



USAID
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**Functional Series 400
Personnel**

INTERIM UPDATE 07-02

SUBJECT: Priority Use of Foreign Service Limited Appointments In FY 2007

NEW MATERIAL: This annual General Notice outlines M/HR's priority use of the Foreign Service Limited (FSL) authority in FY 2007, which will be to fill vacancies in the Critical Priority Countries (CPC)- Iraq, Afghanistan, Sudan Pakistan and in USAID/W.

EFFECTIVE DATE: 01/01/2007

POLICY

USAID/General Notice
M/HR/FSP
03/23/2007

Subject: Priority Use of Foreign Service Limited Appointments In FY 2007

1. The FY2007 Continuing Resolution (CR) continues to provide USAID with the authority to hire and program fund Non-Career Foreign Service Limited (FSL) employees who may serve either in Washington, D.C. or overseas. The CR maintains the cap on the amount of funds available for all program funded FSL's hired since FY 2004 at \$75 million.
2. M/HR has determined that the priority use of the FSL authority in FY 2007 overseas will be to fill vacancies in the Critical Priority Countries (CPC) Iraq, Afghanistan, Sudan and Pakistan. M/HR does not anticipate filling any other overseas positions using this authority.
3. For the CPC vacancies M/HR will consider proposals from Missions for both non-competitive and competitive FSL appointments. Non-competitive FSL appointments are time-limited, not to exceed five years in duration and CANNOT be converted into career appointments. For competitive FSL appointments M/HR will issue worldwide FSL announcements on the internet after consultation with the relevant Missions and Bureaus.
4. Applicants who are selected for competitive positions MAY BE eligible for career candidacy in the Foreign Service once they have: (a) completed at least two

continuous years of service in a CPC; (b) received two satisfactory 12-month performance evaluations; and (c) received a technical endorsement from the appropriate Pillar Bureau. If there is an ongoing Agency need for the appointee's specialty, endorsement from the appointee's technical area, and a fully successful evaluation history, the appointee MAY BE granted a new five-year appointment as a Career Candidate. All requests to change from Non-Career to Career Candidate appointments must be submitted, in writing, to the Chief, M/HR/FSP (or designee), for review and consideration.

5. The priority use of the FSL authority in USAID/Washington in FY 2007 will be for non-competitive appointments of non-USDH employees who are performing inherently governmental work where cost savings to the U.S. Government (USG) can be demonstrably achieved.
6. Given the Agency's priority to meet the Administration's objective of providing a 'Surge' of civilian employees in Iraq, as well as to respond to the workforce needs in the other three CPCs, FSL appointments of non-USDH staff in USAID/Washington will be limited to an undetermined number of candidates at this time. For this reason, Bureau AMS offices will need to prioritize its proposed candidates for FSL appointments.
7. For FSL appointments in USAID/W each Bureau has until June 1, 2007 to submit candidates to M/HR/FSP. Proposals for FSL appointments will not be accepted after that date. To propose candidates for FSL appointments, the following information is requested from the Bureau AMS:

Name of Bureau:

Submitted By: [Name, Bureau AMS]

Approved By: [Name, Bureau AA or DAA]

Candidates' Last Name, First Name, MI. (Listed in priority order)

Backstop Code:

Current Hiring Mechanism [e.g., USPSC, RSSA, PASA, FELLOW, etc]

End of Contract Date:

Rationale for Conversion:

8. The above list of priority-ordered candidates must be approved by the Bureau AA or DAA. The AA or DAA's approval will certify that the:
 - a) The candidate's responsibilities are inherently USG functions, i.e., CTO work, supervise staff or represent USAID to the outside, among other things; and
 - b) That converting the candidate to an FSL appointment will result in overall cost savings to the USG.

9. If there are questions about the candidate(s), the Bureau AMS will be contacted by M/HR/FSP. Likewise, when approved for initiating the FSL conversion process, the candidate and AMS will be informed.
10. There is no worldwide assignment system for FSL's. They are given appointments, for up to five years, in the countries and Bureaus in which they serve. Again, it must be emphasized that non-competitive FSL conversions are limited appointments that CANNOT be converted into career appointments. These appointments are for up to five years in duration. If the Bureau and/or Mission determines the position occupied by the appointee is no longer needed, their time limited appointments will be terminated.
11. Please refer to the Frequently Asked Questions (FAQ) on the FSL website: <http://inside.usaid.gov/M/HR/fsl/fslprog.htm> for general information on FSL policy, procedures, benefits, performance, etc.

Point of Contact: Any questions concerning this Notice may be directed to: Charles S. Morgan, M/HR/FSP, (202) 712-1329, or Sylvia Matthews, M/HR/FSP, (202) 712-0454.

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