



# Tenure Policy and Process for Foreign Service Career Candidates

A Mandatory Reference for ADS Chapter 414

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# TENURE POLICY AND PROCESS FOR FOREIGN SERVICE CAREER CANDIDATES

## 1. Overview

This mandatory reference provides the policy and procedures for Foreign Service (FS) career candidates to be evaluated against standardized criteria to determine whether **they are** qualified for career service. To be tenured as a career FS Officer (FSO), a candidate must possess demonstrated potential, assuming normal growth and career development, to serve effectively as a career FSO over a normal career span that extends to and includes class FS-01. This reference applies to employees at the FS-01 **grade** or below serving under a limited appointment as a career candidate for a trial period in accordance with [Section 306 of the Foreign Service Act of 1980, as amended](#).

[ADS 414mac, Precepts for USAID's Foreign Service Tenure Board](#) further describes the Tenure Board's operations and the basis for its decisions.

## 2. Primary Responsibilities

### a. The **Chief Human Capital Officer (CHCO)**:

- 1) Appoints members to the Tenure Board;
- 2) Terminates a member's appointment to the Tenure Board for an assignment to meet a critical Agency need overseas;
- 3) Extends a career candidate's five-year limited appointment in accordance with the restrictions in this reference (see Section 3.4.1 below);
- 4) Reviews Tenure Board recommendations and records for compliance with procedures and the [Precepts for USAID's Foreign Service Tenure Board](#); and
- 5) Acts on the **Tenure Board's** findings and recommendations.

### b. The **Office of Human Capital and Talent Management staff** assigned to support a Tenure Board:

- 1) Identifies the members of and convenes the Tenure Board up to twice a year or on an ad hoc basis (when needed);
- 2) Provides administrative support and guidance to Tenure Boards;
- 3) Uploads performance-related information to the employee's electronic Official Personnel Folder (eOPF);
- 4) **Assembles the Tenure Board File (TBF) of candidates subject to**

review;

- 5) Provides guidance on submission of the Tenure Evaluation Form (TEF); and
- 6) Issues Agency notices announcing the Tenure Board's schedule and granting of tenure to career candidates.

**c. The Office of Human Capital and Talent Management, Foreign Service Center (HCTM/FSC):**

- 1) Collaborates with USAID Missions and USAID/Washington (USAID/W) Bureaus and Independent Offices (B/IOs) to help ensure that career candidates gain skills and experience in the backstops in which they were hired;
- 2) Determines career candidates' eligibility for tenure review;
- 3) Advises USAID Missions, USAID/W B/IOs, and HCTM/CPE of the names of career candidates to be reviewed by an upcoming Tenure Board;
- 4) Recommends members for and directs assignments to the FS Tenure Boards when necessary;
- 5) Transmits counseling letters to career candidates whose tenure decisions are deferred to a subsequent Tenure Board;
- 6) When tenure is granted, establishes Time-in-Class (TIC) limitation dates; and
- 7) When tenure is not granted or deferred and a career candidate is to be separated, coordinates the career candidate's separation from the Agency.

**d. Career candidates** are responsible for ensuring that their eOPFs are up to date and for signing the TEF to acknowledge receipt.

### **3. Tenure Policy**

The Agency's decision on whether to offer tenure to FS career candidates is based on the Tenure Board's recommendations with CHCO approval. Each candidate must demonstrate that they have the potential, assuming normal growth and career development, to serve effectively as a career FSO over a normal career span that extends to and includes class FS-01. The candidate must also have met all eligibility requirements by the date specified (see 3.1, below) and have demonstrated satisfactory performance in the positions to which they were assigned.

Since FS career candidates are recruited and appointed in response to defined staffing needs, the Agency requires that they be tenured in the backstop for which they were hired, unless changed by the Agency via approval of assignment to a new backstop (see [ADS Chapter 459, USAID's Foreign Service Career Candidate Program](#)). Candidates are evaluated against four skill areas critical to successful performance in USAID's Foreign Service. The four skill areas and associated sub-skills are described in the [Foreign Service/Senior Foreign Service \(FS/SFS\) Skills Framework](#), which establishes the skill standards for all grade levels at which FS career candidates are expected to perform. Candidates are evaluated individually rather than comparatively (*i.e.*, the candidates are not rank-ordered with others of their class as they are when being considered for promotion by the [Promotion](#) Boards). The Agency does not place a limit on the number of positive tenure decisions that each Tenure Board can make.

The standards for tenure and the criteria are explained further in section **3.3.3** below and in the [Precepts for USAID's Foreign Service Tenure Board](#), which HCTM provides to guide the Tenure Board.

### **3.1. Eligibility Requirements for Tenure Review**

HCTM/FSC tracks employees' progress in meeting the tenure requirements and determines employee eligibility for consideration by an upcoming Tenure Board. The following are the eligibility requirements for each category of FS career candidate.

#### **3.1.1. FS Employees Hired Competitively as Career Candidates**

Each of the following requirements must be satisfied by March 31 for a Summer Tenure Board or by September 30 for a Winter Tenure Board:

- 1) Attained class FS-04.
- 2) Completed 36 months of continuous USAID service as a FS career candidate in the backstop for which [they were](#) hired (unless changed by the Agency via approval of assignment to a new backstop; if changed, 36 continuous months across backstops).
- 3) Served a minimum of 18 months overseas as a career candidate. (Overseas temporary duty assignments (TDYs) of six or more consecutive months can be counted toward the 18-month requirement if the work performed is directly related to the employee's backstop).

Each of the following requirements must be satisfied [at least 15 business days](#) prior to the date the Tenure Board convenes:

- [Current Class1 medical clearance, or waiver of Class1 medical clearance requested and granted by the CHCO \(see \[ADS 414mab, Waiver Process for Medical Clearance Requirements for Initial Appointments, Tenure Review, and Overseas Assignments in the Foreign Service\]\(#\)\);](#)

- Achieved the required Foreign Service Institute (FSI)-tested proficiency in a foreign language (see [ADS 438maa, USAID Tenuring Languages](#));
- Obtained and maintained an active Top Secret security clearance as verified by the Office of Security (SEC);
- No unresolved administrative or Office of the Inspector General (OIG) investigations or negative determinations from completed investigations;
- No failed Performance Improvement Plans (PIPs) during their time as a career candidate (unless the CHCO decided to retain a candidate due to extenuating circumstances pursuant to [ADS Chapter 450, Termination of Time-Limited Appointments - Foreign Service \(FS\)](#), in which case they will be reviewed if all other requirements are met); and
- Obtained recertification of availability for worldwide assignment and service (see [ADS Chapter 414, Foreign Service \(FS\) Appointments](#)).

If a career candidate is on a PIP when the Tenure Board meets, the Tenure Board will not consider that candidate. If the candidate satisfactorily completes the PIP, they will be deferred to the next Tenure Board for review. The five-year limit for career candidate appointments described in [ADS Chapter 414](#) will not be extended due to a candidate being placed on a PIP.

### 3.1.2. Civil Service (CS) Employees Appointed Temporarily as FS Limited (FSL) Employees and Candidates from Other FSL Appointments

The requirements listed below apply to CS employees appointed under the CS-to-FS Appointment Program ([ADS Chapter 415](#)) and to FS career candidates who were appointed competitively under FSL authority and were converted to a career candidate appointment.

Each of the following requirements must be satisfied no later than March 31 for a Summer Tenure Board or by September 30 for a Winter Tenure Board (when these Boards are regularly scheduled):

- 1) Attained class FS-04 or higher;
- 2) Have served overseas with USAID for at least three years (two years in a non-career appointment and one year as a career candidate) preceding the deadline stated above; and
- 3) Completed a full 12-month performance appraisal cycle as a career candidate with a rating of satisfactory.

CS employees appointed under the CS-to-FS Appointment Program and candidates from other FSL appointments must satisfy the same additional requirements for medical clearance, top secret security clearance, foreign language proficiency, no failed PIPs or unresolved OIG investigations (or negative determinations), and certification of

worldwide availability listed for Foreign Service career candidates above at least 15 business days prior to the date the Tenure Board convenes.

### 3.2. Timing of Tenure Board Review

FS employees in USAID's Career Candidate Program are automatically reviewed by the next scheduled Tenure Board after HCTM/FSC certifies their eligibility. CS employees appointed under the CS-to-FS Appointment Program are reviewed for tenure eligibility after the first full 12-month performance appraisal cycle following conversion to their career candidate appointment, provided other eligibility requirements have been met.

In certain unusual circumstances when there are compelling reasons, such as unavoidable absence of an evaluation report, recent assumption of new duties, extended leave during the TEF period, or other conditions that would make the Tenure Board's review at the scheduled time inequitable, an employee, the employee's supervisor, or the employee's Mission Director or Bureau/IO Head can request that the employee's tenure review be delayed until the next scheduled Tenure Board meeting. In these cases, the requestor must submit a memo to the HCTM/FSC Director explaining the reasons for the request at least 60 calendar days prior to the scheduled Tenure Board meeting. A delayed tenure review can take place only with the HCTM/FSC Director's approval. Tenure reviews will not be delayed for candidates whose five-year limited appointments will expire before the next scheduled Tenure Board meeting.

### 3.3. Tenure Boards

Tenure Boards review whether the TBF of FS career candidates meet eligibility requirements to make determinations on the granting of tenure.

#### 3.3.1 Establishing USAID Tenure Boards

HCTM convenes and guides the Tenure Board in its technical actions and procedures. The Board addresses all questions regarding its work to HCTM staff.

##### a. Tenure Board Membership

The CHCO appoints members to the Tenure Board.

Each Tenure Board generally consists of five members and is chaired by a member of the Senior Foreign Service (SFS). The other Tenure Board members may be SFS officers or career FSOs at grades FS-01 and FS-02. Two members may be USAID FS retirees currently employed under an FSL appointment or a Civil Service short-term appointment (STAR). The Agency strives to ensure diverse representation on the Tenure Board in terms of backstops, background, and experience, as well as race, ethnicity, national origin, sex, and disability.

Assignments to a Tenure Board are expected to last at least two years, unless a Board member's service is exempted so that the employee can fill a critical staffing need overseas.

## b. Tenure Board Schedule

USAID convenes a Tenure Board at least once annually and more often as needed. HCTM will send an Agency Notice advising employees when a Tenure Board is scheduled, and when the TEFs for the upcoming board are due to HCTM. Once the Tenure Board's recommendations and counseling letters are completed and issued, HCTM will issue a General Notice announcing the names of the officers granted tenure, generally within 60 days of the conclusion of the Board.

### 3.3.2 Information Reviewed by the Tenure Board

The Tenure Board reviews the [ADS 414mac, Precepts for USAID's Foreign Service Tenure Board](#) and all other information provided by HCTM, including the career candidate's TBF, to determine the candidate's fitness and aptitude for the work of USAID's FS.

The information in the TBF includes:

- a. All prior FS Annual Performance Evaluations (APE) or, for rating cycles through 2018, Annual Evaluation Forms (AEFs);
- b. All prior Annual Accomplishment Records (AARs) and associated Operating Unit Context Statements (OUCS);
- c. Most recent Promotion Input Form (PIF);
- d. Multisource Ratings (MSRs), beginning in the 2019-2020 rating period, to date;
- e. TEF for the current tenure evaluation period ([AID Form 400-25](#));
- f. Prior TEF, if a career candidate has been deferred by a previous Tenure Board;
- g. Any previous Tenure Board counseling letters for candidates who were deferred;
- h. Official certificates and awards;
- i. Reprimands or notification of other disciplinary actions, such as suspensions, withholding of within-grade pay increases;
- j. Curtailments at the request or direction of a Mission Director, Ambassador, or Regional Security Officer;
- k. Biographical information from the Employee Data Record (EDR); and
- l. Training transcript.

In addition to the information in the TBF, HCTM provides the Tenure Board with a copy of each FS Promotion Board's A (i.e., for employees ranked for promotion) and C (i.e., for employees failing to meet relative performance standards of their class) lists for the prior three years (see [ADS Chapter 463, Foreign Service and Senior Foreign Service Promotion Eligibility Requirements and Procedures](#)).

Pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA), which provides that persons called to military service are entitled to "the additional seniority and rights and benefits that such a person would have attained if the person had remained continuously employed," the Tenure Board will consider military evaluation reports and awards nominations a career candidate provides in connection with the period of time during which they were on active military duty.

Employees are strongly encouraged to check their e-OPF to ensure that all performance-related documentation is up-to-date. Any missing documentation must be submitted to HCTM at least 30 calendar days prior to the Tenure Board meeting.

### 3.3.3 Responsibility for Information Provided to the Tenure Board

The career candidate's tenure board file (TBF) is the official file used in evaluating career candidates for tenure.

HCTM issues an Agency Notice to notify senior managers of the dates and requirements for preparing TEFs. The guidance reminds TEF writers to explicitly address all four FS skill areas (as defined by the [FS/SFS Skills Framework](#)) with as much specificity as possible so that their tenure recommendation is fully supported and clear to the Tenure Board.

The following requirements apply to preparing the TEF:

- For career candidates assigned overseas, the Mission Director/Deputy Mission Director who most recently worked with the candidate for a period exceeding 120 days is responsible for completing the TEF with significant input from the candidate's rating official (normally the supervisor). The TEF writer should reach out to previous supervisors and Mission Director/Deputy Mission Directors, and/or USAID/W Bureau's FS Deputy Assistant Administrator (DAA) or IO's career FS Director/Deputy Directors for feedback about the employee's performance in previous assignments.
- For career candidates assigned to USAID/W, the Bureau's FS DAA or equivalent, or IO career FS Director/Deputy Director who most recently worked with the candidate for a period exceeding 120 days is responsible for preparing the TEF with significant input from the candidate's rating official. The TEF writer should reach out to previous supervisors and Mission Directors/Deputy Mission Directors or USAID/W Bureau's DAA or IO's Director/Deputy Directors for feedback about the employee's performance in



previous assignments.

- The TEF writer should also contact the employee's FS Backstop Coordinator for written feedback on the candidate's performance and aptitude for career service.
- Responsible officials should use all appropriate sources of information in preparing the TEF, including APEs, AARs, AEFs, PIFs, PIPs, counseling letters, skills assessments, and 360-degree feedback. If a TEF writer, who is also the employee's rating official, has not served in that capacity for the entire TEF period, they must obtain these documents from the employee's prior rating official.
- The TEF's narrative section must explain, using specific and appropriate examples, how and whether the candidate meets or does not meet the requirements of the [FS/SFS Skills Framework](#), and whether, in the writer's judgment, the candidate demonstrates the potential, assuming normal growth and career development, to serve effectively as a career FSO over a normal career span that extends to and includes class FS-01. Responsible officials who make a recommendation on the TEF to deny tenure must support their recommendation with specific examples from their observation of the candidate and/or specific statements and examples from a supervisor's assessment (when the TEF rating official is not the supervisor), a PIF, or, if applicable, performance counseling letter or PIP.

In preparing a second TEF for a career candidate who has been deferred, the TEF writer should also discuss whether, and if so, how, the employee has addressed and made efforts to overcome any deficiencies previously identified.

- The TEF's mandatory "Areas for Growth" section must include skill areas that the career candidate needs to address to build a successful career but should not be construed as the place to list deficiencies not reflected in the narrative. This section is intended primarily to give a full picture of the candidate and their future professional development, not necessarily to present a justification to defer or deny tenure. TEF writers should consider that no candidate can be expected to have displayed abilities in all of the principal skills and subskills of the [FS/SFS Skills Framework](#). The TEF writer must not make a negative recommendation on the basis of skills that the candidate has had no practical opportunity to demonstrate.
- The TEF writer submits the completed TEF to the Mission Executive Office or B/IO Administrative Management Services staff for transmittal to HCTM so that the Tenure Board can review eligible career candidates.

### 3.3.4 Tenure Board Recommendations and Actions

In making its recommendations, the Tenure Board considers candidates solely on the merits of each employee's file. The Tenure Board must not disadvantage any candidate

for reasons of race, color, religion, gender, age, national origin, sexual orientation, gender identification, marital status, plans or method of entry into the FS, initiation or participation in grievance or discrimination complaint procedures, membership in or activity on behalf of an employee organization, or political affiliation.

All Tenure Board members review and consider all information in each career candidate's **TBF (see section 3.3.2 above)** before making a tenure recommendation. All decisions require a majority.

#### **a. Candidate's Initial Review**

The Tenure Board makes one of three recommendations **to the CHCO** for each employee eligible for tenure at first review:

- 1) Recommends tenure** – The candidate has the potential, assuming normal growth and career development, to serve effectively as a career FSO over a normal career span that extends to and includes class FS-01.
- 2) Recommends deferral of tenure for a period of up to 12 months** – There are skill deficiencies or insufficient information/evidence to determine whether or not the career candidate has the potential, assuming normal growth and career development, to serve effectively as a career FSO over a normal career span that extends to and includes class FS-01.
- 3) Recommends tenure not be granted** – The career candidate does not have the potential, assuming normal growth and career development, to serve effectively as a career FSO over a normal career span that extends to and includes class FS-01.

#### **b. Candidate's Second Review**

When reviewing candidates who are up for their second review (*i.e.*, who were deferred the first time), the Tenure Board makes one of the following recommendations:

- 1) Recommends tenure** – The candidate has the potential, assuming normal growth and career development, to serve effectively as a career FSO over a normal career span that extends to and includes class FS-01.
- 2) Recommends tenure not be granted** – The career candidate does not have the potential, assuming normal growth and career development, to serve effectively as a career FSO over a normal career span that extends to and includes class FS-01.

#### **c. Tenure Board Documentation**

**Following completion of its deliberations, the Tenure Board prepares the following:**

- A Board report for the CHCO containing the Board's recommendations and explanation of the reasoning behind the recommendations. The report must have a cover letter signed by the Board Chair.
- Counseling and denial of tenure letters for all employees not granted tenure. Counseling letters for deferred candidates must contain an explanation of the Board's recommendation and guidance to the employee on the specific areas in which they must improve to subsequently qualify for favorable tenure consideration. The Tenure Board may recommend retraining. The separation letters must contain a detailed explanation of the basis for the recommendation that the candidate does not have the potential, assuming normal growth and career development, to serve effectively as a career FSO over a normal career span that extends to and includes class FS-01. Section 3.4.a below contains further information about the contents of counseling letters.

Candidates who are denied tenure are separated from the Agency. A career candidate may not receive more than two reviews for tenure by a Tenure Board, except in accordance with an order from the FS Grievance Board or other authorized judicial body.

### 3.4. CHCO Actions Following Tenure Board Decisions

The CHCO may accept the Board's recommendations or return them to the Tenure Board for review if questions arise on how the Tenure Board made its determinations. If the Tenure Board wishes to modify its recommendations, the Tenure Board submits a revised report to the CHCO. Otherwise, the Tenure Board resubmits its original recommendations.

The CHCO then takes action as follows:

#### Career Candidates Recommended for Tenure

Upon acceptance of the Tenure Board's recommendations, the CHCO initiates actions to affect the candidates' appointments as career FSOs. Generally, since all requirements must be met in advance of the Tenure Board meeting, there will be no outstanding issues that would prevent conversion to career status. The CHCO may defer the Tenure Board recommendation based on Agency need, such as investigations, disciplinary actions, or performance-based actions that arose after the Tenure Board review. Such a deferral does not result in extending the candidate's limited appointment unless it is determined that continued service is appropriate to remedy a matter that would be cognizable as a grievance under Chapter 11 of the [Foreign Service Act of 1980, as amended](#). In that case, extension of the appointment may be authorized, using [section 309\(b\)\(3\) of the Act](#).

If, after a deferral, the CHCO concludes that the Agency's original need for the deferral has been resolved and that no further action will be taken, the career candidate is appointed as a career FSO, if all other eligibility requirements continue to be met and the employee is not subject to termination for another reason. The date of the career appointment will be retroactive to the date that others on the tenure list received their

appointments. If, based on the Agency's need for the deferral, the employee is subject to termination, the CHCO ends the employee's limited appointment and separates them from the FS (see [ADS Chapter 450, Termination of Time-Limited Appointments - Foreign Service \(FS\)](#)).

Employees granted CS reemployment rights, under section [310 of the Foreign Service Act of 1980, as amended](#), may elect to exercise those rights within 30 days after separation from the FS (see [ADS Chapter 412, Reemployment Rights](#)).

Other employees who are involuntarily separated are eligible to participate in the [Department of State's Career Transition Program](#).

#### **a. Career Candidates Recommended for Deferral of Tenure**

The CHCO may accept or reject the Tenure Board's recommendation to defer a candidate, if there are extenuating circumstances not presented to the Tenure Board. If rejected, the CHCO returns the recommendation to the Board for its reconsideration. The Board may then change its recommendation to grant tenure to the employee or may affirm its original recommendation for deferral.

Deferred career candidates are reviewed by a future Tenure Board, generally up to one year later to allow the candidate enough time to further develop skills or resolve any issues noted by the Board, assuming the employee meets the requirements for tenure outlined in [Section 3.1](#). In some cases, if the employee is close to the five-year appointment limit, the Tenure Board may recommend a deferred candidate be reviewed sooner than one year.

A career candidate may not receive more than two reviews for tenure by a Tenure Board, except in accordance with an order from the FS Grievance Board or other authorized judicial body.

The CHCO transmits counseling letters prepared by the Tenure Board for deferred candidates. The counseling letter includes the Board's rationale for deferring a tenure decision and states when the candidate will be reviewed again.

Counseling letters issued by the Tenure Board for deferrals must:

- Describe the additional information needed by the Tenure Board to demonstrate the career candidates' qualifications and/or give examples of specific skill areas where performance needs to be demonstrated or improved, and the expected changes in behavior and/or performance that must occur for the employee to qualify for a favorable tenure recommendation;
- Determine a reasonable deferral period (generally up to one year as stated above) and clearly indicate the dates of that period in the letter;
- Suggest ways in which the career candidate and their current rating official should work together, and if necessary, along with Mission or B/IO senior

management, to help the candidate meet the requirements for tenure during the deferral period.

During the deferral period, the career candidate is eligible to transfer to another assignment, as long as the assignment gives the employee **at least 120 days in the new assignment to receive another TEF**, per [ADS Chapter 414, Foreign Service \(FS\) Appointments](#).

#### **b. Career Candidates Not Recommended for Tenure**

If the CHCO accepts the Tenure Board's negative recommendation on a candidate, the employee will not be granted tenure and will be separated from the FS. The HCTM/FSC Director coordinates with the employee and **their** respective B/IO or Mission and establishes the effective date of separation, which **should be no later than 60 calendar days** of the Tenure Board's determination. **HCTM's Employee and Labor Relations Office sends a separation letter to the employee.**

Per [Section 1101\(b\) \(2\) of the Foreign Service Act of 1980, as amended](#), an employee generally may not grieve a Tenure Board decision. Candidates not recommended for tenure are eligible to participate in the [Department of State's Career Transition Program](#).

#### **3.4.1. Extension of Five-Year Limited Appointment**

If a career candidate's five-year limited appointment expires before the Tenure Board's review and recommendation, the CHCO can authorize an extension of the candidate's appointment only in the following limited circumstance:

- In accordance with [Chapter 3, Section 309\(b\)\(3\), of the Foreign Service Act of 1980, as amended](#), when the CHCO determines, **in consultation with the Office of the General Counsel's Ethics and Administration Division (GC/EA)**, that an extension of a five-year limited appointment is appropriate to remedy a matter that would be cognizable as a grievance under Chapter 11 of the Act. Any such extension must be limited to the time needed for the next Tenure Board to complete its review of the candidate and make a recommendation regarding tenure.

Note: Since career candidates are on a five-year limited appointment that statutorily cannot be extended except in very limited circumstances, requests for extended periods of leave without pay (LWOP) **outside of Family Medical Leave Act leave (FMLA)** are not recommended prior to tenure. Supervisors may approve requests for LWOP of 80 hours or less in a leave year. The HCTM/FSC Director may approve requests for additional LWOP in accordance with the policies in [ADS Chapter 480, Leave](#), [3 FAM 3510](#), and [3 FAH-1 H-3510](#).

The [Family and Medical Leave Act of 1993 \(FMLA\), as amended](#), entitles eligible employees of covered employers to take unpaid, job-protected leave for specified **reasons with continuation of group health insurance coverage under the same terms**

and conditions as if they had not taken leave. For information about Family Medical Leave Act leave, refer to [ADS Chapter 481, Family and Medical Leave \(FML\)](#).

#### 4. Mandatory References

##### 4.1 External Mandatory References

- a. [3 FAH-1 H-3510, Leave Without Pay \(LWOP\)](#)
- b. [3 FAM 3510, Leave Without Pay](#)
- c. [Foreign Service Act of 1980, as amended, Chapter 3 and Section 1101\(b\) \(2\)](#)

##### 4.2 Internal Mandatory References

- a. [ADS 414mac, Precepts for the Tenure Board](#)
- b. [ADS 450, Termination of Time-Limited Appointments - Foreign Service \(FS\)](#)
- c. [ADS 461, Foreign Service and Senior Foreign Service Performance Management & Development Programs](#)
- d. [ADS 463, Foreign Service and Senior Foreign Service Promotion Eligibility Requirements and Procedures](#)
- e. [ADS 464, Foreign Service Performance-Based Actions](#)
- f. [ADS 480, Leave](#)

#### 5. Definitions

##### **tenure board file (TBF)**

A tenure board file consists of all documents to be reviewed by the Tenure Board. The file will include performance and promotion documentation (per ADS Chapters 461, 463, 464) and other relevant documentation such as training records, awards, assignment history, disciplinary actions, and language scores. (**Chapters [414](#), [461](#), [463](#), [464](#)**)

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