

REAPPOINTMENT FACT SHEET

Former career members of the Foreign Service are eligible to apply to be reappointed to the Foreign Service under certain circumstances. However, to fill a position for reappointment, there must be a certified staffing gap in that particular track and grade. (*Such certified staffing gaps rarely occur in the Generalist tracks.*) Applicants for reappointment must meet the following conditions to apply for reappointment to the Foreign Service in the category (Generalist or Specialist) that they held on leaving the Service. Anyone interested in being reappointed to the FS should contact Reappointment@state.gov to request a reappointment application form and provide a resume.

Applicants for reappointment:

- Must have been tenured before leaving the Service.
- Must have left the Service not longer than five years prior to their reappointment request. (Candidates for reappointment who have been serving in the Department in a Civil Service capacity may be considered if they left the Service not longer than eight years prior to the request.)
- Must be willing to accept a directed first assignment anywhere in the world upon reappointment.
- Must meet the same professional and physical requirements as new candidates to the Foreign Service position to which they are seeking reappointment. Descriptions of these requirements may be found on relevant vacancy announcements via careers.state.gov or USAJobs.
- Must be able to obtain a Class 1 Medical clearance, Top Secret clearance, and favorable Suitability clearance.
- Must be willing to supply names of employment references for a 360-degree review.
- Must not have been separated for cause due to Time in Class/Service limitations (TIC/TIS), by the Performance Standards Board, or due to termination of a limited appointment, and did not resign or retire in lieu of separation for these reasons.
- Must not have previously retired and must be able to serve at least six months before mandatory retirement.
- DS 2501 Special Agent applicants must be able to enter into service before their 37th birthday unless they meet one of the exceptions below:
 - Have veteran's preference, in which case there is no maximum age.
 - Have **sufficient years of prior service as a DS 2501 Special Agent**. The maximum entry age of 37 will be adjusted up for every year served as a DS 2501 Special Agent. In order to be reappointed to DS, an applicant must fall below the adjusted maximum age. (For example, a former 2501 Special Agent with three years of 2501 service with DS would have until age 40 to be reappointed. The applicant would be eligible for reappointment as long as the applicant could complete the process and enter into duty before his/her 40th birthday.)

Additional Factors

- To be reappointed, a position that has had no active bidders for a minimum of 30 days must have been made available for reappointment and offered to you by the Registrar.

- GTM/RMA **must certify a deficit** of personnel in the appropriate career track/grade before accepting an initial application from or offering a position to a reappointment candidate.
- **Generalist Career Tracks rarely have deficits.** If you are a Generalist, starting a new, Entry Level candidacy may be your best option to return to the Foreign Service based on the staffing needs of the Service at the time of your application.
- **Specialist Career Tracks** vary. If a current Vacancy Announcement exists, there likely is a deficit in that career track.

Your application form and resume will be reviewed by a Reappointment Panel, and you will be notified of the results. If you meet all the requirements for reappointment, the Reappointment office will then initiate **medical, security and suitability clearances**. When you have received all three clearances, your name will be placed on a register of cleared reappointment candidates sorted by grade and skill code. Names are placed on the register in chronological order. Your name will remain on the register for a minimum of 18 months or until the 5th anniversary (or 8th as applicable) of your separation from the Foreign Service, whichever is the longest. After this period, your eligibility for reappointment will expire and your name will be removed from the register.

If the Department is unable to fill a position with a current Generalist or Specialist, the position may be offered to the first person on the reappointment register with the appropriate skill code and at the appropriate grade. As applicants have limited periods of eligibility for reappointment, to maintain equitable treatment of applicants, positions are offered to applicants on the register on a first-on, first-off the register basis. If you do not have the required language for a position offered to you, CDA will arrange a language waiver. Once you accept the position, you will receive a final offer of employment.

If you refuse the offered assignment, your name will be removed from the register and you will receive no further consideration for reappointment. If an offered position requires a language you do not speak, CDA will arrange a language waiver.

Bureaus cannot request specific individuals for positions. The Registrar will periodically (usually monthly) inform CDA that there are applicants on the register. The Registrar will not include the names or the numbers of individuals on the register. CDA will review positions that have been unfilled by an active duty stretch bidder for at least 30 days and inform the Bureau Executive offices that they may choose to make these positions available to be filled through reappointment. CDA will then inform the Registrar of available positions.

There is no guarantee that you will qualify for reappointment or that, if you qualify, a job will become available during the time you remain on the register.