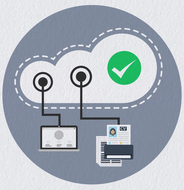
9 STEPS TO BECOMING A FOREIGN SERVICE OFFICE MANAGEMENT SPECIALIST

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 Narrative questions and a Statement of Interest.

Complete the online application and register for the Office Management Specialist Test (OMST).

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 test. You will receive your results on the same day you test and the information will also be provided to the U.S. Department of State.

STEP 4:
SUBMIT EDUCATION AND MILITARY DOCUMENTATION

If your OMST results qualify, you will be asked via email to submit documentation by a specific deadline that demonstrates your educational achievements and Veteran's Preference documents, if applicable. You must submit your documents by the date indicated to qualify for the Qualifications Evaluation Panel.

STEP 5:
QUALIFICATIONS EVALUATION PANEL

Candidate applications with OMST results that qualify and who meet the minimum qualifications articulated in the Vacancy Announcement and confirmed in their emailed documents will move forward to a Qualifications Evaluation Panel (QEP) for further review. QEP members are experienced Foreign Service OMS professionals who will consider and evaluate in more detail your education, skills, abilities, motivation, professional experience, and job history.

STEP 6:
TAKE THE OFFICE MANAGEMENT SPECIALIST ASSESSMENT

Candidates whose OMST results qualified, were QEP referred, and whose education, experience and/or military service were verified, will be invited to participate in the Assessment process. The Assessment includes a writing exercise and a structured interview to determine whether candidates demonstrate the **12 Dimensions** that are essential to successful performance as an Office Management Specialist. Please note that Assessments are scheduled by candidate cohort at set times throughout the year. While we will communicate with applicants during the process to notify them of the next steps, it may take three to six months from your original application to the Assessment stage.

Download the Foreign Service Specialist 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 Career Resources Download Center for a list of forms intended for those who have received conditional offers of employment after the Assessment.

Visit the Download 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 received a conditional offer of employment and who have successfully completed the previous stages will be placed on the Office Management Specialty Register, and ranked according to their overall assessment scores, including language bonuses/veterans' preference points.