



SENIOR FOREIGN SERVICE PROMOTION APPLICATION

Privacy Act Statement:

Authority: 22 U.S.C. Chapter 52 § 4001 (2023)

Purpose: This form is used for employees at the FS-01 level eligible for promotion to open their window for consideration for promotion into the Senior Foreign Service.

Routine Uses: The personal information will not be made outside the Agency without written consent of the employee concerned except: (a) pursuant to any applicable routine use listed under USAID'S Foreign Service Employee Personnel Records System (USAID-1) in USAID's Notice of System of Records (available from the information and Records Division) for implementing the Privacy Act in the Federal Register, or (b) when disclosure without the employee's consent is authorized by the Privacy Act and provided for in USAID Regulation 15.

Disclosure: Disclosure is voluntary but strongly encouraged; however, failure to disclose the requested information does not result in a promotion consideration regardless of final rating.

System of Records Notice: USAID-1 Foreign Service Personnel Records, 80 FR 11387, April 2, 2015.

Keep this form secured in a locked filing cabinet. If stored electronically, ensure the folder has proper access controls. Use a cover sheet before faxing this document, and ensure you encrypt it using USAID-approved encryption methods before emailing it.

I request to be considered by the Senior Threshold Board (STB) for promotion into the USAID Senior Foreign Service (SFS). In accordance with ADS 463.3.1, I certify that I am a career Foreign Service Officer with a minimum of two-years of service in class FS-01 as of March 31 of the first year in which I wish to be considered.

I understand the eligibility requirement for promotion into SFS is that I have served a minimum of eight (8) years overseas in USAID direct-hire assignments as of March 31 of the year in which I wish to be first considered for SFS promotion. (For exception to the policy see ADS 463.3.1.2).

I understand that my application for promotion will be considered by the Senior Threshold Board annually until I am promoted, my time-in-class (TIC) expires, I reach the mandatory retirement age of 65, or I withdraw voluntarily from competition, whichever occurs first.

I also understand that if I withdraw from competition, I will no longer be eligible to apply nor will I be considered for promotion into the SFS at any future date.

Initial Year Requesting, and eligible for, SFS Promotion Consideration (yyyy):

Type or Print Name:

Signature:

Date of Submission to HCTM (mm/dd/yyyy):

Received by HCTM/CPE:

Date: