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

FROM: AA or DAA/[Bureau Acronym] – [Full Name] or
              GC or CHCO or OD/[IO Acronym] – [Full Name]

SUBJECT: Request to Extend an FSL Appointment

Recommendation

That you authorize the extension for one [or two] year[s] of the FSL appointment of __Name, Title__as a Backstop _##_, grade_FS-0X__, located in __B/IO or USAID/Name of Country__ for one [or two] year[s], from __original NTE date__ to __new NTE date__

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:

- Clear and concise statement of the program or responsibility of the FSL during the extension period;
- Strong explanation as to why the original appointment was not sufficient to complete originally envisioned programmatic results or implement a long-term staffing solution; and
- Any previous discussions or actions related to the issue.

Proposed Position and Results
- A brief description of key duties and results to be delivered during the extension period;
- Knowledge, skills or tools to be transferred by the FSL to direct hire staff, as appropriate;
- How the proposed FSL fits into longer-term workforce planning for the operating unit; and
- Alternate approaches to staffing the program or responsibility which have been considered and rejected, or implications of the alternatives available.

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

Also include
- A statement confirming that the position was advertised through the Foreign Service Open Assignment System in the year preceding the NTE date, or advertised through the

Civil Service, for possible encumbering by an FS or GS career officer;
- A statement to the effect that if an FS or GS career officer 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 during the extension year OR a statement that the need for the position will conclude by the extended NTE date;
- The complete FSL appointment history of the candidate, noting dates and operating units, FS backstop and grade level;
- 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 office for any questions concerning the memo.

Authorities

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

Resource Implications
- Identify the workstation that is within the B/IO's currently available office space.
- Identify the appropriation year and 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 – Approved Action Memo establishing the FSL position
> Tab 2 – Approved Action Memo appointing the FSL
> Tab 3 – Classified Position Description
> Tab 4 – Resume of Incumbent
> Tab 5 – 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** [*Clear; Clear w/comments; Clear w/ recommendation to disapprove; Info*]	**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 MAAtaskermaillist@usaid.gov
- HCTM via HCTM/FSC

For Washington-based positions:

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