

CONSULAR ADJUDICATOR
BUREAU OF CONSULAR AFFAIRS
U.S. DEPARTMENT OF STATE

CONDITIONS OF EMPLOYMENT

(Revised October 17, 2014)

Please review the Conditions of Employment outlined below and acknowledge acceptance by dating and signing below.

I understand and accept the following Conditions of Employment:

1. I will be appointed to the Foreign Service as a Consular Adjudicator (CA) on a Limited Non-Career Appointment (LNA).
2. My initial appointment will be for a 27-month period and may be extended up to a maximum of five years under this appointment, depending on satisfactory performance and the needs of the Foreign Service.
3. As a LNA appointee, I cannot receive another LNA appointment with the Department of State until at least one year has elapsed between LNA appointments, unless an exception is authorized by the Director General (3 FAM 2296).
4. I must successfully complete the basic Consular course or my appointment will be terminated.
5. I will serve at the post, or posts, to which I am assigned depending on the needs of the Foreign Service. I may be transferred from one overseas post to another during my appointment, depending on the needs of the Foreign Service.
6. There is no conversion mechanism to a career Foreign Service or Civil Service position. I may, however, apply for any Foreign Service or Civil Service position through normal procedures..

7. The Department of State may terminate my appointment at any time with at least 30 days notice unless the termination is for cause. If the termination is for cause, the 30 days notice is not applicable.
8. I may terminate my appointment at any time with 30 days notice. However, if I choose to terminate my current appointment prior to its expiration and I have not served a total of 12 months at post, I and my eligible family members will not be eligible for separation travel and shipment of effects to my home of record, and I will be required to repay all monies expended by the U.S. Government for travel, transportation, and other relocation allowances, unless the termination is for reasons beyond my control that are acceptable to the Department of State.
9. I understand that I must maintain a Top Secret clearance and required medical clearance. In addition, I must maintain a country-specific authorization to serve as a Consular Adjudicator. If I am unable to obtain and maintain a country-specific authorization with respect to the country in which I have applied to work, the Department of State will review this as grounds for termination.
10. I will support U.S. Government policy in public regardless of my personal views.

(Print Full Name)

(Date)

(Signature)