

**Now that you've been invited to the Foreign Service Oral Assessment...**

To start, make sure you know which track/position you are applying for and if you're in a program or not (NOTE: Not everyone is in a program). If you do not see your career track in the below lists, please check the [www.careers.state.gov](http://www.careers.state.gov) website for more information.

**Generalist Tracks:** Public Diplomacy, Consular, Political, Management, and Economic

**Fellowship Programs:** Pickering, Rangel, Diplomacy Fellows Program, Boren, Mustang

**Specialist Tracks:** General Services (GSO), Human Resources (HRO), Financial Management (FMO), Construction Engineer (CON), Facility Management (FMS), Information Management (IMS), Information Management Technical Specialist (IMTS), English Language (ELO), Information Resources (IRO), Health Practitioner (HP), Regional Medical (RMO) and other Medical Providers, Office Management (OMS), Consular Adjudicator (CA/LNA), Limited Non-Career Appointment (LNA).






*\*NOTE: Security officers have their Oral Assessments directly with Diplomatic Security and should therefore follow DS instructions for their OAs.*

Next, refer to the pages below to make sure you have everything you need for your Oral Assessment.

<b>What you should bring with you</b>	<b>Generalists</b>	<b>Specialists</b>
Proof of Citizenship (i.e. passport or birth certificate)	✓	✓
Photo ID (passport is acceptable)	✓	✓
Social security numbers of your dependents	✓	✓
<a href="#">DS-4017 (Statement of Interest)</a> <b>NOTE:</b> Mustang candidates are NO LONGER exempt from this. Mustang candidates must also bring a DS-4017.	✓	✗
Proof of a name change, if applicable	✓	✓

NOTE: If you are pregnant or lactating and feel that this may affect your schedule on the day of the Oral Assessment, you can let us know at [reschedule@state.gov](mailto:reschedule@state.gov).

*Please check the following requirements carefully as they are NOT for all candidates*

<b>What you should bring with you</b>	<b>Generalists</b>	<b>Specialists</b>
<p><b><i>If you are in one of the following programs- <u>Pickering, Rangel, Boren, Diplomacy Fellows</u>- you should also bring your:</i></b></p> <p><a href="#">DS-1950: Application for Employment</a></p>		
<p><b><i>If you have a romantic partner who is a US citizen:</i></b></p> <p><a href="#">DS-7601 Spousal Release</a></p>		
<p><b><i>If you are an OMS candidate:</i></b></p> <p>Microsoft Office certification (If you already have this bring it with you. Don't be worried if you don't, you'll have 30 days after passing your OA to obtain this)</p>		 OMS candidates ONLY
<p><b><i>If you are a GENERALIST or CONSULAR ADJUDICATOR (LIMITED NON-CAREER APPOINTMENT) candidate:</i></b></p> <p>Provisions for lunch. You will have a lunch break and you are strongly encouraged to leave the assessment center to either purchase food or to eat the lunch you have brought with you.</p>		 CA/LNA candidates are the only specialists who have a lunch break

Optional: Coffee, snacks, breath mints, ear plugs, non-electronic books/magazines (you will not be allowed to use electronics while in the assessment center; this includes cell phones and timers).

## ***e-QIP Information***

Candidates who have been invited to the Oral Assessment are asked to complete Security Forms through e-QIP to begin their security clearance process. Generalists should wait a week to ten days from the date they receive their invitations before trying to gain access to e-QIP. Specialists can usually gain access to e-QIP within three days. There are different forms for the different people involved in the process:

### ***For candidates who already have Top Secret clearance...***

If your clearance was granted within the last 18 months, we will try to use that clearance for your candidacy. We will need you to bring:

1. A completed [SF-86C](#) form.
2. The investigation completion date of your current Top Secret clearance.
3. The clearance grant date of your current Top Secret clearance.

If you have questions about your security clearance, please contact the Personnel Security Office of the agency that granted you the clearance. If use of your current clearance is denied, you will have to complete a new SF-86 form. Virtually all of the information from your most recent SF-86 submission will be saved in the system, but please be sure to review the form to make sure that all of the saved information is still accurate.

### ***For candidates who DO NOT HAVE Top Secret clearance...***

You will need to complete an [e-QIP Application \(a.k.a. SF-86\)](#). If it is your first time doing so, you will need to create a username and password when you register for access to the e-QIP system. If entering your actual place of birth does not work, try entering "Unknown" when prompted during registration. You can refer to the [e-QIP Instructions](#) for further guidance. You DO NOT HAVE TO bring a printed copy of the SF-86 forms to your Oral Assessment and you should release the forms before you arrive for your OA.

If you have already used e-QIP in the past, you may already have a username and password. If you have forgotten your password, you can reset it by clicking on the "Forgot password" link on the e-QIP login page. If you cannot remember your Golden Questions or username, you will need to call the Customer Service Center 1-866-643-4636.

### ***For candidates with romantic partners WHO ARE NOT (SOLELY) US CITIZENS (i.e. foreign nationals, dual citizen, citizens of other countries...)***

If your spouse has any citizenship *besides or in addition to* US citizenship, he or she will need to complete the Supplemental Questions and the Supplemental Form for Public Trust Positions (SF-85P and SF-85PS). This is true whether or not your partner has a social security number. To have your spouse/partner/cohabitant initiated, please email [FSOQuestions@state.gov](mailto:FSOQuestions@state.gov) with your spouse's full name, ssn (if applicable), date of birth, and city and country of birth. We will also need your proposed career track. If you are uncomfortable sharing this information via email, please call 202-203-5115 and leave a message with the information or a number and time at which we can reach you.