

Request for Reappointment into the Foreign Service
(Please type or print your responses in all below fields save the signature block)

Please provide the requested information and submit this completed form and a detailed resumé via email to FSReappointments@state.gov.

I hereby apply for reappointment into the Foreign Service:

Name: _____

Please include any prior names you have used here: _____

Current U.S. Address: _____

Telephone: _____ E-Mail: _____

Date of Separation from the Foreign Service: _____

Grade and Career Track at Separation: _____

If currently employed by the Department of State, describe your employment position:

Date of Birth: _____ Social Security Number: _____

City, State and Country of Birth: _____

Are you a U.S. veteran? (Circle one) YES NO

If you are a veteran, please attach a copy of your Member 4 DD-214 when submitting your reappointment application.

Please read the statements below. You must acknowledge that you have read and agree with each statement by initialing each one.

1. _____ I am a U.S. citizen.
2. _____ I was tenured prior to separating from the Foreign Service.
3. _____ I must obtain successfully complete a review for the Minimum Medical Qualification Standard prior to reappointment.
4. _____ I must obtain a Top Secret security clearance and a favorable suitability determination prior to reappointment.
5. _____ I will accept and complete a directed first assignment, with a directed entry-on-duty date, to any Foreign Service post or function, domestically or abroad, as a condition of

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reappointment. Directed assignments are identified by the Department based on the needs of the Service.

6. _____ I have not previously declined a directed reappointment assignment or directed entry-on-duty date or withdrawn my reappointment request after receiving a directed assignment or directed entry-on-duty date.
7. _____ I cannot be reappointed to a position overseas or outside Washington, D.C., if I cannot serve at least 24 months (unless the standard tour of duty for the post is fewer than 24 months) before reaching the mandatory retirement age.
8. _____ I acknowledge that, if reappointed, I will enter at the same career track/specialty that I had when I left the Foreign Service.
9. I acknowledge that, if reappointed, I will enter at the same salary class at the time I separated from the Foreign Service, absent substantial additional skills or experience relevant to my Foreign Service career track or specialty, as determined by GTM in its discretion.
10. _____ I will be held to the same professional requirements (and for DS Foreign Service Special Agent positions, physical requirements) as new candidates for Foreign Service positions. Descriptions of these requirements may be found on relevant vacancy announcements via careers.state.gov or [USAJobs](https://USAJobs.gov).
11. _____ I did not leave the Foreign Service due to Time in Class/Service limitations (TIC/TIS) (Section 607 of the Foreign Service Act); retirement based on failure to meet the standard of performance or selection out by Performance Standards Board (Section 608 of the Foreign Service Act); separation for cause (Section 610 of the Foreign Service Act); termination of a limited appointment (Section 612 of the Foreign Service Act); and that I did not resign or retire in lieu of separation based on the aforementioned provisions.
12. I was not previously separated for failure to receive a career appointment under Section 306 of the Foreign Service Act, and did not retire or resign in lieu of separation based on that provision.
13. _____ I agree to a 360-degree review and have provided names below. I am aware that the Department may also contact people that are not on the list I have provided below.
14. _____ I grant access to my electronic official personnel files so my performance records may be reviewed.
15. _____ I acknowledge that misrepresentation in the reappointment application process is grounds for terminating the application.

Please list the names and email addresses of the last two supervisors/raters from your time with the Department of State Foreign Service. If you spent time in the Civil Service after

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leaving the Foreign Service, please include your last CS supervisor on line 3. If you do not have their email address or the individual has left the Department, please include those details below and list your last two reviewers.

1. _____

2. _____

3. _____

Please list below the names and email addresses of three (3) current Department of State employees who can provide an assessment of your prior performance with the Department.

1. _____

2. _____

3. _____

Please note that, at its discretion, the Reappointment Panel may contact alternative or additional Department of State employees to provide references, and may request authorization to contact your current employer.

Signature

Date