASSISTANT (CDC)
ADMINISTRATIVE ASSISTANT (DAO)
ADMINISTRATIVE ASSISTANT (DHS)
ADMINISTRATIVE ASSISTANT (HU)
ADMINISTRATIVE ASSISTANT CDC/CAP
ADMINISTRATIVE ASSISTANT DHS/ICE
ADMINISTRATIVE ASSISTANT/TRANSLATOR
ADMINISTRATIVE ASSISTANT/TRANSLATOR (CDC-CAP)
ADMINISTRATIVE ASSISTANT-ALUMNI COORDINATOR
ADMINISTRATIVE SPECIALIST
AGRICULTURAL ASSISTANT
AGRICULTURAL MARKETING SPECIALIST
AGRICULTURAL SCIENTIST
AGRICULTURAL SCIENTIST (APHIS)
AGRICULTURAL SCIENTIST (APHIS)
AGRICULTURAL SPECIALIST
APHIS MAINTENANCE & EQUIPMENT ASSISTANT
ASSISTANT INVENTORY CLERK
AUDIO VISUAL TECHNICIAN
AUTOMOTIVE MECHANIC
AUTOMOTIVE MECHANIC
BUDGET ANALYST
BUDGET ANALYST
BUDGET ANALYST
BUDGET ANALYST (CDC)
BUDGET ASSISTANT (APHIS)
BUILDING MAINTENANCE SUPE
CARPENTER

CARPENTER
CASHIER
CDC EMRGNCY PREPREDNESS CRDNTR
CDC FINANCIAL ASSISTANT
CHAUFFEUR
CHAUFFEUR (USMC DET)
CHIEF ACCOUNTANT
COMMERCIAL CLERK/CHAUFFEUR
COMMERCIAL SPECIALIST
COMMERCIAL SPECIALIST
COMP CONTROL CLERK (CONSU
COMP MNGMENT ASSIST (LAN)
COMP SYSTEM ANALYST (PHOENIX)
COMPUTER ASSISTANT (NAS)
COMPUTER CONTROL CLERK
COMPUTER MANAGEMENT ASSISTANT
COMPUTER MANAGEMENT SPECIALIST
COMPUTER MANAGER
COMPUTER MGT SPECL
COMPUTER MGT. SPECIALIST
COMPUTER SYSTEMS ANALYST
CONSULAR ASSISTANT
CONSULAR ASSISTANT (FPMU)
CONSULAR ASSISTANT ACS

CULTURAL AFFAIRS ASSISTANT
CULTURAL AFFAIRS SPECIALI
CULTURAL ASSISTANT (EDUCATION)
CUSTOMS & SHIPPING ASSISTANT
CUSTOMS AND SHIPPING SUPERVISOR
DAO ASSISTANT (WAE)
DEMAND REDUCTION PROGRAM MANAGER (NAS)
DEPUTY CHIEF ACCOUNTANT
DEPUTY DIRECTOR FOR MANAGEMENT & OPERATIONS (DDMO)
DEV ASST SPEC (INDG PART ADV)
DEV OUTREACH & COMM ASSISTANT
DEV PROG SPEC (BUDGET & INFO)
DEV PROG SPEC (M&E)
DEV PROGRAM ASSISTANT
DEVELOPMENT CLERK
DEVELOPMENT CLERK
DISPATCHER
DISPATCHER
DISPATCHER/FLEET MANAGER
DPO SUPERVISOR AND ADMINISTRATIVE ASSISTANT
DRIVER/MECHANIC
DRIVER/MESSENGER (CDC)
DRIVER/MESSENGER (CDC)
DVP PRM SPECIALIST
DVP PRM SPECIALIST
DVP. PRM. SPECIALIST
ECONOMIC SPECIALIST
ECONOMIC SPECIALIST
ELECTRICAL ENGINEER
ENGINEER (MAINTENANCE)
FAS ADMINISTRATIVE ASSISTANT
FBI/TAG ADMINISTRATIVE ASSISTANT
FBI/TAG INVESTIGATOR
FINANCIAL ANALYST
FINANCIAL ANALYST
FINANCIAL ANALYST
FINANCIAL ANALYST
FINANCIAL SPECIALIST
FOOD FOR PEACE OFFICER
FPD ADMINISTRATIVE ASSISTANT
GIS SPECIALIST
GLOBAL FUND LIAISON SPECIALIST
HANDYMAN/WAREHOUSE
HEALTH & EDUC DEV ADVISOR
HR ASSISTANT FOR PERFORMANCE/RECRUITMENT
HR/ADMINISTRATIVE ASSISTANT
HUMAN RESOURCES ASSISTANT
HUMAN RESOURCES ASSISTANT
HUMAN RESOURCES CLERK

HUMAN RESOURCES CLERK (WAE)
HUMAN RESOURCES CLERK (WAE)
HUMAN RESOURCES CLERK (WAE)
HUMAN RESOURCES CLERK (WAE)
HUMAN RESOURCES SPECIALIST
HUMAN RESOURCES SPECIALIST
HVAC TECHNICIAN
ICE/DRO INVESTIGATOR
IMMIGRATION ASSISTANT
IMMIGRATION ASSISTANT
IMMIGRATION INVESTIGATOR
IMMIGRATION INVESTIGATOR
INFORMATION ASSISTANT WOR
INL AVIATION SUPPORT ADMINISTRATIVE ASSISTANT
INL FINANCE TECHNICIAN/RECEPTIONIST
INL FINANCIAL MANAGER
INL PROCUREMENT AGENT
INVESTIGATIVE ASSISTANT (
INVESTIGATIVE ASSISTANT (DEA)
JUNIOR ANTI-FRAUD INVESTIGATOR
LAB SPECIALIST (CDC-CAP-GAP)
LOCAL GUARD CONTRACT COORDINATOR
LOGISTIC & BUDGET CLERK
MAIL & FILE CLERK
MAIL & FILE SUPERVISOR
MAIL CLERK
MAIL CLERK (APO)
MAIL ROOM SUPERVISOR
MAINTENANCE MANAGEMENT SP
MAINTENANCE SUPERVISOR (NAS)
MANGO INSPECTOR (WAE)
MECHANIC (ELECTRICIAN)
MECHANIC (ELECTRICIAN)

MILGRP ADMIN/LOGISTICS SPECIALIST
MOTOR POOL ASSISTANT (NAS)
MOTOR POOL DISPATCHER (NAS)
MULTIMEDIA COORDINATOR
NAS LOGISTICS & RESOURCE
NAS POLICE PROGRAM ADMINISTRATIVE ASSISTANT
NAS PROCUREMENT TEAM LEADER
NAS PROJECT DEVELOPMENT SPECI
NAS VOUCHER EXAMINER
NETWORK ADMINISTRATOR (CDC)
PARTNER VETTING SPECIALIST
PASSPORT & CIT. ASSISTANT/CONSULAR SUB CASHIER
PAY ASSISTANT
PAYROLL LIAISON/VOUCHER EXAMINER
PLUMBER/WELDER
PNC ACADEMY TECHN ADVISOR
POLICE VETTING COORDINATOR
POLITICAL SPECIALIST
PRESS SPECIALIST
PRG MGT SPEC (HEALTH)
PRINCIPAL CLASS B CASHIER
PRJ MGT ASS (FINANCIAL)
PRJ MGT ASST (EDUCATION)
PRJ MGT ASST (FFP)
PRJ MGT SPEC (BOM)
PRJ MGT SPEC (BOM)
PRJ MGT SPEC (D&G)
PRJ MGT SPEC (EDUCATION)
PRJ MGT SPEC (FFP)
PRJ MGT SPEC (HEALTH)
PRJ MGT SPEC (HIV)
PRJ MGT SPEC (HIV/AIDS BILATERAL)
PRJ MGT SPEC (HIV/AIDS REG)
PRJ MGT SPEC (LAND TEN & NAT RES POLICY)
PRJ MGT SPEC (RURAL ENTERP)
PRJ MNT SPEC (D&G)
PRJ. MGT. SPEC. (ENVIRONMENT)
PRJ. MGT. SPEC. (ENVIRONMENT)
PRJ. MGT. SPEC. (MCH)
PROCUREMENT AGENT
PROCUREMENT AGENT (NAS)
PROCUREMENT SUPERVISOR
PROGRAM ASSISTANT (MILGP)
PROGRAM ASSISTANT / CASHI
PROGRAM ASSISTANT-PPQ (APHIS)

PROGRAM MANAGEMENT ASSISTANT
PROGRAM MANAGEMENT SPECIALIST
PROJ MGT SPEC (TRADE & INVEST)
PROJ MNGMENT ASSISTANT
PROJECT MANAGEMENT ASSISTANT
PROJECT MNGMENT ASSISTANT
PROPERTY CLERK/DISPATCHER
PROTOCOL ASSISTANT
PUBLIC AFFAIRS MANAGEMENT ASSISTANT
PUBLIC HEALTH ADMINISTRATIVE MANAGEMENT SPECIALIST
PUBLIC HEALTH ANALYST
PUBLIC HEALTH SPECIALIST (HIV/TB)
PURCHASING AGENT
PURCHASING AGENT
PURCHASING AGENT
PURCHASING AGENT
RADIO FIELD ENGINEER
RECEPTIONIST
RECEPTIONIST
RECEPTIONIST (WAE)
RECEPTIONIST/PROCUREMENT ASSISTANT
REGISTERED PROFESSIONAL NURSE
RSO ADMINISTRATIVE ASSISTANT
RSO ANTI-FRAUD SECURITY INVESTIGATOR
RULE OF LAW PROGRAM ASSISTANT
SAFETY PROGRAM COORDINATOR
SD COORDINATOR
SECRETARY
SECRETARY
SECRETARY
SECRETARY
SECRETARY (MISSION DIRECTOR)
SECRETARY (ROVING)
SECRETARY LEGAL ADVISOR
SECRETARY POL/ECON
SECURITY ASSISTANT/DRIVER
SECURITY ASSISTANT/DRIVER
SECURITY INVESTIGATOR
SECURITY INVESTIGATOR
SECURITY INVESTIGATOR
SECURITY TECHNICIAN
SECURITY TECHNICIAN
SENIOR ANTI-FRAUD INVESTIGATOR
SENIOR MANAGEMENT SPECIALIST

SENIOR PUBLIC HEALTH SCIENTIST/EPIDEMIOLOGIST
SHIPPING & CUSTOMS ASSIST
SHIPPING & CUSTOMS ASSISTANT
SHIPPING ASSISTANT
SR GLOBAL CLIMATE CHANGE ADV
STOREKEEPER (NEPA)
STOREKEEPER (SUPPLIES)
SUPERVISORY ACCOUNTANT
SUPERVISORY PURCHASING AGENT
SUPERVISORY VISA ASSISTANT
SUPPLY CLERK
SUPPLY CLERK
SUPPLY CLERK
SUPPLY CLERK (WAREHOUSE/MA
SUPPLY CLERK/LOAN FURNITURE/HKITS
SUPPLY SUPERVISOR
SUPPLY SUPERVISOR
TELEPHONE OPERATOR
TELEPHONE TECHNICIAN
TRADES HELPER/HANDYMAN
TRAINING ASSISTANT (MILGP)
TRANSLATOR/PROTOCOL ASSIS
TRANSLATOR/SECRETARY (NAS)
TRAVEL ASSISTANT
TRAVEL ASSISTANT/MOTOR PO
TRUCK DRIVER (WAREHOUSE)
VISA ASSISTANT
VISA ASSISTANT
VISA ASSISTANT
VISA ASSISTANT
VISA ASSISTANT
VISA ASSISTANT
VISA CLERK
VISA CLERK (MRV)
VOUCHER EXAMINER
VOUCHER EXAMINER
VOUCHER EXAMINER
VOUCHER EXAMINER/ALTERNATE CASHIER
WAREHOUSE SUPERVISOR
WAREHOUSEMAN
WAREHOUSEMAN