



USAID
FROM THE AMERICAN PEOPLE

**Functional Series 400
Personnel**

INTERIM UPDATE 09-04

SUBJECT: Extension of Foreign Service Tours

REVISED MATERIAL: This Interim Update announces that as of the date below, Foreign Service Tour extensions will be the exception and not the norm. Accordingly, the language regarding tour extensions in ADS 436 is being modified. The new material merely modifies procedures already contained in ADS 436, which already authorize the head of HR in making decisions on tour extensions for FS Officers, both in Washington and overseas.

EFFECTIVE DATE: 06/09/2009

POLICY

USAID/General Notice
OHR/FSP
06/10/2009

Subject: Extension of Foreign Service Tours

USAID is being asked to play a significant role in support of President Obama's strategic development plan for Afghanistan and Pakistan. As has been stated in earlier Agency Notices, the staffing requirements for USAID are tremendous, and to meet these levels, USAID will consider all recruitment approaches and at the same time will be looking at the incentives that make serving in these two countries attractive.

To achieve the stated staffing requirements, USAID has offered a package of incentives to attract our best talent. One of the most prized elements of the incentive package is priority bidding for onward assignments after serving the required duration in Afghanistan and Pakistan, as well as Iraq and Sudan.

USAID has strived to ensure this incentive remains valuable, and the only way this can be maintained is to make sure the vacancies listed on the open assignment system represent all of the positions coming up for rotation in that specific cycle.

USAID encourages Foreign Service Officers assigned to any post to complete the duration of their tour or tours in the case of 2-tour posts. Having said that, what USAID strives to avoid is positions that normally would come up for rotation not being available because the incumbent requests an extension. In the past, such requests that have Mission and Bureau support have been honored.

This is no longer the situation. From this point forward, extensions will be the exception and not the norm. Accordingly, the language regarding tour extensions in ADS 436.3.11.5 is being modified. For the foreseeable future, in only very special circumstances will extensions be considered by Washington. Staff and Mission and Bureau management should plan ahead and be prepared for FSOs to rotate after completion of their normal tour. We understand this takes forward planning and the purpose of this notice is to provide all parties sufficient time to properly plan as Missions and Bureaus consider the validation of positions for the next open assignment cycle.

Point of Contact: Any questions concerning this Notice may be directed to:

--Gene V. George, DAA/OHR, (202) 712-5500, or

--Susan Riley, Chief, OHR/FSP, (202) 712-0355.

Notice 0632

File Name	IU4_0904_061509
Notice Date	06/10/2009
Effective Date	06/09/2009
Editorial Revision Date	06/09/2009
Remarks	This IU will remain active until it is incorporated into a Series 400 chapter.

IU4_0904_061509_W070109