



USAID
FROM THE AMERICAN PEOPLE

**CONDITIONS OF EMPLOYMENT FOR TIME-LIMITED
FOREIGN SERVICE NON-CAREER EMPLOYEES ASSIGNED TO OVERSEAS MISSION**

In accepting a time-limited non-career appointment in the Foreign Service of the U.S. Agency for International Development (USAID), I certify that I understand and agree to the following terms and conditions:

1. That my limited non-career appointment in the Foreign Service will be for a period not to exceed five (5) years.
2. That my appointment may be terminated at any time for any lawful reason, including misconduct, by the Senior Deputy Assistant Administrator for Human Capital and Talent Management (SDAA/HCTM), or designee. (Appointees are entitled to a hearing before the Foreign Service Grievance Board if terminations involve misconduct.)
3. That I will be responsible for repayment of costs for travel and transportation to post for myself, eligible family members, household and personal effects, and privately owned vehicle(s) if, for personal reasons not acceptable to USAID, I resign from my position before the completion of one full year at the post of assignment.
4. That I will be responsible for payment of travel and transportation costs for myself, eligible family members, household and personal effects, and privately owned vehicle(s) from my duty post to my separation residence, if, for personal reasons not acceptable to USAID, I resign from my position before completion of my prescribed overseas tour of duty.
5. That I will be responsible for repayment of Rest and Recuperation (R&R) travel costs for myself and eligible family members if I do not complete a full tour of duty at the post to which I am assigned due to personal reasons not acceptable to the Agency.
6. That if I am an employee with reemployment rights to the Civil Service, I will be responsible for reimbursement of the costs of Government sponsored training if I do not complete the required terms of service (three times the length of the training period).
7. That quarters and post allowances, where applicable, may be payable in local currency and are subject to change without advance notice.
8. That post differential and other additional compensation, where payable, are subject to change without advance notice.
9. That I am not eligible to participate in the Foreign Service Open Assignment System, and I am not required to be available worldwide.
10. That I must maintain an active Top Secret Security Clearance and any required post-specific medical clearance (or have obtained a medical clearance waiver).
11. That if I have reemployment rights to USAID or another Federal agency, I must exercise those rights within 30 days of the termination or expiration of my time-limited appointment.

Printed Name:

Signature:

Date: