

**SUBJECT:** New Expanded Policy on Time-In-Class Limits and Career Extensions

**NEW MATERIAL:** As the pace toward Agency rightsizing accelerates, USAID is expanding its capacity to retain senior experienced Foreign Service Officers. The primary objective is to provide stable leadership and quality mentoring for the growing cadre of new Foreign Service employees. The policy expands maximum time-in-class (TIC) limits for Senior Foreign Service Officers and likely increases one-year career extensions for FS-01 and FS-02 Officers who reach their maximum time-in-class and seek extensions under Section 607(d)(2) of the Foreign Service Act of 1980, as amended.

**EFFECTIVE DATE:** 03/25/2005

POLICY

USAID/General Notice  
M/HR  
07/19/2005

**SUBJECT:** New Expanded Policy on Time-In-Class Limits and Career Extensions

This Policy supplements Handbook 25, Ch 37 and Sections K3 and K4 of Handbook 38. Additionally, this Notice will be incorporated in ADS 440, Time-in-Class (TIC) Limitations and Career Extensions, which will be issued in the near future.

As the pace toward Agency rightsizing accelerates, USAID is expanding its capacity to retain senior experienced Foreign Service Officers. The primary objective is to provide stable leadership and quality mentoring for the growing cadre of new Foreign Service employees.

In recognition of these needs and the value of retaining institutional expertise and memory, while addressing succession planning, the Agency and the American Foreign Service Association (AFSA) have entered into an interim agreement.

It expands maximum time-in-class (TIC) limits for Senior Foreign Service Officers and likely increases one-year career extensions for FS-01 and FS-02 Officers who reach their maximum time-in-class and seek extensions under Section 607(d)(2) of the Foreign Service Act of 1980, as amended. This interim understanding is applicable immediately to all incumbents of the referenced positions and to those who become Senior Foreign Service Officers following Board determinations in 2005 and 2006.

This policy will be revisited for possible continuation as the Agency takes complementary actions to grow its senior ranks and promote development of its junior Officers. Neither interim measure is intended or expected to have any negative impact on promotions or flow through.

Existing Senior Foreign Service time-in-class (TIC) limits, governing maximum service within class, are increased for Minister Counselors (MCs) from 5 to 7 years and for Career Ministers (CMs) from 4 to 7 years. Cumulative maximum time-in-class is adjusted accordingly. These increased maximums immediately apply to all present incumbents within these classes, for the duration of their careers, and all who are promoted into these classes following the 2005 and 2006 Performance Boards, for the duration of their careers.

Current limited career extension (LCE) rules and practice remain in place. As a matter of equity, MCs and CMs who currently have limited career extensions (LCEs) will not be further advantaged or disadvantaged by this understanding. This means that those MCs and CMs with LCEs as of March 25, 2005, the date of the agreement, will have their TICs extended, as summarized above, but will not, as a result of this extension, become further eligible for any LCE beyond the maximum.

Consistent with the Agency's interest in retaining expertise to assist the Agency in fulfilling its leadership, mentoring and succession preparation responsibilities, upon request, a one (1) year temporary extension will be granted, in accord with Section 607 (d)(2) of the Foreign Service Act of 1980, to FS-01 and FS-02 Officers who reach their maximum time-in-class during 2005 and 2006. All such Officers will be considered eligible for this extension opportunity unless: (a) their performance was rated "C" in the prior year, or (b) the Agency reasonably determines that an extension is not warranted for reasons specified in the interim agreement.

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Point of Contact: Frank McDonough, Chief, M/HR/LERB, (202) 712-1826 or Lee Roussel, Chief, M/HR/EM, (202) 712-0718.

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