



**USAID**  
FROM THE AMERICAN PEOPLE

## CONDITIONS OF EMPLOYMENT FOR TIME-LIMITED FOREIGN SERVICE CAREER CANDIDATE EMPLOYEE

In accepting a time-limited appointment as a career candidate in the Foreign Service of the U.S. Agency for International Development (USAID), I certify that I understand and agree to the following terms and conditions:

1. That my appointment will be for a period not to exceed five (5) years, during which time I must, among other requirements, attain class FS-04 in the Foreign Service, complete 36 months of continuous service in USAID as a Foreign Service career candidate, achieve specified foreign language proficiency requirements, maintain an active top secret security clearance and medical clearance (or receive a medical clearance waiver), and serve at least eighteen months overseas, in order to be considered for tenure. (My appointment may not be renewed or extended, except as provided by section 309(b) (3) of the Foreign Service Act of 1980, as amended, or as provided by P.L. 103-353, the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).
2. That my appointment may be terminated at any time for any lawful reason, other than misconduct, by the Senior Deputy Assistant Administrator for Human Capital and Talent Management (SDAA/HCTM), or designee. (Appointees are entitled to a hearing before the Foreign Service Grievance Board if terminations involve misconduct.)
3. That I will be responsible for repayment of costs for travel and transportation to post for myself, eligible family members, household and personal effects, and privately-owned vehicle(s), if for personal reasons not acceptable to USAID, I do not complete one full year at the post of assignment.
4. That I will be responsible for travel and transportation costs for myself, eligible family members, household and personal effects, and privately-owned vehicle(s), from my assigned duty post to my separation residence, if, for personal reasons not acceptable to USAID, I resign before completion of my prescribed overseas tour of duty.
5. That I will be responsible for repayment of Rest and Recuperation (R&R) travel costs if I do not complete a full tour of duty at the post to which I am assigned due to personal reasons not acceptable to the Agency.
6. That I will be responsible for reimbursement of the costs of Government sponsored training if I do not complete the required terms of service (three times the length of the training period).
7. That quarters and post allowances, where applicable, may be payable in local currency and are subject to change without advance notice.
8. That post differential and other additional compensation, where payable, are subject to change without advance notice.
9. That I will be available for assignment on a worldwide basis for the duration of my appointment.

Printed Name:

Signature:

Date: