

FSFRC Application Guidelines

The initial call for applications for membership in the Foreign Service Family Reserve Corps (FSFRC) has received a tremendous response (please see [16 STATE 61298](#)).

As officials have begun to review and process these applications, they have identified a few consistent issues for applicants to bear in mind:

1. At this time, applications are **ONLY** being accepted from the following Eligible Family Members (EFMs) at Post:
 - a. EFMs currently employed at Post under a Family Member Appointment (FMA) or Temporary Appointment (TEMP) whose sponsoring employee has an upcoming Transfer Eligibility Date (TED) in Calendar Year **2016**.
 - b. Those EFMs working under an FMA or TEMP appointment or in INWS status with a Not To Exceed (NTE) date **between June 1, 2016 and December 31, 2016**.
2. Eligible EFMs should apply as early as possible prior to their Estimated Time of Departure (ETD) to allow sufficient time for application adjudication, preferably 30 days in advance.
3. EFMs must follow the instructions for completing and submitting the FSFRC Membership Application as outlined below.

The FSFRC Application or Declination form cannot be accepted as a scanned document through email. The EFM must complete and submit the form themselves, and should **not** route it through Post HR for submission. The forms should be submitted only using one of these two methods:

- If submitting through OpenNet eForms, employees must first click the correct form they wish to complete, and then enter their data. Employees may access the FSFRC Membership Application Form (DS-5137) at the following link: <http://eforms.a.state.gov/editdocument.aspx?documentid=3022>. Upon completion, attach any required documents and click on the submit button.

Once the electronic form has been submitted, it will automatically be routed to the appropriate place and include all sections that are needed by the coordinator to process the application.

- Employees without access to OpenNet can download a fillable PDF version of the FSFRC forms from the public facing eForms site as follows: Application Form (DS-5137-A) at <http://eforms.state.gov/editdocument.aspx?documentid=317>, and FSFRC Declination Form (DS-5137-D) <http://eforms.state.gov/editdocument.aspx?documentid=316>. Upon completion, submit the form (the fillable version, NOT scanned) and any required attachments via email to FSFRC@state.gov.