

MS 699 REPORT OF FOREIGN SERVICE NATIONAL EMPLOYEES AND PERSONAL SERVICE CONTRACTORS

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ATTACHMENTS

- Attachment A Sample Cable (699 Cable Format) for Quarterly Reporting
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1.0 PURPOSE

This Manual Section prescribes procedures for reporting overseas employment of Foreign Service National (FSN) employees and contract employees, both American and Foreign National.

2.0 REPORTS

The Country Director shall submit a report of FSN and contract employees at the end of each fiscal quarter. On the 22nd day of September, December, March, and June, the Country Director will cable the International Operations Administrative Unit (with information copies to the Regional Administrative Liaison Officer, the Personnel Office and Country Desk Unit), a list of FSNs and Contractors who are expected to be working on the last day of the quarter. This quarterly report will also include all changes reported on the interim reports during the quarter. Attachment A is an example of the information that must be submitted in the correct format for transmission.

For purposes of this report, employees in Categories C and D who spend at least 50 percent of their time in training-related work should be classified as “Training”; all others should be classified as “Non- Training”. An asterisk (*) should be entered before the name of each employee who is paid from Host Country Contributions.

2.1 Permanent Foreign Service National Employees (FSNs)

List name, position title, grade/step, annual salary in U.S. dollar equivalent based on rate of exchange on date of report, for each FSN employee in permanent status expected to be working on the last day of the quarter. (Official title, grade/step and salary are shown on Form SF-50 (or 1032), “Notification of Personnel Action”, which is prepared by the Embassy.) This list should also include FSNs paid from Host Country Contributions (asterisked as indicated above).

2.2 Temporary Foreign Service National Employees (FSNs)

List the same information requested in A above, including also the length of current appointment (the “Not to Exceed” [NTE] date).

2.3 Foreign National Personal Service Contractors (FNPSCs)

List name, title, length of contract, Training/Non-Training.

2.4 American Citizen Personal Service Contractors (AMPSCs)

List as in C above. Enter the symbol “#” before the name of each contractor who is serving under a contract executed in Peace Corps/Washington.

2.5. Personnel Paid Directly by, or Detailed from, Host Country

List name and title.

2.6 American and FSN Employees of the Peace Corps Contractors

List the name of the contractor and the number of person years expected to be used in performance of the contract.

3.0 INTERIM REPORTS

Personnel actions to hire or terminate employees are to be reported with the same distribution as the quarterly report, no later than the end of the pay period (every two weeks) during which it is effective. The following information should be reported:

3.1 Accessions (New Hires)

Employee name; date of birth; position title; grade/step and annual salary; retirement code; service computation date; nature of action (Appointment, Reinstatement, etc.); effective date of action; work schedule. (All above information is available on SF-50 (or 1032), “Notification of Personnel Action”, which effected the action.)

3.2 Separations, or Termination

Employee name; nature of action (e.g., resignation); effective date of action; position title; grade/step and annual salary.

Attachment B is an example of the information in the correct format that must be submitted for transmission.

In the next quarterly report, all changes reported separately during the quarter must be included.

4.0 EFFECTIVE DATE

This Manual Section shall take effect on the date of issuance.