

PEPFAR COORDINATOR

Bureau of Global Health Security and Diplomacy (GHSD)

U.S. DEPARTMENT OF STATE

CONDITIONS OF EMPLOYMENT

(March 26, 2024)

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 President's Emergency Plan for AIDS Relief (PEPFAR) Coordinator on a Limited Non-Career Appointment (LNA) in accordance with 22 U.S.C. 3949.
2. My initial appointment will be for a 27 month period. The Department may extend the initial appointment up to a maximum of five years. Extensions are not guaranteed and depend on satisfactory performance and the needs of the Foreign Service.
3. That as a LNA appointee I cannot receive another LNA appointment with the Department of State until at least one year has elapsed after the expiration of the most recent LNA appointment, unless an exception for a shorter break is authorized by the Director General (3 FAM 2296.)
4. I must successfully complete PN113, "Introduction to Working in an Embassy," required for overseas assignments 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 through normal procedures for any Foreign Service or Civil Service position.

7. The Department of State may terminate my appointment at any time with at least 30 days' notice unless the termination is for cause, in which case 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 my termination is for reasons beyond my control that are acceptable to the Department of State.

9. I understand that I must obtain a Top Secret clearance and required medical clearance for post(s) of assignment. In addition, I must maintain a country-specific authorization to serve as a PEPFAR Coordinator. If I am unable to obtain and maintain a country-specific authorization with respect to the country in which I have applied to work, as well as the requisite clearances, the Department of State will review this as grounds for rescinding the conditional offer of employment or for termination.

10. I will support U.S. Government policy in public regardless of my personal views.

(Print Full Name)

(date)

(Signature)