



Precepts for Limited Career Extensions for Senior Foreign Service Employees

A Mandatory Reference for ADS 463

Partial Revision Date: 08/22/2012
Responsible Office: OHR/ELR
File Name: 463mae_082212

**PRECEPTS
for LIMITED CAREER EXTENSIONS
for SENIOR FOREIGN SERVICE EMPLOYEES**

A. Purpose

This provides the Consolidated Senior Foreign Service (SFS) Performance Board (C/Board) with the Precepts it will use in reviewing eligible SFS Officers for Limited Career Extensions (LCEs).

B. Limited Career Extensions (LCEs)

1. The Foreign Service Act of 1980, Section 607, authorizes the Agency to grant LCEs to career SFS members who have reached their maximum Time-In-Class (TIC) or current LCE limitation. (An SFS member currently on an LCE cannot be recommended for another LCE unless the expiration of his/her current LCE will not exceed the statutory cumulative 5-year limitation on LCE). The Agency may offer LCEs to SFS members in the year prior to the calendar year in which their TIC or current LCE expires. LCEs are granted by the Administrator, or the Administrator's designee, in accordance with the C/Board's recommendations; or by the Inspector General in accordance with the OIG C/Board's recommendations. However, SFS members will be reviewed only once for LCE consideration unless the member is already serving under an LCE and is being reviewed for a subsequent LCE in the year prior to the calendar year in which his/her current LCE expires, if eligible. In making the final determinations on who will receive an LCE, the Office of Human Resources will provide the appropriate workforce analysis to the Administrator.

2. The effective date of retirement of an SFS member not granted an LCE is the last day of the month in which his/her TIC expires. The effective date of retirement of an SFS member not granted an LCE, but is already on an LCE, is the date his/her current LCE expires (ADS 440.3.6.1).

3. The chief reasons for granting LCEs are completion of an SFS officer's present tour and retention of specialized skills or shortage categories, taking into account the effect of the LCE on the need to provide a regular and predictable flow of talent through the ranks including into, within, and out of the SFS.

a. LCEs may be granted by the Administrator or designee only when the employee is recommended by the C/Board for such an LCE and either:

1. The LCE is necessary to allow the employee to complete the present tour, provided it is in the Agency's interest to do so. For LCE purposes, overseas tours are defined as two years for one-tour posts and four years for two-tour posts and Senior Management Group (SMG) positions. Exceptions are one-year tours for USAID/Iraq, USAID/Afghanistan, USAID/Pakistan, USAID/Sudan (Juba). For

USAID/Washington assignments, all tours, including SMG assignments, are for three years. Or,

2. To retain an employee only in conjunction with a programmatic need of the Agency, where a position or assignment has been identified and

(a) There is a demonstrated severe shortage of personnel in the individual's backstop;

(b) Where an activity is being phased out and hiring a new short-term replacement is inappropriate (where there is a temporary critical need, an LCE need not be for the duration of an entire tour); or

3. Where a critical need exists for specific skills, expertise, and experience for a particular assignment, while taking into account the effect any such LCE would have on the need to provide a regular and predictable flow of talent through the ranks and into the SFS.

C. Eligibility

The C/Board will consider for LCEs those career members of the SFS whose TIC or LCE will expire at any time during the subsequent calendar year, i.e., the 2011 C/Board will consider all SFS members whose TIC or LCE expires on or before December 31, 2012. If an employee up for LCE consideration receives a promotion as a result of the same C/Board that considered the employee for an LCE, then the Agency will assign the employee a TIC limitation date applicable to the salary class to which the employee is promoted. SFS members on a 607(d) (2) extension are ineligible for C/Board review for promotion and LCE. Any SFS member who is eligible for LCE consideration and is ranked for promotion must be recommended by the C/Board for an LCE.

D. Responsibilities

1. OHR/ELR or OIG (for backstop 08 employees only) will annually review the SFS Officers' TIC/LCE expiration dates and shall advise the C/Board as to who is eligible for LCE consideration.

2. The C/Board shall review the character, quality of work, industry, usefulness and experiences of employees identified for LCE consideration and compare such performance(s) with those of others in the employee's class or backstop. The C/Board will review all employees on a classwide basis, and may also review them by backstop (occupational specialty). Given the C/Board's assessment of each employee's overall ability and desire to perform the work of the Service, the C/Board shall rank order those employees recommended for LCEs in one of the following categories:

a. Eligible for class-wide LCE;

- b. Eligible for backstop-specific LCE.

E. Procedures

1. The C/Board shall have the same information available to it as it had for promotion consideration. The C/Board will be provided the names of the SFS members who are eligible for LCE consideration after it has submitted to OHR a draft listing of the SFS officers it is recommending for promotion.

2. Submission of Findings

The C/Board shall prepare the following:

- a. A rank-order list of SFS employees recommended for class-wide LCEs;
- b. A rank-order list of SFS employees recommended for backstop-specific LCEs if there are any; and
- c. An alphabetical list of SFS employees reviewed, but not recommended for an LCE.

F. Criteria

The C/Board will apply the same criteria that apply to promotions (i.e., any SFS officer recommended for promotion who is also eligible for an LCE must be recommended for an LCE by the C/Board). Recognizing that employees granted LCEs will serve in their present class, the C/Board should give greater weight to the quality of performance and potential for continued substantive service in that class. In considering employees for class-wide LCEs, the Board should give weight to evidence of accomplishment and competency demonstrating the capability to carry out executive responsibilities across functional lines. In reviewing employees for backstop-specific LCEs, the C/Board should give particular credit to expertise and achievement in that field.