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**Functional Series 400  
Personnel**

**INTERIM UPDATE 08-10**

**SUBJECT:** Announcement of New Foreign Service National Fellowship Program

**NEW MATERIAL:** The USAID Foreign Service National (FSN) Advisory Council is pleased to announce the establishment of the Foreign Service National (FSN) Fellowship Program

**EFFECTIVE DATE:** 09/17/2008

**ATTACHMENTS:**

1. [FSN Fellowship Program Application \(AID 400-29\)](#)
2. [FSN Fellowship Opportunity: Water for the Poor in Asia and the Middle East](#)
3. [FSN Fellowship Opportunity: Monitoring & Evaluation \(M&E\) in Asia and the Middle East](#)
4. [FSN Fellowship Opportunity: Health in Asia and the Middle East](#)
5. [FSN Fellowship Opportunity: Budget Planning in Asia and the Middle East](#)
6. [FSN Fellowship Opportunity: Creation of FSN Executive Corps in the Office of Human Resources](#)
7. [FSN Fellowship Opportunity: Economic Growth Training Development in the Bureau of Economic Growth, Agriculture and Trade](#)

## POLICY

USAID/General Notice  
HR/PPIM  
09/17/2008

Subject: Announcement of New Foreign Service National Fellowship Program

The USAID Foreign Service National (FSN) Advisory Council is pleased to announce the establishment of the Foreign Service National (FSN) Fellowship Program. This new initiative is designed to support and enhance the professional development of the Agency's Foreign Service National workforce. The following information provides a general description of the FSN Fellowship Program, its objectives, opportunities for rotational assignment, eligibility requirements, application procedures, selection process, and closing dates for submission of application materials.

### 1. Objective

The USAID FSN Advisory Council was established to empower the FSN community through promoting greater participation more proactive involvement in issues affecting Foreign Service Nationals throughout USAID. The Council developed the FSN Fellowship Program in response to feedback received from the Agency's FSN staff.

The Program offers developmental opportunities for USAID FSNs to apply their technical knowledge and professional work experience in temporary rotational assignments in USAID/W, while at the same time providing USAID/W with additional technical expertise from the field. Rotational assignments under the Program will be treated as temporary duty (TDY).

The Program is being implemented initially on a pilot basis. It is anticipated that up to six FSN's will be selected to participate in the FSN Fellowship Opportunities announced in this Notice.

### 2. Providing Opportunities for FSN Temporary Rotational Assignments in USAID/W

In coordination with HR/PPIM staff, USAID/W Bureaus and Offices will provide opportunities for FSN temporary rotational assignments under the Program. The host Bureau or Office determines the duration of the temporary rotational assignment (typically no more than two months), a scope of work (SOW) for each rotational assignment, and specific work assignments to be performed by the selected FSN candidate. In addition, the host Bureau/Office funds each rotational assignment, makes candidate selection, and handles other logistical arrangements including travel, computer access, and required security clearance. Rotational assignments are limited to unrestricted floors in the Ronald Reagan Building. Prior to the beginning of each rotational assignment, a memorandum of agreement between the host Bureau or Office

and the FSN candidate who is selected will be developed covering the terms and conditions of the rotation.

FSN fellowship opportunities for temporary rotational assignments in USAID/W are listed in Attachments 2 through 7. Other Bureaus and Offices have expressed a willingness to participate in FY 2009. HR/PPIM will announce future FSN Fellowship Opportunities as they become available.

### 3. Eligibility Requirements

FSN candidates for this competitive program should be highly motivated professionals who work well with limited supervision. To be considered for a temporary rotational assignment in USAID/W, all FSN candidates must have:

- A minimum of five years of experience working in a USAID Mission in a professional capacity as an FSN
- Appropriate education or training certification in a relevant field
- Excellent written and oral communication skills
- English language skills at the 3/3 level or higher
  
- Excellent interpersonal and teambuilding skills
- Commitment to the relevant development assistance field
- Commitment to continuing a professional career in development assistance work.

### 4. Application Procedures and Supporting Documentation

FSN candidates who wish to be considered for a specific temporary rotational assignment in USAID/W must be nominated by their supervisor, with the concurrence of the Mission Director.

To be considered for a specific rotational assignment under the Program, FSN candidates must:

- Complete the FSN Fellowship Program Application (Attachment I);
- Include a written narrative of no more than two pages describing how the desired rotation will
  - (1) strengthen his or her professional work capability
  - (2) impact Mission and Agency goals and objectives
- Provide a resume.

All completed applications and supporting documentation must be sent to the host Bureau/Office Community Sponsor listed in the description of each available FSN Fellowship Opportunity (see Attachments 2 through 7).

### 5. Selection Process

Upon receipt of each candidate's application and supporting documentation, the host Bureau/Office Community Sponsor convenes a selection panel of at least three members. Each selections panel will include a representative from the FSN

Advisory Council. The panel members review the applications package submitted by each FSN candidate and rate each candidate's technical skills and experience, according to the requirements of the SOW. The panel will rank the candidates and select the finalist.

#### 6. Closing Dates for Submission of Application Package

The deadline for submission of application materials for each FSN Fellowship Opportunity listed in Attachments 2 through 6 of this Notice is October 10, 2008. Application materials for the FSN Fellowship Opportunity listed in Attachment 7 are due by Monday, September 22, 2008.

Point of Contact: Any questions concerning this Notice may be directed to Sherri Fennell, HR/PPIM, on (202) 712-1866 or by E-mail at [sfennell@usaid.gov](mailto:sfennell@usaid.gov).

- Attachment 1, FSN Fellowship Program Application (AID 400-29)
- Attachment 2, FSN Fellowship Opportunity: Water for the Poor in Asia and the Middle East
- Attachment 3, FSN Fellowship Opportunity: Monitoring & Evaluation (M&E) in Asia and the Middle East
- Attachment 4, FSN Fellowship Opportunity: Health in Asia and the Middle East
- Attachment 5, FSN Fellowship Opportunity: Budget Planning in Asia and the Middle East
- Attachment 6, FSN Fellowship Opportunity: Creation of FSN Executive Corps in the Office of Human Resources
- Attachment 7, FSN Fellowship Opportunity: Economic Growth Training Development in the Bureau of Economic Growth, Agriculture and Trade

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