



Foreign Service National Senior Advisory Corps Program (FSN SAC)

A Mandatory Reference for ADS Chapter 495

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1. Program Overview

The Foreign Service National, Senior Advisory Corps Program (FSN SAC) is an organized group of prequalified and experienced FSNs who support overseas Missions and USAID/Washington by providing training and consultancy services in their area of expertise, including but not limited to program, technical, financial, and administrative areas.

Currently, these services are primarily provided via short- to mid-term temporary duty (TDY) opportunities; however, other options may be made available to FSNs and Mission management. The FSN SAC is actively evolving to meet strategic FSN and Agency objectives. Therefore, the following program information is subject to change.

1.1. Objectives

The FSN SAC program is part of the USAID Human Capital Strategic Plan (HCSP), where Agency objectives are to increase staff mobility and readiness to rapidly meet emerging priorities, ensure high employee performance through continual development, and ensure a diverse workforce and a culture of inclusiveness.

The core objective of the FSN SAC is to integrate FSNs into the Agency's global workforce, by ensuring their knowledge and expertise is strategically utilized to strengthen Agency technical capabilities, and to enhance the Agency's capacity to effectively deliver US foreign assistance. Through this assistance, senior FSNs are provided professional development opportunities through broadened leadership experience and worldwide opportunities.

1.2. Assignment Types

As Subject Matter Experts (SME), Senior Advisory Corps members act as consultants and rovers to Missions in need of additional technical expertise or staff. Many of the advertised FSN SAC opportunities are Temporary Duty (TDY) assignments, whereby an employee provides assistance on a short-term basis at a place other than the member's post of assignment. However, through the use of advanced technology and other resources, SMEs may also provide virtual support to Missions. Below is a list of potential assignment types to be considered:

- Short-term TDY assignments, up to 4 weeks;
- Mid-term assignments, up to 3 months;
- Virtual support where the assignment does not require physical presence; and,
- One-time virtual technical subject-matter expertise through use of the Expert Locator System.

2. FSN SAC Membership

In order to maintain the professional integrity of the FSN SAC Program, there are specific requirements all members must meet upon induction to the Program, and must be recertified every two (2) years.

2.1. Eligibility

Candidates for this program **must be considered high-performers at the Mission/Agency level**; must be considered experts in their technical area; must have mastered USAID operations; and should have strong communications skills. While not all opportunities will require travel, candidates should be willing to travel and perform work in other Missions. Following is a list of required qualifications; all factors must be met in order to be inducted into the FSN SAC Program (specific opportunities may have additional mandatory and/or desired qualification factors):

- Minimum of five (5) years of USAID experience or ten (10) years of progressive professional experience in a relevant field;
- Minimum of three (3) years in the current USAID position;
- Appropriate education or training certification in a relevant field;
- English language proficiency at the S-4/R-4 levels;
- **Last four (4) Performance Evaluations reflect at least fully successful overall performance as recognized at the Mission/Agency level**;
- Excellent written and oral communication skills;
- Proven leadership skills;
- Excellent interpersonal and teambuilding skills;
- Availability and readiness to travel at least four (4) weeks per year, but not more than six (6) months in any given year under the FSN SAC Program;
- Medical clearance for international assignments, all medical examination procedures for FSN Health and Accident Coverage (HAC) must be followed; and,
- Commitment to continuing professional career growth in development assistance work.

2.2. Applications

In order to be considered for membership to the FSN Senior Advisory Corps, all applicants must provide the following documents. All completed applications and supporting documentation (applicant package) must be submitted via e-mail to the FSN SAC inbox at FSNSAC@USAID.GOV.

2.2.1. [AID 495-1 FSN SAC Application Form](#)

All application forms must have both an **American Supervisor's** and Mission Director's signature. By signing, the Mission certifies the participation of the FSN candidate in the program, and is willing to have the candidate serve in other Missions while maintaining his/her position at the home Mission. Mission certification also means that the Mission/Office will be able to secure a satisfactory backstop for the FSN candidate during his/her temporary rotational assignment.

2.2.2. *Resume*

Resumes should clearly address eligibility requirements.

2.2.3. *Personal Statement*

The Personal Statement should be a written narrative, maximum of one (1) page, describing the candidate's commitment to continuing a professional career in development assistance work.

2.3. Selection

OHR/PPIM will qualify members into the FSN Senior Advisory Corp Program in consultation with related Technical Offices and the FSN Advisory Committee. All applicants will receive notice from OHR/PPIM on their application status. New member applications are accepted year round.

3. Membership Records

OHR/PPIM aims to maintain readily available and accurate records of FSN SAC members. Further details are provided below.

3.1. Roster

As a Senior Advisory Corp member, the FSN will be required to complete a technical background and experience questionnaire located on E3's Expert Locator System (ELS) at <http://e3.usaid.gov/els-waldo/>. This database is available agency-wide. Interested parties may contact FSN SAC members directly, but should copy the FSN SAC inbox on any communications for metrics gathering. For additional information on candidates, please contact OHR/PPIM (i.e., application package, technical expertise report/list, etc.).

3.2. Application Packages

All applicant packages are maintained by OHR/PPIM on the shared drive. Access will be restricted to OHR/PPIM staff, with special permissions granted to interested parties. Please contact FSNSAC@usaid.gov for more information or access to specific candidate packages.

3.3. Length of Membership

Membership to the FSN SAC can be indefinite. However, FSN SAC members must continue to meet all eligibility requirements and must have their original application package recertified every two (2) years in order to maintain their membership. If there are no changes in the original application package, membership can be recertified via an email from the member's current American supervisor and Mission Director to the PPIM FSN Unit at FSNSAC@usaid.gov. If the member has transferred positions or other changes have occurred, a new application package, or part thereof, will need to be completed.

Any assignments completed by a FSN SAC member at a performance level of less than Fully Successful will lead to a re-evaluation, and possibly suspension or termination of the member's FSN SAC membership.

4. Mission Opportunities

FSN SAC opportunities, specifically TDYs, must be requested by a hosting Mission/Office by memorandum to OHR/PPIM, specifying the assignment type (i.e.

short-term, mid-term, virtual support, or one-time virtual technical SME), length of opportunity, and opportunity dates (from/to). The memorandum request must be accompanied by a complete **statement of work**, the specific qualification requirements of the requesting Mission/Office, **and confirmation of available funding (see 4.6 below)**.

4.1. Opportunity Types – refer to section 1.2.

4.2. Statement of Work

The Statement of Work to OHR/PPIM must provide a detailed description of duties and responsibilities expected to be carried out by the FSN SAC member during his/her tenure, including the position background, the purpose of the request, expected deliverables, and any additional or specific position requirements unique to the requesting Mission/Office work environment. These additional criteria may narrow candidates to regional locations, or require specialized technical expertise. Please see Section 5, References, for a sample Statement of Work.

Upon receipt of the required documents specified above, OHR/PPIM will review the FSN SAC roster and refer qualified members to the requesting Mission/Office. OHR/PPIM will also advertise the opportunity through an Agency Notice.

4.3. Application Process

All application procedures in Section 2.2 must be followed.

4.3.1 When applying for a specific FSN SAC opportunity, the Personal Statement should be a written narrative, maximum of two (2) pages, describing how the desired opportunity will (a) strengthen the member’s professional work capability, and (b) impact Mission and Agency goals and objectives.

4.3.2 Any new applicants who are not already inducted into the FSN SAC Program will be considered for both the desired opportunity and membership.

4.4. Selection

After reviewing candidate qualifications and availability based on the Statement of Work and other information included in the request, OHR/PPIM provides qualified candidate packages to the requesting Mission/Office for final selection. The hosting Mission/Office must respond with the following:

- A selection list in order of preference;
- Brief reasons for selection and non-selection; and,
- Confirmation of availability of funds and/or obligated funds.

4.5. Memorandum of Agreement

All assignments under the FSN Senior Advisory Corps Program must have a signed Memorandum of Agreement between OHR/PPIM and the requesting host Mission Director. Refer to Section 5, References, for a sample.

4.6. Opportunity Logistics and Funding

The requesting Mission is responsible for obligating and committing funds, as well as preparing the Travel Authorization (TA), country clearance, and all other logistics for the FSN SAC Member, as necessary. OHR/PPIM will coordinate start and end dates for any TDY opportunities.

4.7. Program Feedback Requirements

For the purposes of maintaining program excellence and to develop senior-level Foreign Service Nationals, all completed FSN SAC opportunities must include feedback from the hosting Mission/Office submitted to OHR/PPIM within two weeks of the end of performance. Feedback provided by the hosting Mission/Office should address the following areas:

- Assessment of the value obtained by the mission/office from the FSN SAC Program opportunity;
- Performance feedback on FSN SAC member;
- Hosting Mission/Office assessment of opportunity value to FSN SAC member;
- FSN SAC member's self-assessment of the opportunity value with respect to accomplishments, learning achieved, career development, as appropriate.

5. References

[a 495-1 FSN SAC Application Form](#)

[Statement of Work Template](#)

[Memorandum of Agreement Template](#)

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