

CONSULAR FELLOW (CF)

BUREAU OF CONSULAR AFFAIRS

U.S. DEPARTMENT OF STATE

CONDITIONS OF EMPLOYMENT

(Revised February 2023)

Please review the Conditions of Employment outlined below and acknowledge acceptance by dating and signing below.

I understand and accept the following Conditions of Employment:

1. I will be appointed to the Foreign Service as a Consular Fellow (CF) on a Limited Non-Career Appointment (LNA).
2. My appointment will be for a 60-month period.
3. As a Consular Fellow LNA appointee, I cannot receive another LNA appointment with the Department of State until at least one year has elapsed between LNA appointments, unless an exception is authorized by the Director General (3 FAM 2296).
4. I understand that if I am eligible for and interested in participating in the Student Loan Repayment Program (SLRP), I must submit an application and all related supporting documentation prior to my Entry on Duty (EOD) as a Consular Fellow. I further understand that I must sign an SLRP service agreement following my EOD in order to receive SLRP benefits.
5. I understand that I must sign the applicable Recruitment Incentive Service Agreement and submit all required supporting documentation prior to my EOD, to the extent that I am interested in receiving and eligible to receive this incentive.
6. If I accept a Consular Fellow appointment, I must complete a minimum of 24 months as a Consular Fellow before joining the Foreign Service (FS) in a Generalist or FS Specialist position, if offered such a position (3 FAM 2216.4). If I am on or added to an FS Generalist or Specialist hiring register at any time during the 24-month period following my LNA appointment, I will be placed on an automatic deferment that will be applied to all my active Generalist and Specialist candidacies on the rank-order registers. Such deferment will terminate at the end of the 24-month period from my LNA appointment. I understand that if my candidacy is re-activated on the register, I will compete based on my updated ranking. I understand that my initial ranking on the register could change while my candidacy is in deferment status.
7. There is no conversion mechanism to a career Foreign Service or Civil Service position. I

may, however, apply for any Foreign Service or Civil Service position through normal procedures. If I successfully serve a minimum of 48 consecutive months in a Consular Fellow appointment, I may qualify for Civil Service non-competitive eligibility under Executive Order 13749.

8. The Department of State may terminate my appointment at any time with at least 30 days' notice unless the termination is for misconduct. Terminations for misconduct are specifically governed by Section 610 of the Foreign Service Act, as amended, while Section 612 of the Foreign Service Act, as amended, applies to all other terminations.
9. I must successfully complete the Basic Consular Course or my appointment will be terminated.
10. I understand that if I was hired as a Consular Fellow - Language Eligible (CFLE), my language score is below the designation of the position to which I will be assigned. Before I depart for my first assignment, I will receive language training, with the goal of reaching the language designation. If I do not reach the language designation before departing for my first assignment, then I will be required to self-study, re-test, and reach the language designation before I can bid on my second assignment. If I do not reach the language designation within 18 months of my arrival date at post, then I will not receive a follow-on assignment and my appointment may be terminated.
11. I will serve at the post, or posts, to which I am assigned depending on the needs of the Foreign Service. I may be transferred from one overseas post to another during my appointment, depending on the needs of the Foreign Service.
12. I may terminate my appointment at any time. I recognize that processing of the resignation paperwork, along with arrangements for travel and shipment of personnel effects requires 30 days' notice. Additionally, if I choose to terminate my current appointment prior to its expiration and I have not served a total of 12 months at post, my eligible family members and I will not be eligible for separation travel and shipment of effects to my home of record, and I will be required to repay all monies expended by the U.S. Government for certain travel, transportation, and other applicable allowances, unless the termination is for reasons beyond my control that are acceptable to the Department of State. This service agreement is set forth in the DS-4237.
13. I understand that I must obtain and maintain a Top Secret clearance and required medical clearance. Failure to obtain and maintain a Top Secret clearance may result in the termination of my appointment pursuant to Section 612 of the Foreign Service Act, as amended. Failure to obtain and maintain the required medical clearance may be cause for termination of my appointment. In addition, I must obtain and maintain a country-specific authorization to serve as a Consular Fellow. If I am unable to obtain and maintain a country-specific authorization with respect to the country in which I am assigned to work, such inability may result in the termination of my appointment pursuant to Section 612 of the Foreign Service Act, as amended.

14. I understand that if I was hired for proficiency in a foreign language, language incentive pay (LIP) is not authorized.

15. I understand that service time doing consular work does not count toward the consular service requirement if I am later hired as a career Foreign Service Officer.

16. I will support U.S. Government policy overseas in public regardless of my personal views.

(Print Full Name)

(Date)

(Signature)