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ADS Chapter 415

Civil Service-to-Foreign Service Appointment Program

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****This chapter has been revised in its entirety.***

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ADS 415 - Civil Service-to-Foreign Service Appointment Program

415.1 OVERVIEW

Effective Date: 10/26/2023

This chapter provides policies and required procedures to enable USAID management to meet staffing requirements that cannot be filled by the Foreign Service (FS) Assignment System by temporarily appointing career Civil Service (CS) employees (i.e., General Schedule [GS], Senior Executive Service [SES], Senior Level [SL], and Scientific Technical Professional [ST]) to overseas FS positions. This policy is not applicable to non-career CS employees or to CS employees of the Office of the Inspector General.

USAID's CS-to-FS Appointment Program provides the Agency with an additional recruitment mechanism for filling FS overseas positions that would otherwise remain vacant at the end of the annual assignment cycle. The program also contributes to the Agency's ability to quickly respond to overseas staffing emergencies. Through the policies and procedures established in this chapter, the Office of Human Capital and Talent Management, Foreign Service Center (HCTM/FSC), may advertise positions available for bidding to USAID career CS employees who are qualified for and interested in a non-career, limited appointment to the FS (not to exceed five years). Prior to soliciting for any expressions of interest from career CS employees to fill overseas FS positions, HCTM/FSC ensures that 1) FS positions have been advertised twice consecutively and remain unfilled, and 2) there are no qualified FS bidders available to fill them.

If certain conditions are met (see section **415.3.2.1**), CS employees on limited non-career appointments may request a conversion to FS career candidate status. The decision to provide a new five-year appointment as an FS career candidate is solely at the Agency's discretion and is never guaranteed.

CS employees who are serving on FS non-career and FS career candidate appointments are entitled to be reemployed in accordance with [Section 3950 of Title 22 United States Code](#), [Section 3597 of Title 5 United States Code](#) and [Section 310 of the Foreign Service Act](#). For more information on reemployment rights, please refer to [ADS 412, Reemployment Rights](#).

415.2 PRIMARY RESPONSIBILITIES

Effective Date: 10/26/2023

a. The **Office of Human Capital and Talent Management, Foreign Service Center (HCTM/FSC)** is responsible for:

- 1) Providing oversight, management, and evaluation of the operational aspects of the CS-to-FS Appointment Program;
- 2) Advertising FS position opportunities for USAID career CS employees, and providing interested bidders with information on the process and relevant policies;

- 3) Developing and issuing selection certificates to overseas Missions;
- 4) Coordinating the application review process for conversion to career candidate status;
- 5) Announcing assignment approvals through Agency Notices following decisions by the HCTM/FSC Director;
- 6) Notifying the losing Bureau/Independent Office (B/IO) in writing that the CS employee has accepted a non-career FS limited appointment;
- 7) In coordination with the Backstop Coordinator, convening a Technical Review Committee (TRC) to review and make recommendations on requests by a CS employee to convert from a non-career to career candidate FS appointment for the HCTM/FSC Director's final approval;
- 8) Working with successful applicants to process their non-career or career candidate limited appointments to the FS; and
- 9) Terminating, at any time, an employee's time-limited appointment for reasons other than misconduct following a decision by the responsible official (see [ADS 450, Termination of Time-Limited Appointments - Foreign Service \(FS\)](#)).

b. The **Office of Human Capital and Talent Management, Human Capital Services Center (HCTM/HCSC)** is responsible for the following, when involving CS employees who are on the GS:

- 1) Developing the formal written reemployment rights letter and associated notices to the CS employee prior to appointment to the non-career or career candidate FS limited appointment;
- 2) Consulting with the CS employee on all relevant compensation and benefits eligibility rights and/or entitlements for the duration of their FS limited appointment;
- 3) Advising the B/IO's senior managers of potential succession planning and position management options during the CS employee's appointment to an FS limited appointment overseas;
- 4) Ensuring the B/IO's senior managers close out performance management requirements for the CS employee before appointment to the FS limited appointment; and
- 5) Working closely with the B/IO and the returning employee on a placement to the former position of record or position for which the returning employee qualifies for at a similar grade and location when the employee exercises their reemployment rights.

c. The **Office of Human Capital and Talent Management, Center for Performance Excellence (HCTM/CPE)** is responsible for the following, when involving SES, SL, and ST employees:

- 1) Developing the formal written reinstatement or reemployment rights letter and associated notices to the SES, SL, or ST employee prior to appointment to the non-career FS limited appointment;
- 2) Consulting with the SES, SL, or ST employee on all relevant compensation and benefits eligibility rights and/or entitlements for the duration of their non-career FS limited appointment;
- 3) Advising the B/IO's senior managers of potential succession planning and position management options during the SES, SL, or ST employee's appointment to a non-career FS limited appointment;
- 4) Ensuring the B/IO's senior managers close out performance management requirements for the SES, SL, or ST employee before appointment to the non-career FS limited appointment; and
- 5) Working closely with the B/IO and recommending reinstatement and assignment of the returning employee to the former position of record or a corresponding position for which the employee qualifies with similar occupational series, grade, and location when the employee exercises their reemployment rights. SES may be reinstated to any SES position for which the employee is qualified. The Administrator or their designee must approve all career SES, SL, and ST assignments.

d. The **Office of Human Capital and Talent Management, Office of Workforce Planning, Policy, and Systems Management (HCTM/PPSM)** is responsible for providing skills gap analysis to determine the workforce needs of the Agency, which will be the data-driven basis for considering requests for CS-to-FS conversion in specific backstops and grades.

e. **Bureaus or Independent Offices (B/IOs)** are responsible for identifying technical experts to serve on TRCs to consider the qualifications of CS applicants for conversion to the career-candidate program in the backstops under their purview. B/IOs from which CS employees are departing to take limited-term appointments in the CS-to-FS program are responsible for ensuring the B/IO Senior Managers/Rating Officials complete performance management requirements for CS employees before they leave the B/IO.

f. **Backstop Coordinators** are responsible for advising HCTM/FSC on CS candidates selected by Missions to fill FS positions during the FS Assignment Cycle, which may include prior assessment of qualifications, interviews, or reference checks and participating in TRCs to evaluate the qualifications of CS applicants for possible

conversion to FS career candidate status.

g. A **Technical Review Committee (TRC)** is responsible for reviewing each FS career candidate applicant's education and professional experience per the qualifications needed to successfully perform the duties required of a career candidate in the committee's technical area of expertise and at the proposed FS rank, and making a recommendation on the applicant's suitability for conversion to career candidacy in the FS.

HCTM/FSC must convene a TRC up to two times per year when needed to review CS applicants for conversion to career-candidate appointments. The HCTM/FSC Director must designate the TRC chair. The TRC must include at a minimum HCTM/FSC's Assignments and Career Counselor for the Backstop, the Backstop Coordinator (or their respective designees) for the backstop of the position the candidate is applying for, and one senior Foreign Service Officer (FSO) in the backstop or home Bureau (i.e., Senior Foreign Service [SFS] or FS-01 employee). The number of non-subject matter experts must not exceed the number of SMEs.

h. **Mission Ranking Officials** are responsible for evaluating a CS candidate's qualifications and experience against those required for the Mission's advertised overseas position and ranking the eligible and qualified bidders. This may require interviews, reference checks, and other methods of screening the qualifications and suitability of candidates.

i. **Mission Directors** are responsible for preparing a [CS-to-FS Conversion Evaluation Form \(AID 415-2\)](#) for a CS employee who requests to convert to career candidate status after meeting the eligibility requirements.

j. The **USAID Civil Service (CS) Employee** is responsible for:

- 1) Ensuring compliance with guidelines and procedures outlined in the Agency Notices and this ADS chapter;
- 2) Notifying their B/IO's servicing HCTM/FSC Human Resources Specialist of the acceptance of the FS limited appointment to ensure proper coordination with HCTM/HSCS or HCTM/CPE. This begins the formal process to receive written notification and information on reemployment rights;
- 3) Notifying their supervisor of a decision to accept a non-career FS appointment simultaneous to officially accepting the position;
- 4) Notifying their servicing Human Resources Specialist of their intent to exercise reemployment rights at least 90 days before the end date of their appointment; and
- 5) Completing all HCTM and Backstop required training before departing for post.

415.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES

415.3.1 Policy and Procedures for Non-Career FS Limited Appointments

415.3.1.1 General Provisions

Effective Date: 10/26/2023

The CS-to-FS Appointment Program consists of the following general provisions:

- 1) While the Agency's first priority is to fill FS positions with qualified and available FS employees, the Agency provides opportunities for CS employees to apply for non-career FS limited appointments to meet critical staffing needs;
- 2) CS employees receiving non-career FS limited appointments are assigned to overseas positions only, and the assignment is normally for the duration of the position's regular tour length; and
- 3) Non-career FS limited appointments are at the FS-03 to FS-01 levels. In cases where a non-career FS limited employee would supervise other FSOs, training is provided as necessary on staff management and the FSO promotion system.

415.3.1.2 Eligibility and Qualifications

Effective Date: 10/26/2023

To be eligible for consideration for a non-career FS limited appointment through this program, CS employees must meet the minimum requirements below by the closing date of the Agency Notice announcing the positions:

- 1) Have career tenure with the Federal Government (i.e., CS employee with at least three years of creditable service);
- 2) Be at grade GS-13 or higher;
- 3) Have been employed as a USAID direct hire CS employee for the 24 months preceding the closing date of the CS-to-FS assignments opportunities announcement;
- 4) Have received a performance summary rating of at least "Exceeds Fully Successful" for the last two performance rating cycles; and
- 5) Possess professional experience at a level equivalent to the FS-03 to Foreign Executive (FE) positions in an FS specific backstop (occupational category) (see [ADS 456mab, Position Titles, Series, Backstops, and Position Classification Standards](#) for a list of backstops).

Waivers/exceptions to these eligibility requirements are not granted.

415.3.1.3 Announcement of Positions

Effective Date: 10/26/2023

Eligible CS employees may express interest in specifically designated FS positions in accordance with the published bidding rules in Agency Notices.

415.3.1.4 Application Procedures

Effective Date: 10/26/2023

CS employees expressing interest in FS positions announced in an Agency Notice must submit a Launch Pad ticket to HCTM/FSC on or before the deadline established in the Agency Notice. Employees may express interest and submit their information in accordance with the bidding rules published for that announcement. CS employees are strongly encouraged to contact the Mission Point of Contact, HCTM Assignments and Career Counselor, and the Backstop Coordinator of the backstop(s) for positions in which the employee is considering expressions of interest prior to their formal submission to discuss their interest, qualifications, and preferences.

HCTM/FSC issues certificates to Mission managers with the names of CS employees who have bid on the position(s) and met the minimum qualifications for a non-career FS limited appointment under this program.

415.3.1.5 Mission Ranking Official Review and FSC Director Decisions

Effective Date: 10/26/2023

Mission Selecting Officials review the candidate's qualifications and experience per the advertised requirements for the overseas positions. Each Mission indicates its top three choices for each position and returns the certificate to HCTM/FSC by the due date on the FS assignments calendar. Following the procedures for review of Mission rankings and the decision criteria specified in [ADS 436, Foreign Service Assignments Process and Tours of Duty](#), the FSC Director makes final decisions on assignments of officers to FS positions.

415.3.1.6 Non-Career Foreign Service Limited Appointments

Effective Date: 10/26/2023

CS employees selected by HCTM/FSC for the CS-to-FS Appointment Program are offered non-career FS limited appointments. Non-career FS limited appointments are not to exceed five years in duration, and may be terminated at any time, according to the policies and procedures in [ADS 450, Termination of Time-Limited Appointments - Foreign Service \(FS\)](#). Upon termination of the limited appointment, CS employees are entitled to be reemployed in a position at the same grade level in accordance with [Section 3597 of Title 5 United States Code](#) and [Section 310 of the Foreign Service Act](#). Reinstatement of SES may be to any SES position for which the employee is qualified. For more information on exercising reemployment rights, please refer to [ADS 412, Reemployment Rights](#) and section **415.3.3**.

415.3.1.7 Salary and Within Grade Increases

Effective Date: 10/26/2023

[ADS 470](#) provides the policy and procedures for calculating Foreign Service Pay. Employees serving in non-career FS limited appointments are eligible for within-grade increases, if applicable (see [Section 406 of the FSA of 1980, as amended](#)).

415.3.1.8 Language Requirements

Effective Date: 10/26/2023

Non-career FS limited appointees must demonstrate language proficiency before assignment to an FS language-designated position (LDP) is finalized. The Agency does not provide language training to CS employees appointed under this program other than for the purpose of achieving the required language proficiency for an LDP assignment (see [13 FAM 220](#)).

415.3.1.9 Benefits, Allowances, and Differentials

Effective Date: 10/26/2023

- a. CS employees appointed to the FS as non-career FS limited appointees retain their CS retirement benefits (see [ADS 494, Civil Service Retirement](#)).
- b. CS employees appointed to the FS as non-career FS limited appointees also retain their health and life insurance benefits (see [ADS 476, Benefits](#) and [ADS 478, Payments to Missing Employees](#)).
- c. Allowances and post differentials are available to CS employees appointed under this program (see [ADS 477, Allowances and Differentials](#)).

415.3.1.10 Performance Management, Evaluation, and Promotion

Effective Date: 10/26/2023

Non-career FS limited appointees are evaluated in accordance with the policies and procedures in [ADS 461, Foreign Service and Senior Foreign Service Performance Management and Development Programs](#). Non-career FS limited employees are not eligible for promotion or reviewed by the FS Promotion Board; however, they are eligible to receive within class increases (FS) if their performance is satisfactory. Non-career SFS limited employees are not eligible for promotion, but are eligible to receive performance pay and/or performance awards; their Annual Evaluation Forms must be reviewed by the Consolidated Senior Foreign Service Performance Board to be considered for performance pay and/or performance awards. Since annual performance evaluations (APEs), annual accomplishment records (AARs), and other employee performance and development (EP&D) documentation play an important role in the review process for those CS employees who request conversion to career candidate, performance evaluations and related documents prepared for these officers merit the same level of attention as FS career officer evaluations.

415.3.1.11 Clearances

Effective Date: 10/26/2023

- a. Security Clearance. A CS employee must have a Top Secret security clearance before being reassigned overseas on an FS appointment. An upgrading and/or revalidation of the employee's current clearance may be necessary before receiving an appointment (see [Executive Order 10450, as amended](#)).
- b. Medical Clearance. The Medical Director of the U.S Department of State must certify, before a non-career FS limited appointment begins, that the employee was examined and found qualified for appointment to the assigned overseas post, or a waiver must be granted by the Chief Human Capital Officer (CHCO) (see [Section 904 of the FSA of 1980, as amended](#) and [ADS 414mab](#)).

415.3.1.12 Termination of Appointment

Effective Date: 10/26/2023

Termination of an FS limited appointment prior to the established duration of the appointment is governed by [sections 610 and 612 of the FSA Act of 1980, as amended](#) as well as [ADS 450, Termination of Time-Limited Appointments - Foreign Service \(FS\)](#). HCTM/FSC advises employees with reemployment rights, in writing, of the intended separation from the FS up to 60 calendar days prior to the proposed effective date of the action where practicable, but at least 30 calendar days in advance.

415.3.2 Policies and Procedures for Conversion to FS Career Candidate Appointment

Effective Date: 10/26/2023

USAID's CS-to-FS Appointment Program offers the opportunity for CS career employees serving in non-career FS limited appointments to request a conversion to FS career candidate status in the backstop in which they served on their non-career appointment, if certain conditions are met (see section **415.3.2.1**). The decision to provide a new five-year appointment as an FS career candidate is solely at the Agency's discretion and is never guaranteed. CS employees serving in non-career FS limited appointments pursuant to section **415.3.1.6** must understand that the purpose of their assignment is to fill a short-term Agency need and does not confer any rights to convert the CS employee to a career-candidate appointment at any point.

415.3.2.1 Eligibility and Qualifications for Career Candidates

Effective Date: 10/26/2023

Non-career FS limited appointees may request a conversion to FS career candidate status in the same backstop in which they are serving (with the exception of Backstop 12) if the following conditions are met:

- 1) The employee has served at least two years (24 continuous months) as a non-career FS appointee in an overseas assignment (with an overseas duty location);

- 2) The employee has received at least one “Satisfactory” FS Annual Performance Evaluation for one full performance appraisal period of April 1 - March 31 (covering at least 12 months of continuous overseas service) and has not been placed on a written performance improvement plan (PIP);
- 3) The [CS-to-FS Career Candidate Conversion Evaluation Form \(AID 415-2\)](#) signed by the Mission Director at their current post supports the employee’s conversion. This evaluation form documents the employee’s demonstrated skills, performance, and potential to serve successfully as an FSO in their backstop;
- 4) The employee meets the minimum education and experience qualifications established for the backstop and grade for which the employee requests conversion (see [ADS 415maa, Minimum Years of Experience and Degree Required for FS Entry](#));
- 5) The employee was not subject to sustained discipline during the prior five years; and
- 6) The employee has a current Top Secret security clearance and a Class 1 medical clearance or a Class 2 medical clearance with an approved waiver (see [ADS 414mab](#) for additional details).

Conversions may not be requested for backstop 12 (BS 12), since USAID uses that designation for positions that manage work relevant to multiple other backstops. Candidates serving in a BS 12 position may request conversion in one of the primary backstops designated for work in that position.

415.3.2.2 Procedures to Request Conversion to FS Career Candidate

Effective Date: 10/26/2023

An employee who meets the conditions outlined above must submit their conversion request, in writing, to the HCTM/FSC Director, or designee, for review and consideration. The employee must provide the following with the request to convert:

- 1) FS performance information (APE[s], Annual Evaluation Forms [AEF] (as relevant), [AAR]), covering at least 24 months of continuous overseas service, the minimum period of service prior to requesting conversion consideration;
- 2) Updated resume;
- 3) Transcripts and certifications (e.g., CPA) to verify that educational requirements of the position have been met;
- 4) A [CS-to-FS Conversion Evaluation Form \(AID 415-2\)](#) signed by the candidate’s current Mission Director; and

- 5) Worldwide availability documentation, or approved waiver pursuant to [ADS 414mab](#).

415.3.2.3 Procedures to Review and Approve Conversion Requests

Effective Date: 10/26/2023

HCTM/PPSM determines, in consultation with HCTM/FSC and the Backstop Coordinator, whether a continuing requirement exists overseas for FSOs in the backstop and for which FS class levels, based on HCTM's latest FS workforce plan. If the continuing requirement exists, HCTM/FSC verifies that the applicant has not been placed on a written PIP during their non-career appointment and has not been subject to sustained discipline during the prior five years. If those conditions are met, the next scheduled TRC for that backstop reviews the applicant. HCTM/FSC convenes TRC reviews two times per year, when needed to review conversion applications. The primary reviews are held following completion of the annual FS performance evaluations.

The TRC reviews all appropriate documentation on the employee's qualifications and their performance during their non-career appointment and recommends to the HCTM/FSC Director whether to approve the conversion request and at which FS class level. The TRC reviews candidates for a specific backstop, assessing the relevance of their background, including, but not limited to, education, training, skills, experience, and past performance, against the established qualifications for each backstop and grade level (see [ADS 415maa](#)) and the FS/SFS Skills Framework. The TRC obtains references with feedback on key behaviors and competencies that are described in the [Agency Competency Catalog](#) from peers, supervisors, and/or subordinates; and may conduct interviews and/or written tests similar to those used for assessment of applicants to FS vacancies to assist in its recommendation to the FSC Director.

If the performance history indicates potential for continued successful overseas service, and the Backstop Coordinator of the candidate's backstop supports a change in appointment from FS non-career to FS career candidate, the TRC must submit a written recommendation in support of conversion to the HCTM/FSC Director. If the performance history and documented qualifications do not demonstrate potential for successful service as a career officer, the TRC must document its findings in a memorandum to the HCTM/FSC Director.

Each officer must be vetted by the Office of Security (SEC), Office of Civil Rights (OCR), Office of Inspector General (OIG), Office of Human Capital Talent Management, Employee Labor Relations (ELR), and the Office of General Counsel Ethics and Administration Division (GC/EA). These offices verify an FSO is not under investigation or the subject of an investigation with a negative finding, engaged in a proceeding, or is the subject of a disciplinary action involving loyalty, security, misconduct, or malfeasance. In the event an officer is flagged by a vetting office, HCTM must consult with GC/EA to determine whether the officer will continue to be processed for the relevant action (tenure, promotion, etc.), the decision will be delayed, or the officer will be withheld from further processing due to a vetting issue.

HCTM/FSC must vet candidates with SEC and HCTM/ELR, and confirm that an employee recommended for conversion has obtained the required Top Secret security clearance as described in section **415.3.2.7.a** and must verify the employee has a medical clearance for worldwide availability or that a medical waiver has been granted per section **415.2.7.b**.

The HCTM/FSC Director, or designee, ultimately determines whether converting the candidate and at which FS class level (see section **415.3.2.5**) is in the best interest of USAID's FS in accordance with the Foreign Service Act.

An employee who is approved for a conversion from a non-career FS limited appointment to an FS career candidate appointment must be converted to FS career candidate status at no higher than the FS-02 level. That means GS-15, SES, SL, and ST candidates must be converted at the FS-02 level.

In unique circumstances where the HCTM/FSC Director determines the needs of the USAID FS support a conversion to career candidate only at a class level below the non-career FS limited employee's grade, HCTM/FSC will offer the CS employee the option to convert at the lower FS class level. If the employee accepts the offer, the employee must sign a document indicating their understanding that they are voluntarily converting to a career candidate at a lower FS class level than their equivalent GS grade.

Employees who are not approved for conversion remain in their non-career appointments through the expiration dates, unless terminated earlier by HCTM/FSC. If an employee's appointment is terminated, they are entitled to reemployment rights as defined in section **415.3.3**.

415.3.2.4 Reconsideration for Conversion Request

Effective Date: 10/26/2023

If the first request for a change to convert to FS career candidate status is denied, the non-career FS limited appointee may request reconsideration 12 months after the decision date of the first request.

Requests for reconsideration for a change to FS career candidate status may be made in the following circumstances:

- 1) When the first request for a change to FS career candidate status is denied because there is no ongoing overseas Agency need for the non-career appointee's backstop or grade; and
- 2) The non-career FS limited appointee continues to serve in a non-career FS limited appointment overseas for 12 months following the decision date of the first request.

A non-career FS limited appointee may request reconsideration one time per non-career appointment. The non-career FS limited appointee should submit the request for

reconsideration to the HCTM/FSC Director in writing. If a non-career FS limited appointee is accepted for reconsideration, the same process will apply as if the appointee were applying for the first time.

415.3.2.5 Appeal of Denial of Conversion Request Due to Lack of Skill or Experience

Effective Date: 10/26/2023

If a request for conversion pursuant to either sections **415.3.2.2** or **415.3.2.4** is denied based on the candidate not meeting the minimum skill or experience requirements, the employee may appeal within 14 calendar days after notification of the decision. In an appeal, the employee may provide supplemental information and/or documentation regarding the identified skill areas along with any other information they would like the committee to consider. The TRC must reconvene to review the appeal and make a recommendation on the appeal decision to the HCTM/FSC Director for a final decision.

Requests for conversion that are denied because there is no ongoing overseas Agency need for the non-career appointee's backstop or grade may not be appealed, outside the reconsideration process in section **415.3.2.4**.

415.3.2.6 FS Career Candidate Appointments

Effective Date: 10/26/2023

Employees approved for conversion are offered career candidate FS appointments. Career candidate FS appointments are time-limited, not to exceed five years in duration, and may be terminated according to the policies and procedures in [ADS 450, Termination of Time-Limited Appointments - Foreign Service \(FS\)](#). A new reemployment rights letter must be provided, in accordance with policies described in **415.3**. An FS career candidate must be approved for tenure to secure a career appointment in the FS within the five-year limited appointment (see section **415.3.2.2c** and [ADS 414mab](#)). The career candidate appointment may not be extended beyond five years or renewed except as provided in [Section 309\(a\), FSA of 1980, as amended](#).

USAID appoints FS career candidates to positions in a specific backstop. Since these positions are filled in response to the Agency's needs in the technical area, FS career candidates may not seek to change the backstop they were selected for prior to completion of their first overseas assignment (see [ADS 414, Foreign Service \(FS\) Appointments](#), section **414.3.2.1** and [ADS 459, USAID's Foreign Service Career Candidate Program](#), section **459.3.2**).

A CS employee who served initially under a non-career FS limited appointment and converted to an FS career candidate appointment is subject to the same tenuring requirements as other FS career candidates (see [ADS 414, Foreign Service \(FS\) Appointments](#)). The candidate is eligible to be reviewed for tenure after receiving at least one 12-month APE for a full performance appraisal cycle (ending March 31 of the rating year) subsequent to conversion to FS career candidate status, provided they have served 18 months overseas on their career candidate appointment and met all tenure

requirements including language proficiency.

See [ADS 459, USAID's Foreign Service Career Candidate Program](#), for all policies and procedures applicable to career candidates in the FS, including required training, a directed overseas assignment for the first assignment, and performance management, evaluation and promotion requirements. A CS employee who receives a career candidate FS appointment is eligible to compete for promotion per the eligibility requirements specified in [ADS 463](#). HCTM/FSC must put in place an appropriate work or training arrangement for CS candidates approved for conversion who have a gap between the end of their Foreign Service Limited (FSL) assignment and a new directed FS career candidate assignment.

415.3.2.7 Benefits, Allowances, and Differentials for Career Candidates

Effective Date: 10/26/2023

CS employees appointed to the FS as career candidates are entitled to health and life insurance benefits (see [ADS 476, Benefits](#)), and allowances and post differentials (see [ADS 477, Allowances and Differentials](#)).

Non-career FS limited employees converted to FS career candidates who were covered under the Civil Service Retirement System (CSRS) or CSRS Offset are covered under the Foreign Service Retirement and Disability System (FSRDS) or FSRDS Offset and those covered under Federal Employees Retirement System (FERS) are covered under the Foreign Service Pension System (FSPS) (see [3 FAM 6100](#)).

415.3.2.8 Clearances

Effective Date: 10/26/2023

- a. Security Clearance. An FS career candidate must have a Top Secret security clearance. An upgrading and/or revalidation of the employee's current clearance may be necessary before receiving a career candidate appointment (see [Executive Order 10450, as amended](#)).
- b. Medical Clearance. An employee converted to career candidate status must obtain medical clearance for worldwide availability, unless the HCTM Senior Deputy Administrator (HCTM/SDAA) waives that requirement. Please refer to [ADS 414mab, Waiver Process for Medical Clearance Requirements for Initial Appointments, Tenure Review and Overseas Assignments in the Foreign Service](#).

415.3 Reemployment Rights

Effective Date: 10/26/2023

A CS employee (i.e., GS, SES, SL, ST) who accepts a limited appointment (non-career or career candidate) in the FS under [Section 310 of the Foreign Service Act of 1980](#) and with the consent of the CHCO, is entitled, upon the expiration or termination of the limited appointment, to be reemployed in an equivalent position at the same grade level.

HCTM/HCSO (or HCTM/CPE for SES, SL, and ST employees) must work with all B/IOs and the employee to find a mutually acceptable position. However, ultimately, the CHCO must determine which position the employee will hold upon their return to the CS. If a placement is not secured prior to the expiration of an employee's limited appointment, the CHCO or their designee must place the employee in their previous position of record or a new position for which the employee qualifies. Persons serving out the unexpired portion of their limited appointment as a result of having been called to or having volunteered for active military duty, are subject to the conditions in [Chapter 43 of Title 38, United States Code](#), which pertain to Uniformed Services Employment and Reemployment Rights Act (USERRA), and are also entitled to reemployment. For more information on exercising reemployment rights, please refer to [ADS 412, Reemployment Rights](#).

An employee waives reemployment rights upon 1) accepting a position in any federal agency other than USAID; 2) accepting a career FS appointment (upon tenure); or 3) failure to exercise reemployment rights within 30 calendar days from the termination date of the FS limited appointment.

Upon reemployment as a CS employee, HCTM/HCSO or HCTM/CPE must calculate the salary in accordance with the payable rate rules stated in [5 CFR 531](#) or [5 CFR 534](#).

415.4 MANDATORY REFERENCES

415.4.1 External Mandatory References

Effective Date: 10/26/2023

- a. [5 USC 3597](#)
- b. [13 FAM 220](#)
- c. [22 USC 3950](#)
- d. [38 USC 43](#)
- e. [Executive Order 10450, as amended](#)
- f. [Foreign Service Act of 1980, as amended, Sections 306, 307, 309, 310, 403, 404, 406, 610, 612, and 904](#)

415.4.2 Internal Mandatory References

Effective Date: 10/26/2023

- a. [ADS 412, Reemployment Rights](#)
- b. [ADS 414, Foreign Service \(FS\) Appointments](#)
- c. [ADS 414mab, Waiver Process for Medical Clearance Requirements for Initial Appointments, Tenure Review and Overseas Assignments in the Foreign](#)

Service

- d. [ADS 415maa, Minimum Years of Experience and Degree Required for FS Entry](#)
- e. [ADS 450, Termination of Time-Limited Appointments – Foreign Service \(FS\)](#)
- f. [ADS 456mab, Position Titles, Series, Backstops, and Position Classification Standards](#)
- g. [ADS 459, USAID’s Foreign Service Career Candidate Program](#)
- h. [ADS 461, Foreign Service and Senior Foreign Service Performance Management & Development Programs](#)
- i. [ADS 470, Pay Under the Foreign Service](#)
- j. [ADS 476, Benefits](#)
- k. [ADS 477, Allowances and Differentials](#)
- l. [ADS 478, Payments to Missing Employees](#)
- m. [ADS 494, Civil Service Retirement](#)

415.4.3 Mandatory Forms
Effective Date: 10/26/2023

- a. [AID 400-33, Conditions of Employment for Career Foreign Service Employees](#)
- b. [AID 400-34, Conditions of Employment for Time-Limited Foreign Service Career Candidate Employees](#)
- c. [AID 400-35, Conditions of Employment for Time-Limited Foreign Service Non-Career Employees Assigned to Overseas Mission](#)
- d. [AID 415-2, CS-to-FS Conversion Evaluation Form \(AID 415-2\)](#)

415.5 ADDITIONAL HELP
Effective Date: 10/26/2023

- a. [Agency Competency Catalog](#)

415.6 DEFINITIONS
Effective Date: 10/26/2023

See the [ADS Glossary](#) for all ADS terms and definitions.

Annual Evaluation Form (AEF)

The form used to evaluate Senior Foreign Service employees under the Employee Evaluation Program (EEP). (Chapters 415, [461](#), [463](#))

Annual Performance Evaluation (APE)

The form used to evaluate Foreign Service employees under the Employee Performance and Development (EP&D) program. (Chapters 415, [461](#), [463](#))

Backstop

Numeric code used to identify the skill category of a particular position. (Chapter 415 and [456](#))

Career Appointment

An appointment in the Foreign Service that is not temporary or limited to a certain period of time (Chapter 415)

Career Candidate

An employee hired for a time-limited appointment (not to exceed five years) that is intended to lead to a permanent appointment with the Agency. (Chapters [414](#), 415, [468](#))

Certificate (CERT)

A list of eligible(s) from which an appointing officer selects one or more applicants for a position. (Chapter 415)

Civil Service (CS)-to-Foreign Service (FS) Career Candidate Evaluation Form

The form used to assess whether Civil Service (CS) employees on non-career appointments who request to be converted to career candidate status have the skills, level of performance, and potential to serve successfully as a Foreign Service Officer over a normal career trajectory. (Chapter 415)

Expressions of Interest

The method used to apply for Foreign Service Limited assignments through Agency General Notices. Expressions of interest form is also known as AID 415-1, Foreign Service Assignment System: Civil Service Minimum Qualifications & Bidding Form. (Chapter 415)

Non-Career Employee

An employee hired for a time-limited appointment that requires skills linked to short-term USAID Foreign Service staffing needs. (Chapter [414](#) and 415)

Performance Appraisal Cycle

The 12-month cycle during which performance is appraised. In some circumstances, the performance appraisal cycle can be split into multiple performance appraisal periods. (Chapter 415 and [461](#))

Performance Appraisal Period

Period of performance appraisal that occurs within the performance appraisal cycle, initiated when an employee changes supervisors or assignments. (**Chapter 415** and [461](#))

Performance Evaluation File (PEF)

An evaluation file established for each Foreign Service Officer as part of the employee's Official Personnel File (eOPF). (**Chapter 415** and [461](#))

Reemployment Rights

An employee's right to return to an agency after detail, transfer, or appointment to another executive agency during an emergency, an international organization, or other statutorily covered employment (e.g., time-limited FS appointment in USAID, the Peace Corps). (**Chapter 412** and **415**)

Technical Review Committee (TRC)

A committee convened by the HCTM/FSC Director, or designee, to review technical qualifications, make assessments, and recommend appointments of Civil Service applicants to the Foreign Service. (**Chapter 415** and [468](#))

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