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[Date]

ACTION MEMO FOR THE DIRECTOR, FOREIGN SERVICE CENTER, OFFICE OF HUMAN CAPITAL AND TALENT MANAGEMENT

FROM: AA or S/DAA/[Bureau Acronym] – [Full Name]

SUBJECT: Request to Establish an FSL Position

Recommendation

That you authorize __Bureau, Independent Office (B/IO) or Mission__ to establish an FSL position for a Backstop ### at grade FS-0X for up to _#_ year(s), to be located in [*name of B/IO or USAID/Name of Country*]

Approve _____ Disapprove _____ Date _____

Background

Information should be brief, substantive, and to the point. Provide the essential background and an analysis of the recommendation in paragraph format, including the following:

- A clear and concise statement of the program or responsibility to be staffed by the proposed FSL, including why a limited-term appointment is the best option for the time period specified above;
- B/IOs current approach to staffing the subject program or responsibility (if appropriate); and
- Any previous hiring discussions or actions related to this request.

Proposed Position and Results

- A brief description of proposed FSL's key duties, responsibilities, as well as how they will contribute to the B/IO's development results;
- Proposed period of performance, with justification and discussed in the context of results to be delivered;
- Timeline of the knowledge, skills or tools that will be transferred by the FSL to direct hire staff during the proposed term-limit assignment, as appropriate;
- Recommendation for appropriate backstop designation and proposed title (in conformance with titles included in ADS 456, Mandatory Reference, Position Titles, Codes and Classification Standards);
- Security clearance level required for the position, consistent with the associated duties and location; if only Facilities Access is requested, include a statement that regular access to restricted space and classified information is not required;
- How the proposed FSL fits into longer-term workforce planning for the B/IO;
- Documentation that Career or Career Candidate FSOs either do not have the professional skillset needed or that qualified individuals are otherwise unavailable for assignment; and

- Alternate approaches to staffing the program or responsibility which have been considered and rejected.

Include as appropriate:

- Any legislative or other deadlines associated with the decision; and
- Any significant Congressional or press attention expected due to the program or decision.

The memo must include one of the following:

- A description of the competitive process that will be used to solicit expressions of interest and select a candidate, including an approach to Veterans' preference

OR

- A request for a waiver of competition, with strong justification for the direct selection of the proposed candidate; and
- The complete FSL appointment history of the candidate, noting dates, operating units, FS backstop and grade level.

Also include:

- A statement to the effect that if an FSO or Career Civil Servant is found available to fill the position, the FSL appointment will be terminated, with an appropriate overlap period;
- A statement that the position will be validated for the Foreign Service bid cycle in the year prior to the termination date OR a statement that the need for the position will conclude by the termination date;
- A statement that it will be clear to the appointee that the FSL appointment can be terminated at any time; and
- A point of contact in the requesting Bureau or Independent Office for any questions concerning the FSL Action Memorandum request.

Authorities

ADS Chapter 414.3.2.3 delegates authority to approve this action to the Director, Foreign Service center (HCTM/FSC).

Resource Implications

- Confirm that the Bureau has an available workstation within the currently available office space.
- Identify the source of funding for the appointment (OE, DA, ESF, PEPFAR, etc), annual and total amount of funding, and confirm availability; (Note: OE-funding can only be approved for positions in support of assistance to Afghanistan and Pakistan).

Attachments:

Tab 1 – Position Description, to be classified by HCTM/HCSC

Tab 2 – Resume of Candidate (if direct selection is proposed)

Tab 3 – Additional Background (if needed but keep to a minimum)

CLEARANCE PAGE FOR ACTION MEMO FOR [copy subject line from first page]

Clearances:

Bureau/IO/Mission	Clearance Status [<i>Clear; Clear w/comments;</i> <i>Clear w/ recommendation</i> <i>to disapprove; Info</i>]	Date
[Bureau or IO/Title]:[JDoe]	Clear	XX/XX/201X

Drafter: [Bureau]:[Name]:[Phone extension];[After Hours Phone No.];[Date]

Memos must reflect the following clearances:

For overseas positions:

- Regional Legal Officer
- Mission Director
- M Bureau via MAAtaskermailist@usaid.gov
- HCTM via HCTM/FSC

For Washington-based positions:

- Bureau Assistant General Counsel
- M Bureau via MAAtaskermailist@usaid.gov
- HCTM via HCTM/FSC