



**USAID**  
FROM THE AMERICAN PEOPLE

[Date]

**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 Appoint [full name] as OE- or Program-Funded FSL

**Recommendation**

That you approve this request to appoint Name of Candidate, Title to an FSL position, Backstop ##, grade FS-0X for up to # year(s), to be located in name of B/IO or USAID/Name of Country from start date through not-to-exceed 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:

On --/--/201X, HCTM/FSC authorized [B/IO] to solicit expressions of interest for a BS-XX, FS-0X [AOSC Title] to serve as a [Functional Title] in [B/IO]. Subsequently,...

- Describe the process used to solicit expressions of interest and the selection of the proposed candidate, including the number of expressions of interest received and the basis for selecting the proposed candidate;
- Explain how the selection process included appropriate consideration of Veterans' preference
- Include a statement that the proposed individual has been deemed to be qualified for and to have the necessary experience to fill the position at the proposed grade level.
- Indicate that the requesting entity has accomplished reference checks sufficient to determine the acceptability of the proposed candidate.
- Provide the complete FSL appointment history of the candidate, noting dates, operating units, FS backstop and grade level.

In addition, state:

- That it will be clear to the appointee that the FSL appointment can be terminated at any time;
- That if an FSO or GS career officer is found available to fill the position, the FSL appointment will be terminated, with an appropriate overlap period.

And finally:

- Identify a point of contact in the requesting office for any questions concerning the requested appointment/candidate.

### **Authorities**

ADS Chapter 414.3.3.2 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 source of funding and year of appropriation for the initial funding of appointment (OE, DA, ESF, PEPFAR, etc); annual and total amount of funding, and confirm availability; (Note: OE-funding will only be approved for positions in support of assistance to Afghanistan and Pakistan).

### **Attachments:**

- Tab 1 – Action Memo approving establishment of the FSL position
- Tab 2 – Classified Position Description
- Tab 3 – Resume or CV of the candidate
- Tab 4 – additional info only if needed

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

**Clearances:**

<b>Bureau/IO/Mission</b>	<b>Clearance Status</b> [ <i>Clear; Clear w/comments;</i> <i>Clear w/ recommendation</i> <i>to disapprove; Info</i> ]	<b>Date</b>
[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](mailto:MAAtaskermailist@usaid.gov)
- HCTM via HCTM/FSC

For Washington-based positions:

- Bureau Assistant General Counsel
- M Bureau via [MAAtaskermailist@usaid.gov](mailto:MAAtaskermailist@usaid.gov)
- HCTM via HCTM/FSC