

Foreign Service Family Reserve Corps (FSFRC) Open Enrollment Application Process



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Our goal for today's presentation is to provide an overview of the following:

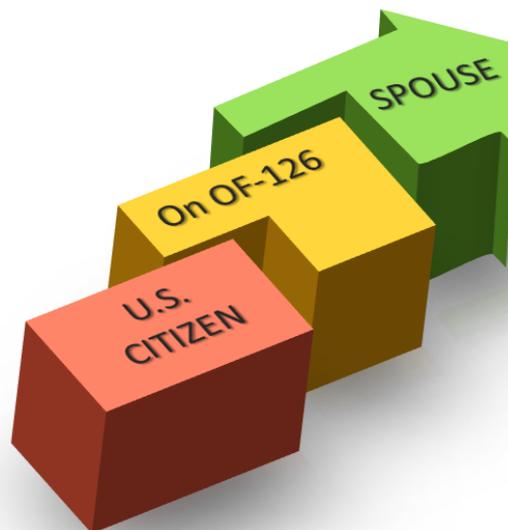
- What is the Foreign Service Family Reserve Corps (FSFRC)?
- Why should you apply for membership?
- Who can apply for membership?
- How to apply and an overview of the application process.



Eligibility

Eligible

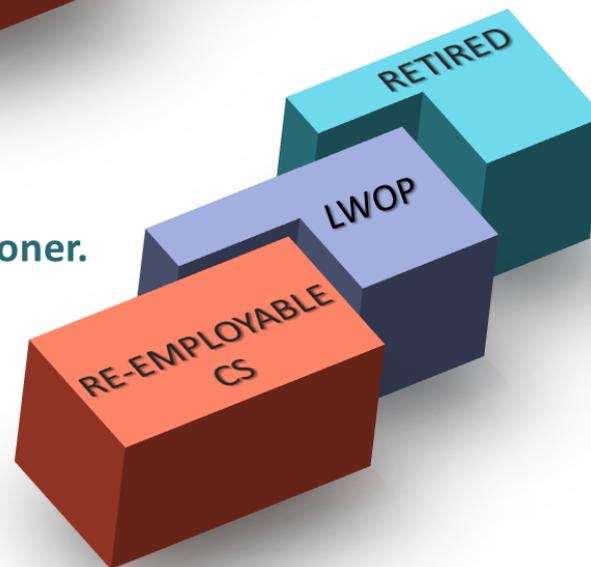
- U.S.G. Sponsored spouse
- Listed on sponsor's documents
 - 1.Sponsor's travel orders (TM4), or
 - 2.HR/EX Form OF-126, or
 - 3.Sponsoring Agency's letter
- U.S. Citizen



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Not Eligible

- U.S.G retirement annuitant or pensioner.
- FSO in Leave Without Pay status
- Civil Service employee with re-employment rights



Applicant Documents

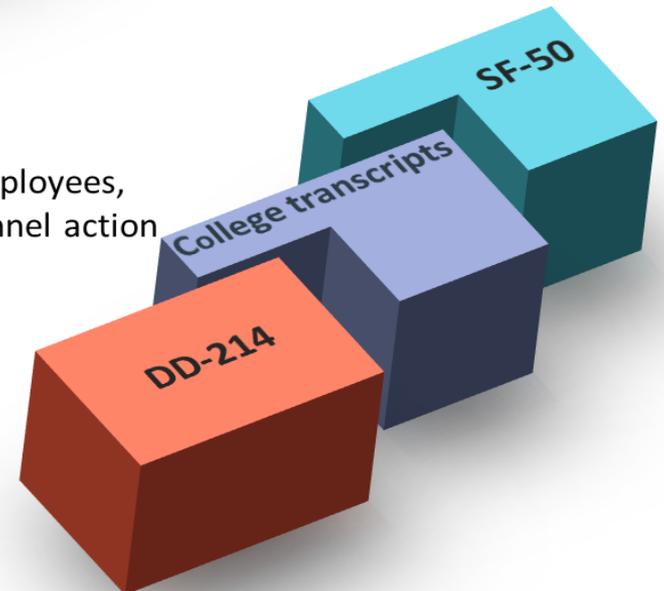
Mandatory documents

- ☐ **Resume**
- ☐ **Sponsor's OF-126**
Foreign Service Residence and Dependency Report or travel authorization to a post abroad.



Optional documents

- ☐ **Most recent SF-50**
Applicants previously employed as Federal employees, should upload a copy of your last SF-50 personnel action and your last performance appraisal.
- ☐ **College transcripts**
- ☐ **DD-214**
Proof of prior military service or any other relevant military service related documents.



USAJobs Account

- Navigate to USAJOBS and login
 - If you need to create a login.gov account follow the directions from the [FLO website](#)
- Upload the following documents:
 - Resume
 - Sponsor's OF-126 Foreign Service Residence and Dependency Report or travel authorization to a post abroad.
 - If applicable:
 - College transcripts
 - SF-50
 - DD-214

Common reasons for FSFRC application denials

Program Eligibility Questions	Missing Documentation	Outside Area of Consideration
48.5%	25.5%	20%



FSFRC Required Questions

1. Are you a spouse or domestic partner (SSDP) (as defined in 3 FAM 1612) of a direct-hire (not contract) government employee of any federal agency who is currently serving (or who will be serving) in a full-time permanent position abroad under Chief of Mission Authority at a U.S. mission, or at an office of the American Institute in Taiwan (AIT)?

Yes

No



FSFRC Required Questions

5. Are you currently employed under a Personal Services Agreement (PSA)?

Yes

No

If you answered "**Yes**" , you will be prompted to respond to the following question:

5.1. You answered yes that you are working under a Personal Service Agreement (PSA). Will your PSC end within three months of the closing date of this announcement?

Yes

No



FSFRC Required Questions

10. Are you a Civil Service employee?

Yes

No

If you answered "**Yes**", you will be prompted to respond to the following question.

10.1. You answered yes that you are a Civil Service Employee. Will you be resigning from your current Civil Service position within 6 months of the closing date of this announcement?

Yes

No

Documentation



Minimum Required Documentation

1. Resume
2. Authorization
 1. HR/EX Approved OF-126- Foreign Service Residence and Dependency Report or the employee sponsor's agency equivalent for non-Department of State employees OR
 2. Current Travel Orders (TMFOUR or Agency equivalent) of Sponsoring Employee (TMOne Assignment Notifications **do not** meet this requirement.)

Area of Consideration

In order for an application to be considered the following criteria must be satisfied:

- All program eligibility requirements are met
- Sponsoring employee is under Chief of Mission (COM) authority
- Applicant is not a current member of the FSFRC
- Applicant is not currently
 - Working in an FMA/or Temp Position at Post
 - In FMA Overcomplement/Intermittent No Work Scheduled (INWS) status
 - Working in a U.S. Department of State civil service position and on my sponsoring employee's travel orders or approved OF-126 FS Residence and Dependency Report

Application Process Overview

1. Submit application to FSFRC team for review.
2. If selected for FSFRC membership:
 1. Conditional Offer and eQIP questionnaire received by email.
 2. Clearance submitted to DS for review.
 3. Clearance determination received.
 4. Entry on Duty (EOD) paperwork provided to applicant and returned to the FSFRC team.
 5. FSFRC appointment processed in appropriate pay period.
 6. Confirmation package mailed to EFM.



Additional Information

- For general inquiries email FSFRC@state.gov
- FLO's [Frequently Asked Questions](#)
- FLO's [FSFRC Page](#)





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