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REQUESTS FOR DIPLOMATIC TITLES

Requests for issuance of diplomatic titles and rank are usually made via cable by the Embassy. Justification must be provided by the field, especially when a new position is involved.

Following receipt of a request from the field, Form DS-1474, "Request for Approval of Diplomatic or Consular Title," is completed by Bureau for Management, Office of Human Resources, Executive Management Division (M/HR/EM) or Bureau for Management, Office of Human Resources, Personnel Operations Division (M/HR/POD) and submitted to State/PER/FCA/T&R for action.

Commissioned members of USAID's Foreign Service or Senior Foreign Service may receive diplomatic titles and rank as provided for in 3 FAM 2430. Non-commissioned (FP) members and limited appointees (FSL or FEL) normally will be accorded Attache or, if appropriate, Consular titles. State/PER/FCA/T&R reviews such requests and notifies the Bureau for Management, Office of Human Resources M/HR and the Embassy as to disposition/approval.