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PRECEPTS  
FOR LIMITED CAREER EXTENSIONS  
FOR SENIOR FOREIGN SERVICE EMPLOYEES

A. Purpose

This provides the Consolidated Senior Foreign Service Performance Board (C/Board) with the Precepts they will use to recommend SFS Officers for Limited Career Extensions (LCEs).

B. Limited Career Extensions (LCEs)

1. The Foreign Service Act of 1980, Section 607, authorizes the Agency to grant LCEs to career employees who have reached their maximum Time-In-Class (TIC) limitation. The Agency may offer LCEs to non-promoted SFS members during the last two years of their TIC or LCE. LCEs are granted, or renewed, by the Administrator, or the Administrator's designee, in accordance with C/Board recommendations; or by the Inspector General in accordance with the IG C/Board recommendations. However, SFS members will be reviewed only once during the last two years of TIC or LCE. In making the final determinations on who will receive an LCE, the Senior Management Review C/Board (SMRB) serves as an advisory panel to the Administrator.
2. The effective date of retirement of an Officer not granted an LCE is the last day of the month in which the TIC or LCE expires.
3. The chief reasons for granting LCEs are: completion of an Officer's present tour and retention of specialized skills or shortage categories, taking into account the effect of the LCE on the need to provide a regular and predictable flow of talent through the ranks including into and out of the SFS.

a. LCEs may be granted by the Administrator or designee only when the employee is recommended by the C/Board for such an LCE and either:

- 1) The LCE is necessary to allow the employee to complete their present tour, provided it is in the Agency's interest to do so. For the purpose of LCEs, overseas tours are defined as two years for one tour posts and four years for all two tour posts and SMG positions except for Mongolia, NIS assignments and Cambodia. All USAID/W assignments are for a three year period; or
- 2) To retain an employee only in connection with a programmatic need of the Agency where a position or assignment has been identified and (i) where there is a demonstrated severe shortage of personnel in the individual's backstop, or (ii) where an activity is being phased out and hiring a new short-term replacement is inappropriate (where there is a temporary critical need, an LCE need not be for the duration of an entire tour), or (iii) where there is a critical need for specific skills, expertise and experience for a particular assignment while taking into account the effect any such LCE would have on the need to provide a regular and predictable flow of talent through the ranks and into the SFS.

Except for LCEs granted in accordance with 3a2 above, SFS Officers with one year or less remaining in their TIC/LCE will not be considered for an onward assignment. Such Officers will be extended in their present positions to complete their careers.

### C. Eligibility

The C/Board or IG C/Board will consider for LCEs those career members of the SFS whose TIC or LCE will expire

at any time during the subsequent calendar year, i.e., the 2000 C/Boards will consider all SFS members whose TIC or LCE expires on or before December 31, 2001. If an employee up for LCE consideration receives a promotion as a result of the same C/Board that considered the employee for an LCE, then the Agency will assign the employee a TIC limitation date applicable to the employee's new salary class. A SFS member on a 607(d)(2) extension is ineligible for Performance C/Board review for promotion and LCEs.

#### D. Responsibilities

1. M/HR/EM or IG/RM (for backstop 08 employees only) will annually review the SFS Officers' TIC/LCE expiration dates and shall, when the C/Board convenes, advise the C/Board as to who is eligible for LCE consideration by that C/Board.
2. The C/Board shall review the character, quality of work, industry, usefulness and experience of employees identified for LCE consideration and compare such performance(s) with those of others in the employee's class or backstop. The C/Board will review all employees on a classwide basis, and may also review them by backstop (occupational specialty). Given the C/Board's assessment of each employee's overall ability and desire to perform the work of the Service, the C/Board shall rank order those employees recommended for LCEs in one of the following categories:
  - a. Eligible for classwide LCE;
  - b. Eligible for backstop-specific LCE.

#### E. Procedures

1. The C/Board shall have the same information available to it as it had for promotion decisions. In addition to the list of eligibles, the C/Board may receive lists of assignment decisions made before the C/Board adjourns on those under consideration for an LCE. M/HR/EM will provide the assignment decision list to the C/Board only after it has made its initial (draft) LCE

recommendations. IG/RM will provide the same to the IG C/Board.

## 2. Submission of Findings

The C/Board shall prepare the following:

- a. A rank-order list of career employees recommended for classwide LCEs;
- b. A rank-order list of career employees recommended for backstop-specific LCEs if there are any; and
- c. An alphabetical list of all employees reviewed, but not recommended for an LCE.

## F. Criteria

The C/Board will apply the same criteria that applies to promotions. Recognizing that employees granted LCEs will serve in their present class, the C/Board should give greater weight to the quality of performance and potential for continued substantive service in that class.

In considering employees for classwide LCEs, the Board should give weight to evidence of accomplishment and competency demonstrating the capability to carry out executive responsibilities across functional line. In reviewing employees for backstop-specific LCEs, the C/Board should give particular credit to expertise and achievement in that field.