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# Announcement of the New Foreign Service National Senior Advisory Corps (FSN SAC) Program

A Mandatory Reference for ADS Chapter 495

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The following information provides the program's objective, a general description of the program, benefits, eligibility requirements, application procedures and approval process, and selection process for field assignments.

### *1. Program Objective*

The FSN SAC provides professional development opportunities for FSNs to broaden their experience, improve morale, and increase retention. The Agency will demonstrate to FSNs that their work and experience are essential to the Agency's mission. FSNs serving in the FSN SAC will reduce the need for Missions to hire external consultants. This will result in significant savings to the Missions and to the Agency as a whole.

### *2. Program Description*

The program focuses on:

- Short-term assignments - up to 4 weeks;
- Mid-term assignments - up to 3 months;
- Virtual support where the assignment does not require TDY assistance;
- Follow-up consultancy assignments by virtual support to other USAID entities upon completion of the initial TDY assignment; and
- Exchange of FSNs from different regions between Missions

As subject matter experts, FSN SAC members will travel to Missions as consultants and rovers. Through the use of advanced technologies and other resources, these FSNs can also provide virtual services including follow-up support from their home Mission upon completion of the initial TDY assignments. This group of professional FSNs, who possess technical and administrative expertise in various fields, will provide support in program, technical, financial, and administrative areas.

### *3. Program Benefits*

The FSN SAC will institute a structured and organized approach to accessing worldwide FSN resources. Some program benefits include, but are not limited to:

- An up-to-date, Web-based roster of available professional FSNs with their specialized skills;
- Improved knowledge sharing and dissemination of best practices, policies and procedures between overseas Mission and USAID/Washington;

- A broader, more balanced corporate vision of the FSN workforce as opposed to a narrower Mission view; and
- A ready resource and surge capacity with ease and cost-effective deployment, which will enable the program to deploy those FSN SAC members interested in Critical Priority Countries (CPC), worldwide development crises, opening of new Missions, etc.

#### *4. Eligibility Requirements*

FSN candidates for this competitive program should be experienced FSNs who are experts in their area of proficiency and have mastered USAID operations. They should be willing to travel to perform assignments in other Missions or USAID/Washington and work with limited supervision. To be considered for FSN SAC membership, the applicant must have:

- Mission approval including immediate supervisor, Office Director, and Mission Director;
- A minimum of 5 years of USAID experience or 10 years of progressive professional experience in a relevant field and at least 3 years in the current USAID position;
- Education or training certification in a relevant field;
- Excellent written and oral communication skills;
- English language proficiency at the S-4/R-4;
- Superior performance recognized at the Mission/Agency level;
- Last four Performance Evaluations must reflect a summary of "Commendable" (old evaluation system) or "Good" (new DOS system);
- Proven leadership skills;
- Excellent interpersonal and teambuilding skills;
- Availability and readiness to travel at least 4 weeks per year, but not more than 6 months in any given year;
- Commitment to continuing a professional career in development assistance work; and

- Medical clearance for international assignments. (Medical examination procedures for FSN Health and Accident Coverage must be followed.)

#### *5. Application Procedures and Approval Process*

FSN candidates who wish to participate in the FSN SAC program must complete a standard application form that must be signed by the immediate supervisor, Office Director, and the Mission Director. By signing, the Mission certifies participation of the FSN candidate in the program and is willing to have the candidate serve in other Missions while maintaining his/her position at the home Mission. Mission certification also means that the Office will be able to secure a satisfactory replacement for the FSN candidate during his/her temporary rotational assignment.

The Office of Human Resources (OHR) will organize a selection panel of at least three members. Each selection panel will include a technical expert from the respective Technical Bureau. The panel members will review applications to confirm that candidates meet minimum eligibility requirements. Panel members may conduct interviews via conference calls prior to final inclusion in the FSN SAC database.

Once a candidate is selected as an FSN SAC member, he/she will be asked by OHR to complete a detailed specialized experience questionnaire on his/her technical background and field experience (expertise locator) to be included in a database available for all Missions and USAID/Washington.

An FSN SAC member can participate in the program for a maximum of two full terms. Each term can be up to two years in length. If after completing the first term, and based on performance (if an FSN SAC member has performed an assignment), a member may extend his/her service for a second term. In the event that a member finishes the second two-year term without performing any assignment/consultancy work, he/she will have the option to reapply for membership.

#### *6. Selection Process for Field Assignment*

Requesting Missions must send a task request listing the necessary skills and scope of work for the activity or requested task. The Global Program Coordinator will then submit this request to all FSN SAC members who meet the requested skills. After reviewing candidate qualifications and availability, OHR proposes top candidates to the

requesting Mission for final selection. Upon final selection, the requesting Mission will provide the fund cites or prepare Travel Authorization (TA), country clearance, and organize all logistics for arrival of the FSN SAC member.

The link below provides access to the FSN SAC concept paper and a set of Frequently Asked Questions. Periodic updates on the FSN SAC will be made available through the Office of Human Resources' Web page.

<http://inside.usaid.gov/HR/foreign-service-nationals.cfm>

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