

## **Application Process:**

### **AEFMs Currently Employed on an FMA or TEMP Appointment, in INWS, or Employed by the Department of State in a Civil Service Position**

#### **Eligibility to Apply**

The following family members are eligible to apply for membership in the FSFRC by completing Form DS-5137:

- A. Those currently employed at post under a Family Member Appointment (FMA) or Temporary (TEMP) Appointment at the time of application; or
- B. Those currently in an Intermittent No Work Scheduled (INWS) status at the time of application, with a Not To Exceed (NTE) date between now and 2021. {Family members can verify their NTE date by referring to Box 5B on their Notification of Personnel Action (Form SF-50) via Employee Self-Service (eOPF) or, if without access to OpenNet, by contacting their losing bureau Family Member Employment Coordinator (FMEC)}; or
- C. Those currently working in a Department of State Civil Service (CS) position domestically who are on their sponsoring employee's travel orders (or other agency equivalent) to a post abroad with an upcoming transfer date within the next six months. Please be aware that we are unable to fully adjudicate these applications until the employee departs their CS position. Please note that CS employees who have been placed in Leave Without Pay (LWOP) status and intend to return to their current CS position are not eligible for membership in the FSFRC.

#### **Application or Declination Form Submission Process**

Family members who meet the above criteria may either apply for membership or decline membership by completing the appropriate form, available on myData via OpenNet and at the following links: DS-5137A FSFRC Membership Application: [https://eforms.state.gov/Forms/ds5137\\_a.PDF](https://eforms.state.gov/Forms/ds5137_a.PDF) or DS-5137D FSFRC Membership Declination: [https://eforms.state.gov/Forms/ds5137\\_d.PDF](https://eforms.state.gov/Forms/ds5137_d.PDF).

Eligible EFM's should apply as early as possible prior to their Estimated Time of Departure (ETD) to allow sufficient time for application adjudication, preferably a minimum of 30 days in advance.

**Family members with OpenNet access:** Read the instructions included on the DS-5137 form carefully. Incomplete or improperly submitted forms will be returned to the applicant without being processed. Handwritten or scanned applications will not be accepted. Family members who may have bookmarked an old link or application form or who may have previously submitted an application that was denied, and are now eligible to apply, should not re-submit the previously completed application. Instead, complete a new application and submit it via OpenNet.

Applicants will receive an auto-reply from HRSS when the application or declination form is received, as well as additional notifications throughout the adjudication process, and a final notification upon acceptance into the FSFRC.

**Family members without OpenNet access:** Those without access to OpenNet may download a fillable PDF version of the FSFRC application/declination form at the public facing site: Application Form (DS-5137-A) and Declination Form (DS-5137-D). Please follow the instructions outlined on the appropriate form, and submit completed forms and any required attachments via email to [FSFRC@state.gov](mailto:FSFRC@state.gov). Hand-written or scanned applications will not be accepted.

HRSS will review all FSFRC applications, verify applicants' eligibility, and place those who meet all eligibility requirements into one of three categories, based on Diplomatic Security (DS) verification of their current or most recently held security clearance. Time required to complete this process will vary. Family members are not members of the FSFRC until their applications have been fully processed and they have been notified via email by HRSS. Applicants must provide a personal email address where they may be reached and are encouraged to respond quickly to requests for additional documentation.

### **Sources of Additional Information**

Additional information on the FSFRC is available on the Family Liaison Office internet site, [www.state.gov/flo](http://www.state.gov/flo). Questions on the application process may be addressed to HRSS via email to [FSFRC@state.gov](mailto:FSFRC@state.gov).