

## **GENERAL REQUIREMENTS FOR EMPLOYMENT IN THE FOREIGN SERVICE:**

- Applicants must be citizens of the United States.
- Applicants must be at least 18 years of age at the time of appointment. In accordance with Agency regulation, all career candidates must be appointed to the Foreign Service prior to the month in which they reach age 59.
- Applicants must submit to and receive a negative drug test result before being appointed to the position.
- Male applicants born after December 31, 1959, must be registered under the Military Selective Service Act.
- Applicants must be willing to travel to a variety of overseas posts, some of which are classified as hardship posts.
- Applicants must meet medical fitness standards which are more rigorous than those of most other professions. They must pass a thorough pre-employment medical examination, which for some applicants may include a cardiovascular stress test.
- Applicants must undergo a thorough background investigation to determine eligibility for a 'TOP SECRET' security clearance, as well as suitability for appointment into the Foreign Service.
- Applicants must be available for and willing to accept assignments throughout the world, including assignments to Washington, D.C. They must also be willing to travel frequently on short notice. In cases where both husband and wife are foreign affairs agency employees, both are expected to be willing to accept assignments to a post other than that of the tandem spouse in order to meet the needs of the Service.

## **BASIC BENEFITS OF THE FOREIGN SERVICE**

- Travel at Government expense of employees and their authorized dependents to and from posts of assignment in the United States and abroad.
- Basic orientation at time of entrance on duty and subsequent in-service professional training before the first overseas assignment.
- Group life insurance and health benefits programs.
- Accrual of annual leave ranging from 13 to 26 working days a year, depending on length of service.
- Accrual of sick leave at thirteen working days per year.
- Locality pay authorized under certain circumstances.
- Generous pension and Thrift Savings Plan similar to 401K benefits.

## **BENEFITS WHEN ASSIGNED OVERSEAS:**

- Travel expenses of employee and their authorized dependents to and from posts abroad, including shipment of personal effects.
- Government quarters or housing allowance.
- Cost of living allowance at posts where the cost of living is substantially higher than in Washington, D.C.
- Salary differential, which is taxable, ranging from 5 percent to 20 percent of base pay at posts where there are unusual hardships.
- Accrual of home leave at a rate of fifteen working days per year served abroad.
- Paid round-trip transportation to a rest and recuperation area for employees and authorized dependents who are assigned to designated hardship posts.
- Educational allowance for dependents under certain circumstances.
- Limited coverage for emergency medical expenses of employees and authorized dependents

## **APPOINTMENT:**

In order to be eligible to receive a conditional offer of employment, applicants must have successfully completed the application assessment stages and have been placed on a rank-ordered list of eligible candidates. A final offer of employment is contingent upon the candidate successfully completing the medical, security, and suitability stages. Candidates who are offered employment are given probationary appointments as Foreign Service career candidates for a period not to exceed five years.

### **A. Medical Clearance:**

Foreign Service pre-employment hiring policy requires that candidates be medically cleared for worldwide assignment according to the needs of the Service. Family members are not required to obtain medical clearances prior to a candidate's entry on duty. However, family members must be medically cleared before they can travel at U.S. Government expense to the assigned overseas post. Family members who, for medical reasons, are unable to accompany the employee on an overseas assignment, may be eligible for a separate maintenance allowance. Medical examinations may be performed by a family doctor, in which case USAID will reimburse the candidate. Alternatively, the examination may be conducted at the Agency's medical facility in Washington, D.C.

### **B. Background Investigation:**

Eligible candidates will be asked to submit forms required for a security clearance and suitability determination for appointment to the Foreign Service. The clearance process considers such factors as registration for the Selective Service, failure to repay a U.S. Government-guaranteed student loan, past problems with credit or bankruptcy, failure to meet tax obligations, unsatisfactory employment records, violations of the law, drug or alcohol abuse, or a less than honorable discharge from the armed forces. Investigations, which usually take several months, include current and previous contacts, supervisors and co-workers. These investigations are conducted by OIG Security personnel in cooperation with other federal, state and local agencies.

### **C. TENURE:**

Foreign Service career candidates will be considered for tenure by a Tenuring Board after they have acquired a minimum of two years' overseas experience in the Service. Each career candidate is afforded two opportunities to receive tenure based on the Board's review of the employee's written performance evaluations which are prepared by a supervisor at least once a year. A career candidate who fails to perform satisfactorily may be separated at any time during their probationary period. Any employee who remains untenured after two reviews will be separated from the Agency at the end of the five-year probationary appointment. The appointment status of a career candidate who receives tenure will be changed from probationary to career.

The sole criteria for a positive tenure recommendation shall be the candidate's demonstrated potential, assuming normal growth and career development, to serve effectively as an FS officer over a normal career span, with potential for promotion to class FS-1. Serving effectively as an FS officer with USAID requires demonstrated knowledge and abilities in four broad skill sets, which includes ***technical and analytical skills*** (development assistance knowledge; information gathering, analysis, and problem solving; and written communication skills); ***resource management skills*** (managing human resources, reliability, and planning use of financial resources); ***teamwork and professionalism skills*** (cultural sensitivity and respect for diversity, adaptability and flexibility; and communication); and ***leadership skills*** (direction and vision, motivation, and professional development).

## **CRIMINAL INVESTIGATORS**

### **Medical Clearance:**

Prior to being hired to the Foreign Service, applicants must have a thorough medical examination and receive an unlimited medical clearance for assignment worldwide. Applicants will be required to undergo a pre-employment medical examination by an Agency designated physician to determine if they are physically and medically qualified to perform the full duties of the position. Any physical condition which could hinder an individual's full, efficient and safe performance of his/her duties as a criminal investigator, or failure to meet any of the required physical or medical qualifications, will usually be considered disqualifying for employment, except when sufficient evidence is presented that the individual can perform the essential functions of the job efficiently and without hazard to themselves and others. Applicants who refuse to submit to the required examinations will not be considered for employment as criminal investigator.

Applicants must agree to work an annual average of two hours extra per day to meet the requirements of law enforcement availability pay (LEAP) as described in Title 5 U.S.C 5545A (d) (1). Applicants for this position are required to qualify with and use firearms and other weapons as part of assigned duties and to maintain such qualifications. Because of an amendment to 18 U.S.C. 922(g)(9), which became effective September 30, 1996, and is referred to as the Lautenberg Amendment, applicants are ineligible for this position if at ANY time they have been convicted of a qualifying crime of domestic violence, unless such conviction was expunged, set aside or the applicant received a pardon. A qualifying conviction is a state or Federal conviction for a crime of domestic violence and any general or special court-martial for an offense that otherwise meets element of a crime of domestic violence, even though not classified as a misdemeanor or felony.

Continuing employment in this position is contingent upon: (1) maintaining eligibility for a top-secret clearance in a position which has been designated as critical-sensitive; (2) maintaining criteria outlined in USAID/OIG/I, Health and Fitness Program for Criminal Investigators; (3) willingness to travel domestically and overseas as necessary; (4) work an annual average of 2 extra hours a day to meet the requirements of law enforcement availability pay (LEAP) as described in Title 5 U.S.C. 5545a(d)(1); (5) willingness to carry and use a firearm in the execution of official duties; and (6) compliance with the Lautenberg Amendment.

### **Medical Requirements:**

The duties of this position require moderate to arduous physical exertion involving walking and standing, use of firearms, and exposure to inclement weather. Manual dexterity with comparatively free range of motion of fingers, wrists, elbows, shoulders, hips, and knee joints are required. Arms, hands, legs, and feet must be sufficiently intact and functioning in order that applicants may perform the duties satisfactorily. Sufficiently good vision in each eye, with or without correction, is required to perform the duties satisfactorily. Near vision, corrective lenses permitted, must be sufficient to read printed material the size of typewritten characters. Hearing loss, as measured by an audiometer, must not exceed 35 decibels at 1000, 2000, and 3000 Hz levels. Since the duties of this position are exacting and responsible, and

involve activities under trying conditions, applicants must possess emotional and mental stability. Any physical condition that would cause the applicant to be a hazard to him/her, or others is disqualifying.