

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 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:

<http://eforms.state.gov/editdocument.aspx?documentid=317> or DS-5137D FSFRC Membership Declination: https://eforms.state.gov/Forms/ds5137_d.PDF .

Eligible AEFMs should apply as soon as possible to allow sufficient time for application adjudication, but no later 30 days in advance of their estimated departure date from their direct hire position at post.

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. Applications will only be accepted if submitted directly by the EFM. 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 autoreply from GTM/TS when their membership form has been received, as well as additional notifications throughout the adjudication process, and a final notification upon acceptance into the FSFRC. Applicants are not members of the FSFRC until they have received confirmation from GTM/TS.