

Major Functional Series 400: Personnel
ADS Chapter 435 - COMMISSIONS, TITLES AND RANK

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This Chapter supersedes USAID Handbook 25 Chapter 41 in its entirety.

435.1 Authority

1. [Foreign Service Act of 1980, Section 312](#)
2. [United States Code Title 5, Section 2902](#)
3. [3 Foreign Affairs Manual 2430](#)

435.2 Objective

This chapter states the policies and responsibilities for granting diplomatic and consular titles, preparing a Diplomatic List and the Presidential commissioning of USAID personnel as [Senior Foreign Service \(SFS\) Officers](#) and [Foreign Service \(FS\) Officers](#). This chapter applies to all USAID Foreign Service Officers.

435.3 Responsibility

1. U.S. Department of State is responsible for granting diplomatic and consular titles.
2. The Chief of Mission (Ambassador) is responsible for composing the diplomatic list for submission to the host country government.
3. The Bureau for Management, Office of Human Resources (M/HR) in USAID/Washington serves as the liaison on all matters related to titles and rank for USAID employees overseas. The Bureau for Management, Office of Human Resources, Personnel Operations Division (M/HR/POD) and the Bureau for Management, Office of Human Resources, Executive Management Division (M/HR/EM) are responsible for issuing the Notification of Personnel Action (SF-50) after a title has been approved and notifying the officer/mission concerned.
4. M/HR/EM is also responsible for initiating commissioning as a member of the Senior Foreign Service.
5. The Bureau for Management, Office of Human Resources, Labor Relations Services Division, Personnel Management and Awards Branch (M/HR/LRS/PMA) is responsible for initiating commissioning as a Career Foreign Service Officer.

6. Missions are responsible for initiating requests for a diplomatic or consular title, rank, clear and concur in proposals for title and rank, before they are forwarded to the Department of State.

7. The employee is responsible for executing form SF 61, Appointment Affidavits upon notification that a diplomatic or consular title has been approved, if the title granted is Counselor or Counsel. The Affidavit must be executed even if the employee previously signed one for another purpose.

435.4 Definitions (See [3 FAM 2430](#))

Definitions for terms in this chapter are located in 3 FAM 2430

**APPOINTMENT COMMISSION
ASSIGNMENT COMMISSION
COMMISSION
COMMISSIONED DIPLOMATIC TITLE
FOREIGN SERVICE OFFICER
FOREIGN SERVICE POST
MEMBER OF THE FOREIGN SERVICE
PERMANENT RANK
PERSONAL RANK
SENIOR FOREIGN SERVICE (SFS)
TENURE**

435.5 POLICY

* The statements contained within the .5 section of this ADS chapter are the official Agency policies and corresponding essential procedures.

435.5.1 GRANTING AND USE OF DIPLOMATIC AND CONSULAR TITLES

The Agency shall adhere to the Granting and Use of Diplomatic and Consular Titles policies and practices as stated in 3 FAM 2430. (See Mandatory Reference, [3 FAM 2430](#))

E435.5.1 Granting And Use of Diplomatic And Consular Titles - N/A

435.5.2 REQUESTING DIPLOMATIC AND CONSULAR TITLES

The appropriate steps for requesting diplomatic and consular titles follow:

- a) Missions must initiate the action by sending a cable to the Bureau for Management, Office of Human Resources (M/HR) requesting a diplomatic title for a Foreign Service Officer who is at post or who has been approved for assignment and is pending arrival. M/HR shall prepare form DS-1474, Request for Approval of Diplomatic or Consular Title and forwards to the Department of State.
- b) Requests for employees assigned to Non Executive Level positions (Non-SMG) shall be forwarded to the Bureau for Management, Office of Human Resources, Personnel Operations Division (M/HR/POD); and for employees assigned to Executive Level positions (SMG) to the Bureau for Management, Office of Human Resources, Executive Management Division (M/HR/EM). Missions must not forward requests or follow-ups to the Department of State.
- c) USAID has one contact point to act as liaison for determining the status of diplomatic titles requests and for resolving issues that may arise. Missions must direct follow-up messages to M/HR/POD or M/HR/EM, as appropriate. M/HR/POD and M/HR/EM then forward these requests for discussion with the Department of State and a response to post.

E435.5.2 Requesting Diplomatic and Consular Titles

Requests for Diplomatic Titles must include all of the information specified below:

- a) Diplomatic Title requested;
- b) Name of Officer;
- c) Effective date of assignment at post or estimated date of arrival;
- d) Functional position title and position number to which assigned;
- e) Legal residence of employee and date of birth;
- f) Name, grade, and Diplomatic Title, if any, held by the previous incumbent;

- g) Justification for the title; and
- h) Statement from the Ambassador concurring in each request.

435.5.3 DIPLOMATIC LISTING

The Agency shall adhere to the Diplomatic Listing policies and practices as stated in 3 FAM 2430. **(See Mandatory Reference, [3 FAM 2430](#))**

E435.5.3 Diplomatic Listing - N/A

435.5.4 NEED FOR DIPLOMATIC AND CONSULAR TITLES

The Agency shall adhere to the Need for Diplomatic and Consular Titles policies and practices as stated in 3 FAM 2430. **(See Mandatory Reference, [3 FAM 2430](#))**

E435.5.4 Need for Diplomatic and Consular Titles - N/A

435.5.5 COMMISSIONED TITLES

The Agency shall adhere to the Commissioned Titles policies and practices as stated in 3 FAM 2430. **(See Mandatory Reference, [3 FAM 2430](#))**

E435.5.5 Commissioned Titles - N/A

435.5.5a COMMISSIONING AS A CAREER FOREIGN SERVICE OFFICER

Employees who were employed on or before May 23, 1983 shall be commissioned on a voluntary basis. Employees who were employed after May 23, 1983 shall be commissioned as career Foreign Service Officers immediately after tenuring if the employee's rank is Class 3 or higher. For those whose rank was below Class 3 at the time of career appointment, their commissioning as a career Foreign Service Officer shall be initiated immediately upon promotion to Class 3.

E435.5.5a Commissioning as a Career Foreign Service Officer - N/A

435.5.5b COMMISSIONING UPON ENTRY OR PROMOTION WITHIN THE SENIOR FOREIGN SERVICE

Upon promotion into or within the Senior Foreign Service and entry

to the Senior Foreign Service Career Candidates, employees must receive a Presidential [Commission](#).

E435.5.5b Commissioning Upon Entry or Promotion Within the Senior Foreign Service - N/A

435.5.6 NON-COMMISSIONED TITLES

The Agency shall adhere to the Non-Commissioned Titles policies and practices as stated in 3 FAM 2430. **(See Mandatory Reference, [3 FAM 2430](#))**

E435.5.6 Non-commissioned Titles - N/A

435.5.7 CRITERIA FOR AMBASSADORIAL, MINISTERIAL, AND COUNSELOR TITLES

The Agency shall adhere to the Criteria for Ambassadorial, Ministerial, and Counselor Titles policies and practices as stated in 3 FAM 2430. **(See Mandatory Reference, [3 FAM 2430](#))**

E435.5.7 Criteria for Ambassadorial, Ministerial, and Counselor Titles - N/A

435.5.8 CRITERIA FOR OTHER TITLES IN ORGANIZATIONAL OR FUNCTION POSITIONS

The Agency shall adhere to the Criteria for Other Titles in Organizational or Function Positions policies and practices as stated in 3 FAM 2430. **(See Mandatory Reference, [3 FAM 2430](#))**

E435.5.8 Criteria For Other Titles in Organizational or Function Positions - N/A

435.5.9 EXCEPTIONS AND CHANGES OF TITLES

The Agency shall adhere to the Exceptions and changes of Titles policies and practices as stated in 3 FAM 2430. **(See Mandatory Reference, [3 FAM 2430](#))**

E435.5.9 Exceptions And Changes of Titles - N/A

435.5.10 USE OF TITLES UPON RETIREMENT

The Agency shall adhere to the Use of Titles Upon Retirement policies and practices as stated in 3 FAM 2430. **(See Mandatory**

Reference, [3 FAM 2430](#))

E435.5.10 Use of Titles Upon Retirement - N/A

435.6 Supplementary Reference

[Sample Memorandum - Request for Presidential
Commissioning as a Foreign Service Officer](#)

[Sample Memorandum - Commissioning of Foreign Service
Officers](#)

[Sample Request for Diplomatic Titles](#)
[Requests for Diplomatic Titles](#)

435.7 Mandatory Reference

[3 FAM 2430](#)

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