9 STEPS TO BECOMING A FOREIGN SERVICE OFFICE MANAGEMENT SPECIALIST

STEP 1: REVIEW THE VACANCY ANNOUNCEMENT AND CONFIRM YOUR ELIGIBILITY TO APPLY

View the Office Management Specialist (OMS) vacancy announcement.

STEP 2: SUBMIT YOUR APPLICATION

Now that you have confirmed your eligibility to apply and meet the required qualifications, the next step is to complete the online application. The application includes education and professional experience, as well as Personal Information Questions and a Statement of Interest.

Complete the online application and register for the OMS Qualifications Evaluation Panel.

STEP 3: TAKE THE OFFICE MANAGEMENT SPECIALIST TEST

Choose a test date and Pearson Vue test location that is convenient for you to take the OMS Qualifications Evaluation Panel. You may review your test results 15 seconds after completing your test. You will receive your results within approximately eight weeks of your OMS.

STEP 4: SUBMIT EDUCATION AND MILITARY DOCUMENTATION

If your OMS results qualify, you will be asked via email to submit documentation by a specific deadline that demonstrates your educational achievements and Veteran’s preference eligibility. You will be instructed to upload your documents to the OMS Qualifications Evaluation Panel.

STEP 5: QUALIFICATIONS EVALUATION PANEL

Applications of candidates whose OMS results qualify and meet the minimum qualifications articulated in the Vacancy Announcement as confirmed in their emailed documents will now forward to a Qualifications Evaluation Panel for further review. The members of the OMS Qualifications Evaluation Panel are Foreign Service OMB professional or international experience, and will be selected to provide a job-related evaluation of the candidates’ qualifications.

STEP 6: TAKE THE OFFICE MANAGEMENT SPECIALIST ORAL ASSESSMENT

Candidates whose OMS results qualify, who are referred by the QEP and whose education, experience, and/or military experience, as well as mediation skills, are demonstrated, will be invited to participate in the Oral Assessment. The assessment will be virtually or physically at the candiate’s choice. The Oral Assessment includes a case study, group work, and a Q&A. The Oral Assessment will last approximately three hours. You must pass the Oral Assessment to be selected as an OMS Specialist.

Download the Foreign Service Specialist Oral Assessment Information Guide.

STEP 7: CLEARANCES - MEDICAL & SECURITY

All candidates must receive medical and security clearances in order to be hired and serve abroad. Visit the Foreign Service Office Management Specialist Medical and Security Information Center.

STEP 8: SUITABILITY REVIEW PANEL

Upon completion of the background investigation, the candidate’s information will go before a Suitability Review Panel to determine if they are suitable for a career in the Foreign Service.

STEP 9: REGISTER OF CLEARED CANDIDATES

Candidates who receive a conditional offer of employment and who have successfully completed the previous stages will be placed in the Office Management Speciality Register, and retained according to their overall assessment scores, including language test scores (written performance points).

Visit the Registration Center

Foreign Service Office Management Specialist Supplemental Information