

## FOREIGN SERVICE LIMITED NON-CAREER APPOINTMENTS

### 1. PURPOSE

This Directive states the Animal and Plant Health Inspection Service (APHIS), International Services (IS), Foreign Service (FS) policies and procedures for limited noncareer appointments and their conversion to career-candidate status. This Directive provides APHIS-IS FS with the flexibility it needs to manage its human resources and to provide a clearly defined mechanism to convert outstanding limited non-career appointment employees to career-candidates in the APHIS-IS FS.

### 2. SCOPE

This Directive applies to all limited non-career appointment employees.

### 3. POLICY

- a. FS limited non-career appointments may be made for a period not to exceed 5 years in duration, under the following conditions:
  - (1) If a suitable APHIS-IS FS Officer/Specialist is not available,
  - (2) If a suitable roster of candidates is not available,
  - (3) If no acceptable candidate is on the appropriate roster,
  - (4) If the assignment is for a specific program or project of limited duration,  
or
  - (5) If the employee is over 59 years of age.
- b. Individuals considered for limited non-career appointments must meet the basic qualification requirements for the occupational series. They also are subject to the same screening and medical and security clearances as career-candidates, but do not have to go through the entire FS examination and selection procedures.

- c. Individuals for limited non-career appointments may be selected from APHIS-IS FS rosters, provided they are in agreement with the provisions of the limited noncareer appointment.
- d. Civil Service (CS) employees receiving FS non-career limited appointments will be placed in a class that equates to their current General Schedule (GS) grade and salary. Non-status employees may be appointed to any class for which they qualify, not to exceed the established class of the position.
- e. Individuals on limited non-career appointments can only serve abroad and normally serve for the duration of the specific assignment for which they were appointed.
- f. Limited non-career appointments can be terminated at any time. In addition, individuals on this type of appointment cannot be promoted or transferred to another position during the appointment.
- g. Employees serving on limited non-career appointments may be considered for career candidate status. Limited non-career employees in the FP-6 thru FP-3 class (GS-9 through GS-13) are converted as lateral entry appointments at their current rank. Limited non-career employees at the FP-2 (GS-14) or higher are converted at the FP-3 level (GS-13).
- h. All limited non-career appointments must sign forms IS 10, Assignment and Policy Commitment; and IS 11, Foreign Service Limited Non-Career Appointment Agreement (Attachments 1 and 2) before being assigned.

#### **4. PROCESS**

- a. Employees serving on limited non-career appointments who were not selected from an APHIS-IS FS roster may be considered for career-candidate status provided:
  - (1) They meet all the requirements of APHIS Directive 6731.1, Foreign Service Examination and Selection, dated 4/15/04.
  - (2) There are FS positions available.
- b. Employees serving on limited non-career appointments who were selected from an APHIS-IS FS roster may be considered for career-candidate status provided they:

- (1) Have worked successfully overseas for at least two performance cycles;
  - (2) Have requested conversion to FS career-candidate status, in writing, through their supervisor;
  - (3) Have been recommended for conversion by their supervisor and reviewing official in the Annual Performance Appraisal; and
  - (4) Be less than 60 years of years of age at the time the conversion will take effect.
- c. Limited non-career employees who are converted to career-candidates under this system immediately will become eligible for promotion consideration by the next APHIS-IS FS Intermediate Selection Boards.
  - d. Those that are approved for conversion to APHIS FS career candidate status may credit up to 2 years of their time in limited non-career appointment toward the 3year minimum required for career candidates to be considered for tenure in the FS.
  - e. Those limited non-career appointees who are terminated before or not converted to career-candidate status within 5 years will return to a CS status. APHIS policy provides that those who were working for APHIS at the time of their FS appointment will be assigned to a position in APHIS at their current grade level. Employees from other agencies are responsible for securing reemployment rights for themselves (if this is important to them) from their home agency before accepting a limited non-career appointment.

## **5. GRIEVANCES**

The following are not grievable unless alleged procedural violations of law, regulations, collective bargaining agreements, or prohibited personnel practices arising under those procedures exist:

- a. Expiration of a limited appointment.
- b. Termination of a limited appointment under Section 612 of the Foreign Service Act.
- c. Denial of a limited career extension or renewal of a limited career extension under Section 607(b) of the Act.

## **6. INQUIRIES**

- a. Direct inquiries through administrative channels to IS Administrative Services, Director of Personnel and Travel.

Director of Personnel and Travel  
USDA/APHIS/IS, Unit 65  
4700 River Road  
Riverdale, MD 20737  
USA

- b. This Directive is available on the Internet at [www.aphis.usda.gov/library](http://www.aphis.usda.gov/library)

/s/

William J. Hudnall  
Deputy Administrator  
MRP Business Services

2 Attachments