



# Action Memorandum Template for Request to Establish an FSL Position

A Mandatory Reference for ADS Chapter 414

Partial Revision Date: 10/16/2024  
Responsible Office: HCTM/FSC  
File Name: 414mal\_101624



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

**Date:**

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

**Subject:** Request to Establish a Foreign Service Limited (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;
- The Bureau/Independent Office's (B/IO) current approach to staffing the subject program or responsibility (if appropriate);
- How the proposed FSL appointment fits into longer-term workforce planning for the B/IO;
- Documentation that existing employees (Career or Career Candidate FSOs, Civil Service) either do not have the professional skill set needed or that qualified individuals are otherwise unavailable for assignment;
- Alternate approaches to staffing the program or responsibility which have been considered and rejected; and
- Any previous hiring discussions or actions related to this request.

**Proposed Position and Results**

- A brief description of proposed FSL's key duties and responsibilities, as well as how they will contribute to the B/IO's development results;



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- A brief description of required skills that are unique and/or are required to address an urgent, unforeseen, time-bound need for development expertise, OR how this position fills a gap in the approved staffing pattern allocation;
- 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; and
- Designation of the position in terms of telework (telework eligible or not). FSLs are direct hires so they should be given the same weight as other Foreign and Civil Service positions.

**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, and including external advertisement of the positions; or
- Justification for requesting a waiver of the competition requirement and the extraordinary circumstances that would justify not advertising the position to a wide pool of potentially well qualified candidates.

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 B/IO for any questions concerning the FSL Action Memorandum request.

**Authorities**



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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 **(unless the position is remote)**.
- Identify the source of funding for the appointment (OE, DA, ESF, PEPFAR, etc), annual and total amount of funding, and confirm availability.

### Attachment:

Tab 1 – Position Description, to be classified by HCTM/FSC **(Bureaus must use the standardized Positions Descriptions and appropriate standardized grade description)**.

**Tab 2 - Budget for overseas positions**



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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; Clear w/ recommendation to disapprove; Info]</i>	<b>Date</b>
[Bureau or IO/Title]:[JDoe]	Clear	XX/XX/2XXX

**Drafter:** [Bureau]:[Name]:[Phone extension]:[Date]

**Memos must reflect the following clearances:**

For overseas positions:

- Regional Legal Officer
- GC/EA (if seeking competition waiver)
- Mission Director
- Program Office Director
- M Bureau via [MAAtaskermailist@usaid.gov](mailto:MAAtaskermailist@usaid.gov)
- HCTM via HCTM/FSC and PPSM

For Washington-based positions:

- Bureau Program Office Director
- Bureau Assistant General Counsel
- GC/EA (if seeking competition waiver)
- M Bureau via [MAAtaskermailist@usaid.gov](mailto:MAAtaskermailist@usaid.gov)
- HCTM via HCTM/FSC and PPSM