

## **3 FAM 2850**

# **SFS RECERTIFICATION PROGRAM**

*(TL:PER-248; 4-10-95)*  
*(Office of Origin: HR)*

## **3 FAM 2851 AUTHORITY**

*(TL:PER-248; 4-10-95)*  
*(State Only)*  
*(Applies to Foreign Service Employees Only)*

- Section 305 of the Foreign Service Act of 1980; and
- Section 506 of PL 101-194.

## **3 FAM 2852 GENERAL**

### **3 FAM 2852.1 Purpose**

*(TL:PER-248; 4-10-95)*  
*(State Only)*  
*(Applies to Foreign Service Employees Only)*

Recertification complements other Department of State personnel programs mandated by the Foreign Service Act of 1980 which also seek to ensure excellence in the Senior Foreign Service.

### **3 FAM 2852.2 Policy**

*(TL:PER-248; 4-10-95)*  
*(State Only)*  
*(Applies to Foreign Service Employees Only)*

- a. Decisions on recertification are made irrespective of workforce planning concerns such as the predictable flow through the ranks sought by the Foreign Service Act.
- b. Management will not prescribe the distribution of how many or what percentage of executives will be recertified, conditionally recertified, or not certified.

### **3 FAM 2852.3 Effect on Other Actions**

*(TL:PER-248; 4-10-95)*

*(State Only)*

*(Applies to Foreign Service Employees Only)*

- a. A member who has been recertified remains subject to retirement for expiration of time-in-class.
- b. Recertification does not preclude any personnel action based on the decisions of SFS Selection Boards in subsequent years.

### **3 FAM 2852.4 Appeal**

*(TL:PER-248; 4-10-95)*

*(State Only)*

*(Applies to Foreign Service Employees Only)*

Members who are not recertified and are thereby notified of their involuntary retirement have the same right to appeal the decision to the Foreign Service Grievance Board (see 3 FAM 4000), or to a Special Review Board as those members recommended for selection-out of the Service by the Performance Standards Board.

## **3 FAM 2853 COVERAGE**

### **3 FAM 2853.1 General**

*(TL:PER-248; 4-10-95)*

*(State Only)*

*(Applies to Foreign Service Employees Only)*

SFS career employees who have been continuously employed in the SFS for 156 weeks preceding the end of the recertification period are subject to recertification.

### **3 FAM 2853.2 Break-in-Service**

*(TL:PER-248; 4-10-95)*

*(State Only)*

*(Applies to Foreign Service Employees Only)*

One or more breaks in SFS service totalling six months or less do not interrupt the 156 weeks of continuous employment.

### **3 FAM 2853.2-1 Inclusions**

*(TL:PER-248; 4-10-95)*

*(State Only)*

*(Applies to Foreign Service Employees Only)*

For the purposes of this subchapter, "break-in-service" includes periods when the member was:

- (1) Separated from the SFS (including Presidential appointments at Executive Level V or higher); or
- (2) Seconded to an international agency with reemployment rights in the SFS.

### **3 FAM 2853.2-2 Exclusions**

*(TL:PER-248; 4-10-95)*

*(State Only)*

*(Applies to Foreign Service Employees Only)*

For the purposes of this subchapter, periods which are not considered as a break-in-service include:

- (1) Sabbaticals;
- (2) Training;
- (3) Details to other Federal agencies;
- (4) Details to state and local governments or private organizations while still remaining on the Federal payroll; or
- (5) Service with the American Institute in Taiwan or Multinational Force and Observers.

### **3 FAM 2853.3 Detail or Absence at End of Period**

*(TL:PER-248; 4-10-95)*

*(State Only)*

*(Applies to Foreign Service Employees Only)*

SFS career appointees who are on extended detail or are absent from their positions at the time of recertification will generally be subject to recertification if they are:

- (1) In career SFS status at the end of the recertification period; and

- (2) They meet the service requirements in section 3 FAM 2853.1.

### **3 FAM 2853.4 Excluded Service**

*(TL:PER-248; 4-10-95)*

*(State Only)*

*(Applies to Foreign Service Employees Only)*

This recertification plan does not apply to:

- (1) SFS noncareer appointees;
- (2) SFS Limited career appointees; or
- (3) Former SFS career appointees who are on Presidential appointments with Senate confirmation at Executive Level V or higher, regardless of whether they elected to retain SFS benefits.

Performance while serving in a Presidential appointment may be taken into consideration when recertifying a member who has returned to career SFS status.

### **3 FAM 2853.5 Effect of Transfers**

#### **3 FAM 2853.5-1 Recertified in Previous Agency**

*(TL:PER-248; 4-10-95)*

*(State Only)*

*(Applies to Foreign Service Employees Only)*

An individual who transfers to the Department of State after having been recertified as an SFS member by another agency within the same calendar year is not subject to recertification in the Department of State.

#### **3 FAM 2853.5-2 Not Recertified in Previous Agency**

*(TL:PER-248; 4-10-95)*

*(State Only)*

*(Applies to Foreign Service Employees Only)*

An individual who transfers from another agency without having been recertified as an SFS member in the same calendar year, is subject to recertification by the Department of State. The Bureau of Personnel will request the required performance appraisals and other relevant information from the previous agency.

### **3 FAM 2854 RECERTIFICATION REVIEW BY FOREIGN SERVICE SELECTION BOARDS**

*(TL:PER-248; 4-10-95)*

*(State Only)*

*(Applies to Foreign Service Employees Only)*

Recertification of members for the 1994 and subsequent cycles shall be accomplished by the Foreign Service Selection Boards convened to review members of the Senior Foreign Service for promotion and other responsibilities.

### **3 FAM 2855 DETERMINATION BY THE DIRECTOR GENERAL**

*(TL:PER-248; 4-10-95)*

*(State Only)*

*(Applies to Foreign Service Employees Only)*

The Director General shall have the delegated authority to make final decisions on behalf of the Agency.

### **3 FAM 2856 RECERTIFICATION PERIOD**

*(TL:PER-248; 4-10-95)*

*(State Only)*

*(Applies to Foreign Service Employees Only)*

Recertification shall take place every third calendar year following the close of the 1991 annual performance appraisal period.

## **3 FAM 2857 STANDARDS FOR RECERTIFICATION**

### **3 FAM 2857.1 Basic Standards**

*(TL:PER-248; 4-10-95)*

*(State Only)*

*(Applies to Foreign Service Employees Only)*

To be recertified, a member of the Senior Foreign Service must, during the recertification period, have performed at the level of excellence expected of a senior executive in the following areas:

- (1) Planning for, substantially advancing, and attaining presidential, agency, or organizational goals and objectives that required a sustained superior effort;
- (2) Taking specific initiatives that advanced a major policy and/or significantly improved delivery of services;
- (3) Taking the necessary actions to ensure the achievement of a quality product in a timely manner; and
- (4) Making significant technical, scientific, or professional contributions.

### **3 FAM 2857.2 Additional Standards**

*(TL:PER-248; 4-10-95)*

*(State Only)*

*(Applies to Foreign Service Employees Only)*

The following additional items are applicable to the responsibilities of the SFS member, they demonstrate excellence:

- (1) Achieving substantial savings in the execution of programs under his or her direction;
- (2) Maintaining the high quality and effectiveness of a program under one's direction with reduced resources;
- (3) Providing strong leadership to enhance the development, utilization and achievements of subordinate personnel, including achievement of equal employment opportunity goals; and

- (4) Superior accomplishment in long-term training.

### **3 FAM 2858 PROCEDURES**

*(TL:PER-248; 4-10-95)*

*(State Only)*

*(Applies to Foreign Service Employees Only)*

The procedures and guidelines which must be followed in administering the SFS Recertification Program are published in 3 FAH-1 H-2800.

### **3 FAM 2859 UNASSIGNED**