



# Guidelines for the Medical Review Committee

A Mandatory Reference for ADS Chapter 414

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## **GUIDELINES FOR THE MEDICAL REVIEW COMMITTEE**

The USAID Medical Review Committee (MRC) evaluates and recommends to the Deputy Assistant Administrator for Human Resources (DAA/HR), whether an applicant for employment or employee eligible for tenure in the Foreign Service (FS) has the potential to be a successful FS employee, even if the individual failed to meet established medical standards.

The appropriate Human Resources Specialist in the Office of Human Resources, Foreign Service Personnel Division (OHR/FSP) provides the following information to the MRC:

- An abbreviated record of the applicant's/employee's Electronic Official Personnel Folder (E-OPF); and
- The applicant's/employee's written request and authorization for the MRC to review and discuss with a representative from the Office of Medical Services, Department of State (M/MED) why the applicant/employee failed to meet medical standards.

A waiver of the medical standards will only be granted if it is found to be in the best interest of USAID's Foreign Service. In considering whether or not to grant a waiver, the MRC will take into account factors outlined below including, but not limited to the following:

1. What percentage of posts is the candidate currently available to be assigned?
2. Is the disqualifying condition considered permanent or temporary in nature? (i.e., Is it likely that in the future the percentage of posts to which the candidate can be assigned will remain the same or increase or decrease);
3. What is the nature of the specific position for which the candidate is applying? (e.g., Will this person be a candidate with skills the Foreign Service is in great need of at this time? How many posts have this type of position and where are those posts generally located?); and
4. Does this candidate otherwise possess some extraordinary skill or experience, the value of which would outweigh her or his inability to be assigned worldwide?

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