



UNITED STATES DEPARTMENT OF STATE
Department Notice

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Request for Volunteers for Critical-To-Fill Overseas Positions

From the Director General to All Department Personnel

REFS: A) STATE 18483, B) STATE 14462, C) STATE 07387, D) 06 STATE 203690, E) 06 STATE 199214

Thanks to the cooperation, patience and spirit of volunteerism among Department Foreign Service, Civil Service and Professional Associates personnel, we continue to make good progress in filling critical overseas positions for the Summer 2007 assignments cycle. HR has been working closely with the bureaus to determine which must-fill overseas vacancies remain, and after conducting two separate review exercises -- see paragraphs 3 and 4 below for details -- we are now seeking to fill the remaining 30 critical positions included in this cable. HR/CDA has created lists of eligible bidders who are qualified for, and may be considered to serve in, each such position. These lists have enabled us to go forward with Regular Season assignments for all Foreign Service employees who are not directly under consideration for one of the remaining critical vacancies listed in this cable.

In order to minimize the potential need to identify employees for these unfilled critical positions, HR is now making these positions available to Foreign Service volunteers, regardless of current assignment status (with some restrictions), as well as to interested Civil Service personnel and Eligible Family Members through the Professional Associates program. Any Foreign Service employee interested in any of the 30 positions listed in this cable is encouraged to contact his/her Career Development Officer immediately. Interested Civil Service employees and EFMs, please read applicable paragraphs below.

Critical Positions at High-Differential Posts

Reftel C featured a list of 40 critical-to-fill summer 2007 positions at posts with 20% or greater combined differential (hardship and danger pay), with various grade levels and skill codes, for which there were no active qualified bidders. The positive response we received from Foreign Service and Civil Service employees and Professional Associates has since reduced the number of critical vacancies among those 40

to 22 now. The remaining 22 positions are included below, and HR is now soliciting volunteers (Foreign Service, Civil Service, or Professional Associates) to fill these important jobs.

Must-Fill FS-02 Generalist Positions

HR also worked with the bureaus to determine whether there were other overseas FS-02 generalist positions that also must be filled, and which also had no active, qualified bidders. Because the deficit of FS-02 generalists compared to available FS-02 positions is the largest in the Foreign Service, we delayed the start of Regular Season for FS-02 generalists until we were able to determine which remaining overseas vacancies for summer 2007 were the most mission-critical and which the bureaus believed they would need special assistance from HR/CDA to fill. Reftel B announced the start of Regular Season for most FS-02 generalists, but there remain eight must-fill 02 generalist vacancies for summer 2007, which are also included in this volunteer cable. The following criteria were used to determine the eight must-fill positions:

- Country Team positions;
- positions created under the Global Repositioning Program;
- must-fill Consular positions determined by CA; and/or
- unbid positions at posts with 15%-or-greater differential.

Eligibility for Foreign Service Volunteers

HR/CDA will consider Foreign Service volunteers who have immediate transfer eligibility dates or are interested in a transfer regardless of transfer date.

For employees who do not have immediate transfer eligibility dates, certain groups are not/not eligible to apply. Please note that the categories for ineligible employees differ in this cable from in past volunteer cables. (Special to Baghdad and Kabul positions: positions at these posts remain subject to a “rolling” volunteer cable and there are no restrictions on volunteering for these positions, except as specifically noted below.)

The following categories of employees are ineligible to volunteer for positions in this cable:

- Employees currently serving in positions at posts with 15% differential or higher.
- Employees serving in Country Team positions.
Employees in long-term training programs.
- Untenured Employees. (Note: Recently tenured employees are expected to finish their EL-directed assignments.).
- Employees at Model (OSM) Category 1 posts; employees at Category 2 posts will be reviewed very carefully for the effect on the losing post(for a list of relevant OSM posts, see http://mmsweb.a.state.gov/asp/notices/dn_temp.asp?Notice_ID=4837)
- Employees in one-person sections.
- OMS or IMS employees at posts where there is only one or two of these positions, respectively.
- Chief of Mission OMSs.

- Employees assigned to hard language-designated positions. Employees in world language LDP positions who have received 16 weeks or more of FSI training in that language may only volunteer if they have spent at least one year in the position for which the training was received, unless volunteering for an LDP position in the same world language. (For Baghdad positions only: employees in super-hard language LDPs other than Arabic may only volunteer if they have spent at least one year at post.)
- Employees at small consulates (10 or fewer employees) may only apply if their departure does not reduce staffing in their section below 60% of normal.

Once a bureau has made its selection from among those who have volunteered for the positions, the proposed assignment of selected candidates must be brought before the HR/CDA assignments panel. Having been selected by the Bureau does not ensure the selected candidate of the assignment. Other factors, such as deficit skill codes, needs of the losing and gaining posts and individual career development are routinely discussed at assignment panels, and sometimes the selected candidate is not assigned to the volunteer position.

The most current version of the Bidding Tool, which compiles various information about posts, is available on the State intranet through the HR website at: hrweb.hr.state.gov/cda/PDF/biddingtool.pdf.

More information specifically about allowances is also available at the Allowances Staff website, on the Internet as follows: www.state.gov/m/a/als/.

Foreign Service employees interested in bidding on the positions below should bid through FSBid, and contact their CDO to confirm. If FSBid is not accessible, a bidder should contact his/her CDO via fax or e-mail, requesting that a bid be entered on his/her behalf.

Deadline for response is Wednesday, February 28, 2007. HR/CDA will make every effort to find a qualified replacement for the losing post.

Eligibility for Civil Service and EFMs

If no qualified Foreign Service employees have bid on a position by Wednesday, February 28, 2007, HR/CDA will consider bids submitted by Civil Service employees or Professional Associates (EFMs). Civil Service personnel who are interested in serving in positions listed in this cable should consult reftel E for eligibility criteria. Eligible Family Members interested in applying for any of the following positions through the Professional Associates mechanism should consult reftel D.

Civil Service or EFM personnel who have already bid on positions listed in reftels D or E should not submit repeat bids on the same positions. Bids on other positions are welcome.

Available Positions

Following are the positions now available to volunteers (* = Critical Needs positions; FS personnel receive Career Development Program credit for completing tours in these positions):

AF

*ABIDJAN	60150000	PAO	01	FR 3/3	09/2007
ABIDJAN	60151000	IO	02	FR 3/3	NOW
ABUJA	10999999	Transnational Crimes Off.	02		06/2007
*BANJUL	55103003	IMS	04		07/2007
DAKAR	60088000	IO	02	FR 3/3	08/2007
KHARTOUM	10088153	Pol/Econ	02		NOW
KIGALI	55008008	IMO	03	FR 0/0	11/2007
*KINSHASA	10070002	Pol	03	FR 3/3	10/2007
*KINSHASA	55226000	IMS	04		09/2007
*KINSHASA	60020001	PD Off	03	FR 3/3	08/2007
NDJAMENA	50002004	MGMT	02	FR 3/3	07/2007
*NDJAMENA	55003001	IMO	03		07/2007
NOUAKCHOTT	51014001	MGMT	02	FR 2/2	05/2007

NEA

BAGHDAD	00400013	Sen. Advisor Min. Interior	OC		08/2007
BAGHDAD	11400003	Pol-Mil	OC		05/2007
BAGHDAD	10400004	Pol	03	AD 3/3	09/2007
BAGHDAD	10400008	Pol	02	AD 3/3	06/2007
BAGHDAD	10400009	Pol	02	AD 3/3	06/2007
*BAGHDAD	10110003	Civ. Police & Judic. Liaison	02		10/2007
BAGHDAD	11400007	Pol-Mil	02	AD 3/	08/2007
BAGHDAD	20400003	Econ	02	AD 3/3	06/2007
RABAT(Marrakech APP)	10036003	IROG	02	AD 3/3	
				FR 3/3	07/2007
*RIYADH	60215000	PD Off	03	AD 3/3	07/2007

SCA

*ASTANA	14003006	Pol/Econ	02	RU 3/3	08/2007
CHENNAI (Hyderabad)	50264000	MGMT	02		07/2007
KABUL	10179002	IROG	02		06/2007
KABUL	55168002	IMTS/R	04		06/2007
MUMBAI	30500002	Cons	03		09/2007

WHA

*PORT AU PRINCE	10268006	IROG	02	FR 3/3	07/2007
*PORT AU PRINCE	10268007	IROG	02	FR 3/3	07/2007

Employees with any questions about this cable or the assignments process in general are encouraged to contact their Career Development Officers in HR/CDA.

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