

2020 EPAP Vacancy Announcement

The Bureau of Global Talent Management (GTM) is pleased to announce the worldwide launch of the 2020 Expanded Professional Associates Program (EPAP). Our goal is to give as many Appointment Eligible Family Members (AEFMs) as possible the opportunity to compete.

EPAP offers responsibilities similar to those of Foreign Service entry-level positions and is one of several options for overseas AEFM ([3 FAM 7120](#)) employment.

From March 11 through March 24, AEFMs can apply for positions on USAJobs.gov that may be available at their sponsoring employee's post of assignment. Candidates must be at post or arriving at post no later than December 31, 2020.

AVAILABLE POSITIONS

EPAP positions are available in the Political, Economic, Management, Public Diplomacy, Human Resources, Financial Management, Facility Management, General Services, Information Management, Office Management, and Medical sections at post. The regional bureaus, the Bureau of Information Resources Management (IRM), the Bureau of Medical Services (MED), and the Bureau of Overseas Building Operations (OBO) will advertise positions that are now available, or will become available, through September 30, 2020.

Each bureau has a limited number of vacant positions. To assist in seeking qualified applicants, bureaus may advertise more positions than available in order to allow greater flexibility in matching applicants to those positions.

AEFMs may only apply for advertised EPAP positions at the post to which their sponsoring employee is assigned. Applications must be submitted via www.usajobs.gov. The vacancy announcement will open March 11, 2020, (12:01 a.m. EDT) and close on March 24, 2020 (4:59 p.m. EDT). Due to system limitations, all positions will be advertised at FP-07, but eligible applicants will be considered for the highest grade/step level advertised on the EPAP webpage. The list of positions may change before the vacancy announcement is released. A final list of the advertised positions will be posted when the vacancy announcement opens on March 11, 2020.

Applicants should refer to the list of EPAP positions on the Family Liaison Office's (FLO) webpage, [EPAP: How to Apply](#), to determine positions currently known to be available at the spouse's post of assignment.

QUALIFICATION STANDARDS

[EPAP Qualification Standards Table](#) lists both the required education and professional or specialized experience. The qualification standards are effective as of February 10, 2020, and will be applied to applications submitted via the 2020 USAJobs.gov announcement.

EPAP positions are modeled on requirements for Foreign Service generalists and specialists as classified by the Office of Organization and Talent Analytics (GTM/OTA, formerly HR/RMA). AEFMs can review a summary of the [position descriptions](#) on the EPAP webpage. Applicants may contact the relevant bureau or post to request a copy of the specific duties and responsibilities of the position for which they want to apply.

SELECTION PROCESS

To ensure efficiency in the selection process, the regional bureaus will review the applications to ensure they are complete and thus eligible for further review by post or bureau. Posts will review the qualifications documented in their respective applications, with the exception that IRM, MED, and OBO will conduct qualification reviews of applications that fall under their respective purviews. With this split of duties, posts, IRM, MED, and OBO will determine whether each applicant demonstrates that s/he meets or exceeds the requirements of the position (as listed in the [Qualification Standards](#)). The regional bureaus, after coordinating with MED and IRM, will forward to posts all eligible and complete applications. OBO will directly coordinate with post HR regarding next steps for qualified candidates for OBO positions per paragraph 10.

Posts will coordinate all language testing, if required, and schedule interviews for the applicants deemed qualified, adhering to the following hiring preference: 1) AEFM who is also a preference eligible U.S. Veteran; 2) any other AEFM.

Once post has selected the final candidate, post will inform the bureau (including IRM, OBO and MED as applicable) of their rank-order selection. The regional bureau in coordination with IRM, and MED will review each top candidate's education and experience, determine the grade and step at which the candidate qualifies, and confirm the candidate's salary per the Qualification Standards. OBO HR in Washington D.C. will follow the same guidelines to determine the qualifying grade and step.

If the regional/functional bureau determines that an applicant meets the minimum qualification standards, the bureau's HR specialist will extend to all EPAP selectees (including those for IRM and MED positions) a conditional offer of employment at step 1 of the qualifying grade. OBO will separately extend their own conditional offer of employment for OBO-funded positions. In all instances, additional steps may be granted for each year of general professional or specialized experience (as applicable per position) that clearly exceeds the minimum qualification standards. If the candidate has previous federal employment and may be eligible for Highest Previous Rate (HPR, per 3 FAM 8216.2) which results in a higher step within the qualifying grade, the HPR method to determine the step may be authorized. All grade and step decisions made by the regional/functional bureaus' HR specialists are final.

Post, the appropriate regional bureau, or OBO, as applicable, will notify candidates of the status of their application throughout the process, per the Office of Overseas Employment's (GTM/OE) guidelines. Templates are available for bureaus and posts per FLO's SOP on the EPAP OpenNet page.

TRAINING

All centrally-funded EPAP employees hired in this cycle will be required to complete certain functional training. This training, and its related costs, will be centrally-funded. Training is also required for post-funded EPAP positions, and all training-related costs (travel and per diem) will be post's responsibility. Training must be discussed and agreed upon by the EPAP employee, their supervisor, and post training officer within the first 45 days of the Entry-On-Duty. Training must also meet the mission's needs and be listed in the employee's Work Requirement Statement. For more information about the training funding mechanism, please refer to 20 STATE 10504.

AEFMs selected for EPAP positions in IRM must successfully complete approximately six weeks of [required online courses](#) within a specified timeframe. Certain training requirements may be waived if an AEFM demonstrates that he/she passed the vendor-specified tests related to that requirement. Applicants may contact IRM-EPAP@state.gov for more information.

QUESTIONS? WE'RE HERE TO HELP!

Additional details on the application process, including a [Checklist: How to prepare for USJOBS EPAP Vacancy Announcement](#) and the [EPAP 2020 Qualification Standards](#), are available on the [FLO EPAP webpage](#). For questions regarding the program, please email FLOaskEPAP@state.gov. For questions regarding the positions, please contact your respective EPAP bureau representative.

AF-EPAP@state.gov

EAP-EPAP@state.gov

EUR-IO-EPAP@state.gov

NEA-EPAP@state.gov

SCA-EPAP@state.gov

WHA-EX-HR-DistroList@state.gov

IRM-EPAP@state.gov

MED-EPAP@state.gov

OBO-EPAP@state.gov