

2019 Hard-to-Fill Program for Professional Associates (Appointment Eligible Family Members- AEFMs)

SUMMARY

The Bureau of Human Resources is pleased to announce that it will be accepting applications for the annual Hard-to-Fill (HTF) Program from Appointment Eligible Family Members (AEFMs) and career Civil Service (CS) employees in the Department of State. Applications must be received by 11:59 p.m. Tuesday, June 18, 2019. This cable outlines the requirements and procedures for applying to the HTF Program. Because the Foreign Service (FS) positions in this notice remain open to eligible FS bidders until the date of the assignment panel action, applications by a CS employee may not necessarily result in assignment to a given position.

AEFMs NOTE: Please see paragraph 4 for AEFM-specific information. Please note that this HTF exercise is separate from the Expanded Professional Associates Program (EPAP). For details on EPAP, please visit the [website](#).

BACKGROUND

The regular FS assignments process invariably leaves some overseas positions without appropriately interested and/or qualified Foreign Service bidders. This cable announces positions available through the annual Hard-to-Fill (HTF) exercise that have not received a sufficient number of FS bidders. These designated HTF positions are open to AEFMs and Department of State career CS employees.

Civil Service assignments to overseas Foreign Service positions have been an important part of the Department's Human Resources programming for many years, helping to meet critical overseas staffing needs, while providing a unique career development opportunity for CS personnel. CS employees on a HTF assignment participate directly in the Department's overseas missions and experience life and work at an Embassy or Consulate.

Foreign Service direct-hire employees will continue to bid on the HTF positions listed in this message, and will receive priority in selection. Because the FS positions in this notice remain open to eligible FS bidders until the date of the assignment panel action, applications by a CS employee may not necessarily result in assignment to a given position. For AEFM's, however, as soon as a selected AEFM has received and accepted an offer on a HTF position, that position will be pulled from the available position list and the family member will be considered the candidate. This procedure reflects the intent of the HTF program in allowing the Department to staff overseas missions in the most efficient manner. It is important to remember that AEFMs may only apply for HTF positions at posts where their sponsoring employee is currently assigned, and AEFMs must commit to serve for a minimum of one year in the position. Also, qualified AEFMs will be given preference over equally qualified CS employees, and be given Veterans preference in the selection process, if applicable.

ELIGIBILITY REQUIREMENTS

To be eligible for the PA program, the applicant must be:

Appointment Eligible Family Member (AEFM): An individual who meets all of the following criteria is considered to be an AEFM for employment purposes ([3 FAM 7121](#)):

1. Is a U.S. citizen;
2. Is the spouse or domestic partner (as defined in 3 FAM 1610) of a sponsoring employee (as

- defined in this section);
3. Is listed on one of the following:
 - a. Travel orders of a sponsoring employee who is assigned (not TDY) to a U.S. mission abroad under Chief of Mission authority, or at an office of the American Institute in Taiwan (AIT), or;
 - b. An approved Form OF-126, Foreign Service Residence and Dependency Report (or other agency equivalent), of a sponsoring employee who is assigned (not TDY) to a U.S. mission abroad under Chief of Mission authority, or at an office of the AIT, and is residing at the sponsoring employee's post of assignment abroad;
 4. Does not receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service;
 5. Is not a Foreign Service Generalist or Specialist in Leave Without Pay (LWOP) status;
 6. Is not a Civil Service employee with re-employment rights to their agency or bureau.

ELIGIBILITY REQUIREMENTS FOR INFORMATION MANAGEMENT POSITIONS

Foreign Service Information Management Specialists (IMS) are responsible for the Department's Information Resource Management (IRM) programs and Information Technology (IT) systems world-wide. The work is diverse and challenging. At overseas posts, IMS manage both staff supporting these programs and perform hands-on duties themselves. IMS provide customer support, knowledge management, and application support, and manage a world-wide telecommunications network, computer networks, telephone systems, radio networks, and the Diplomatic Pouch and Mail program. At embassies and consulates abroad, IMS are expected to perform other duties, such as supporting visits of high-level officials, including the President of the United States, in support of U.S. foreign policy.

AEFMs who apply for positions in Information Resource Management (positions with the title of IPO, ISO, and IMS) should have specialized experience working with computers, upgrading, repairing, replacing hardware and software components; or working with network devices, switches and routers; or performing Sys-Admin functions such as mail server maintenance; adding, deleting and assigning users to roles and providing direct assistance to customers, patch management and server maintenance; configuring or administering virtual network environment; the cloud; telecommunications or voice communications; information security; or Program Management for IT projects or Data Analytics experience.

NOTE: Interested IRM applicants must meet the additional minimum qualifications and should write to HTFProfAssoc@state.gov to obtain a list of the qualifications.

HOW TO APPLY

Application packages must include:

An updated federal resume or curriculum vitae.

- a) Form DS-174, Department of State Application for Employment as a Locally Employed Staff or Family Member. The form can be found on the internet, or in myData if applicant has access to OpenNet. Be sure to include all relevant work experience you wish to be considered. Use additional pages, if necessary. List HTF 2019 for the vacancy announcement number.
- b) Evidence of relevant training, education, and/or experience for the position.
- c) A signed and dated cover memorandum with the following language:
- d) "I am applying for position X (include POST/TITLE/POSITION NUMBER/GRADE/SKILL

CODE/LANGUAGE/AVAILABILITY, see Section III for positions advertised for 2019). My sponsoring employee, (name), is assigned to (post) until (month/year). If selected, I commit to serve in the position for at least one year, and I acknowledge that all leave would have to be approved by my supervisor."

- e) A copy of the sponsoring employee's assignment cable/notification or approved form OF- 126 (i.e. signed by an Authorizing Official) listing the applicant by name as a dependent, the sponsoring agency, and current or upcoming post of assignment.
- f) Evaluation reports from previous federal employment.
- g) If applying for an IROG, POL, ECON, or PD position, please provide a writing sample, which can be a recent memorandum or report. Please ensure that the sample is of an unclassified nature.

The application package should be scanned and sent electronically to HTFProfAssoc@state.gov. Please ensure that all documents are provided in a single email, each as a separate attachment. Do not submit documentation in multiple emails. All attachments should be labeled accordingly (e.g., application attachment should be labeled "Application" or "Form DS-174").

LENGTH OF TOURS

Length of tour will be tied to the original tour length of your sponsor. Should your sponsor extend, there is no guarantee that you will retain your employment as there may be a FS Employee that has been assigned to the position. You must commit and be able to serve at least one year. On the effective date of hire (not the date of the conditional offer), the candidate's sponsoring employee must have at least one year remaining on his/her tour of duty.

GUIDELINES FOR APPLICANTS

Selected AEFMs are required to obtain the appropriate security clearances for the post of assignment prior to appointment. Professional Associates are appointed using the Family Member Appointment (FMA) mechanism in most cases. The regulations for FMAs are in [3 FAM 8200](#). Salary is determined by a Human Resources Specialist with experience in setting Foreign Service salaries. Professional Associates hired under an FMA will receive Overseas Foreign Service Comparability pay and will accrue leave at a rate based on their length of service. Professional Associates on an FMA will be able to pay into the Thrift Savings Plan, FEGLI, FEHB, and FERS. They may also be eligible to receive Non-Competitive Executive Order 12721 Eligibility after 52 weeks of government service. For FAQs about Executive Order 12721 Eligibility, please visit FLO's [NCE webpage](#).

There is no mechanism for the conversion of a Professional Associate to career Foreign Service. AEFMs selected for a PA position should be aware that they will not be able to convert to the career Foreign Service at the end of a tour.

SECURITY CLEARANCES

Applicants must be able to obtain the appropriate security clearance level. If the candidate cannot obtain the required clearance in time to comply with the one-year requirement, the bureau will rescind the offer of employment.

TRAINING

All the vacancies in this notice are for Summer 2019 job starts unless otherwise indicated. If required, Foreign Service Institute training, including language, may be provided.

CAUTIONARY NOTES

The FS positions in this notice remain open to eligible FS bidders until the date the assignment can be finalized. However, once an offer has been extended and accepted by an AEFM, the assignment will be considered finalized. AEFMs are not eligible for mid-level Consular Officer positions.

LIST OF SUMMER 2019 HTF POSITIONS

(APPOINTMENT ELIGIBLE FAMILY MEMBERS AND CIVIL SERVICE EMPLOYEES)

Civil Service employees may consult FSBid to access the capsule description of a position in which they are interested, contact the incumbent of the position to request his/her work requirements statement, or contact the bureau Executive Office to request a job description (but no applicant is permitted to enter a bid through FSBid).

AEFMs can contact the bureau executive office contacts listed in paragraph 39 for capsule position description and will find general information on the program at [FLO's webpage](#).

Language Legends: AD-Arabic (Modern Standard); AX-Azori; BN-Bengali; CM-Chinese Mandarin; FR-French; QB-Spanish-Caribbean; RE-Armenian-East; RU-Russian; VS- Vietnamese-Saigon

*INDICATES SERVICE NEED DIFFERENTIAL (SND) POSTS

(POST/TITLE/POS.NUMBER/GRADE/SKILL CODE/LANGUAGE/INCUMBENT/ AVAILABLE)

AF

- *ABUJA/Facility Manager/58356001/04/6217/None/Benjamin/SEP-2018
- *BANJUL/Information Mgt Specialist/55103003/04/2880/None/Thomas/JUN-2019
- *BUJUMBURA/Consular Officer/30400025/03/3001/FR 3/3/L'Ecuyer/NOV-2018
- *BUJUMBURA/Public Affairs Officer/60004916/03/4400/FR 3/3/White/MAY-2020
- *CONAKRY/DCM OMS/00035003/06/9017/FR 0/0/Juliano/SEP-2018
- *COTONOU/Financial Mgt Officer/57021001/03/2101/FR 0/0/Wargowsky/MAY-2019
- *DJIBOUTI/Facility Manager/58350401/03/6217/None/Ragan/JUL-2019 DURBAN/Information Programs Officer/55152006/04/2880/None/Jackson/NOV-2019 JOHANNESBURG/Inf Mgt Technical Specialist/57078002/04/2882/None/Olyer/SEP-2019 JOHANNESBURG/Inf Mgt Technical Specialist/57054003/03/2882/None/Vacant/MAY-2017
- *KHARTOUM/Financial Mgt Officer/53173001/02/2101/None/Vincent/NOV-2019
- *KHARTOUM/Information Systems Officer/55104003/03/2880/None/Cook/SEP-2019
- *KINSHASA/POL OMS/10088004/06/9017/FR 2/2/Vacant/MAY-2019
- *LIBREVILLE/Facility Manager/58352301/03/6217/FR 2/2/Collett/AUG-2020
- *MALABO/Information Mgt Officer/55005007/03/2880/None/Ellis/MAY-2018
- *MONROVIA/Information Mgt Specialist/55010012/04/2880/None/Vacant/MAY-2019
- *N'DJAMENA/Management Officer/50002004/02/2010/FR 3/3/Kern/AUG-2020
- *N'DJAMENA/Public Affairs Officer/60013001/03/4400/FR 3/3/Vacant/OCT-2017
- *NOUAKCHOTT/DCM OMS/00002090/06/9017/FR 2/2;AD 2/2/Vacant/JUN-2019
- *NOUAKCHOTT/Information Systems Officer/55152010/04/2880/None/Kirlin/DEC-2018
- *OUAGADOUGOU/General Services Officer/52018005/03/2301/FR 3/3/Stier/JUL-2018
PRETORIA/Information Mgt Specialist/55059002/04/2880/None/Ridore/AUG-2018
- *YAOUNDE/DCM OMS/00025003/05/9017/FR 2/2/Clark/MAY-2019

EAP

BEIJING/Consular Officer/30310258/03/3001/CM 3/3/Jones/MAR-2019 GUANGZHOU/Consular Officer/30046158/03/3001/CM 3/3/Ortiz/AUG-2019 GUANGZHOU/Information Mgt Specialist/55095220/04/2880/None/Layne/OCT-2019 HANOI/Inf Mgt Technical Specialist/55041123/04/2882/VS 0/0/Marin/JUL-2019
*SHENYANG/Consular Officer/30016126/02/3001/CM 3/3/Kennedy/JUN-2021
*SHENYANG/Information Mgt Specialist/55033142/04/2880/None/Call/SEP-2019
*WUHAN/Consular Officer/30255203/02/3001/CM 3/3/Westergard/SEP-2021
*WUHAN/Consular Officer (Rot. Unit Chief)/30259207/03/3001/CM 3/3/Fisher/JUN-2021

EUR

BAKU/Information Systems Officer/55020007/04/2880/AX 0/0/Li/SEP-2019 FRANKFURT/Information Mgt Specialist/57254000/04/2880/None/Neijstrom/AUG-2019 PARIS/Information Mgt Specialist/55139001/04/2880/None/Notoma/SEP-2019 YEREVAN/Information Systems Officer/55210001/04/2880/RE 0/0; RU 0/0/Andrews/OCT- 2019

NEA

AMMAN/Project Director/58344002/01/6218/None/Younes/JUN-2018 KUWAIT/Public Affairs Officer/60231000/01/4400/AD 3/3/Candadai/OCT-2021
*RIYADH/Facility Manager/58347000/04/6217/None/Vacant/JUN-2018 TUNIS/Information Mgt Specialist/55018013/04/2880/None/Vacant/OCT-2018

SCA

ALMATY/Information Systems Officer/55014003/03/2880/None/Pitts/MAY-2019
*DHAKA/Consular Officer/30069007/02/3001/BN 0/0/Flook/OCT-2019
*DHAKA/A/General Services Officer/52045000/03/2301/None/Mulligan/JUL-2018
*DHAKA/Information Programs Officer/55017005/03/2880/None/Abamonte/JUL-2019
*DHAKA/Information Systems Officer/55018005/04/2880/None/Farah/MAR-2019
*DUSHANBE/Information Programs Officer/55248123/04/2880/None/Patricelli/AUG-2019
KATHMANDU/Facility Manager/52079000/03/6217/None/Vacant/MAY-2019 KATHMANDU/Information Programs Officer/55012007/04/2880/None/Lee/MAY-2019 NEW DELHI/Human Resources Officer/54018003/03/2201/None/Vacant/MAY-2019
NEW DELHI/Inf Mgt Technical Specialist/57446001/03/2882/None/Mason/MAR-2019

WHA

BELMOPAN/Facility Manager/58310905/04/6217/None/Karklins/SEP-2019 GEORGETOWN/Information Mgt Specialist/55037000/04/2880/None/McDowell/JUL-2019
*PORT AU PRINCE/Consular Officer/31067000/01/3001/FR 3/3/Smith/JUL-2019 SANTO DOMINGO/Consular Officer (F.P.M.)/31173000/02/3001/QB 3/3/Ehr/AUG-2020

SELECTION PROCESS

At the end of the application period, a panel will review applications for relevant experience and basic skills. Please note that Official Personnel Files (OPFs) may be reviewed as part of this selection process. As soon as the qualification review process has ended, the results will be forwarded to the respective bureau Executive Offices. The bureaus will have the final word on selecting the successful candidate.

BUREAU EXECUTIVE OFFICE CONTACTS

AF Kevin Friloux and Njeri Moore (AF-Assignments@state.gov)

CA Mike Solberg, Charlie Jarrett, Emily Caldwell (ConsularBidders@state.gov)
EAP Sumreen Mirza and Charles Hall (EAP-EX-AA-DL@state.gov)
EUR/IO Olga Tunga and John Arbin - IT Positions
NEA Irene Onyeagbako Mofunanya, Megan Peiler
SCA Angela Bond
WHA Sheila Donahue, Andy Grillos and James Keller – IT positions (WHAEX-Assignments@state.gov)

FURTHER INFORMATION

Please send queries to HR-CDA-ML-OCSA@STATE.GOV if you have any questions that are not answered in this cable, or if you seek clarification on a specific issue.

The Department and AFSA have discussed using the HTF exercise for Professional Associates and Civil Service employees to facilitate the filling of these positions.