

Now that you've been invited to the Foreign Service Oral Assessment...

To start, make sure you know which track/position you are applying for, and whether you are in a fellowship program (NOTE: Not everyone is in a program). If you do not see your career track listed below, please check the www.careers.state.gov website for more information.

Generalist Tracks: Public Diplomacy, Consular, Political, Management, and Economic

Fellowship Programs: Pickering, Rangel, Diplomacy Fellows Program, Boren, Mustang

Specialist Tracks: General Services (GSO), Human Resources (HRO), Financial Management (FMO), Construction Engineer (CON), Facility Management (FMS), Information Management (IMS), Information Management Technical Specialist (IMTS), English Language (ELO), Information Resources (IRO), Health Practitioner (HP), Regional Medical (RMO) and other Medical Providers, Office Management (OMS)

Limited Non-Career Appointment (LNA): Consular Adjudicator (CA/LNA), Limited Non-Career Appointment (LNA)

**NOTE: Security officers have their Oral Assessments directly with Diplomatic Security and should therefore follow DS instructions for their OAs.*

Next, refer to the pages below to make sure you have everything you need for your Oral Assessment.

| What you should bring | Generalists | Specialists/LNAs |
|--|--------------------|-------------------------|
| Proof of Citizenship (i.e. passport or birth certificate) | ✓ | ✓ |
| Photo ID (passport is acceptable) | ✓ | ✓ |
| Social security numbers of your dependents | ✓ | ✓ |
| DS-4017 (Statement of Interest) NOTE: Mustang candidates are NO LONGER exempt from this. Mustang candidates must also bring a DS-4017. | ✓ | ✗ |
| Proof of a name change, if applicable | ✓ | ✓ |

NOTE: If you are pregnant or lactating and feel that this may affect your schedule on the day of the Oral Assessment, you can let us know at reschedule@state.gov.

*Please check the following requirements carefully
as they do NOT apply to all candidates.*

| What you should bring | Generalists | Specialists/LNAs |
|--|---|---|
| <p><i>If you are in a fellowship or program such as Pickering, Rangel, Boren, or Diplomacy Fellows you should also bring your:</i></p> <p>DS-1950: Application for Employment</p> |  |  |
| <p><i>If you have a romantic partner who is a US citizen:</i></p> <p>DS-7601 Spousal Release</p> |  |  |
| <p><i>If you are an OMS candidate:</i></p> <p>Microsoft Office certification (If you already have this bring it with you. Don't worry if you don't; you'll have 30 days after passing your OA to obtain this)</p> |  |  OMS candidates ONLY |
| <p><i>If you are a GENERALIST or CONSULAR ADJUDICATOR (LIMITED NON-CAREER APPOINTMENT) candidate:</i></p> <p>Provisions for lunch. Generalist candidates and CA/LNA Language passers will have a lunch break. You are strongly encouraged to leave the assessment center to either purchase food or to eat the lunch you have brought with you.</p> |  |  /  |

Optional: Coffee, snacks, breath mints, ear plugs, non-electronic books/magazines (You will not be allowed to use electronics while in the assessment center; this includes cell phones and timers. You will not be allowed to take food or beverages into any Written/Case Management Exercise because those rooms are equipped with computers).

NOTE: CA/LNA Language candidates who pass the BEX portion of the OA will have a lunch break that allows them to leave the Assessment Center before returning to take the language portion of the assessment. Specialist assessments are usually concluded by lunch time. Specialist candidates, therefore, spend their entire OA process in the Assessment Center and are unable to purchase meals or snacks. Please plan accordingly.

e-QIP Information

Candidates who have been invited to the Oral Assessment are asked to complete Security Forms to begin their security clearance process. Generalists can access e-QIP immediately. Specialists should wait until three days after receiving their invitation to the Oral Assessment before they try to access e-QIP. There are different forms for the different people involved in the process:

For candidates who already have Top Secret clearance...

If your clearance was granted within the last 18 months, we will try to use that clearance for your candidacy. We will need you to bring:

1. A completed [SF-86C](#) form.
2. The investigation completion date of your current Top Secret clearance.
3. The clearance grant date of your current Top Secret clearance.

If you have questions about your security clearance, please contact the Personnel Security Office of the agency that granted you the clearance. If use of your current clearance is denied, you will have to complete a new SF-86 form. Virtually all of the information from your most recent SF-86 submission will be saved in the system, but please be sure to review the form to make sure that all of the saved information is still accurate.

For candidates who DO NOT HAVE Top Secret clearance...

You will need to complete an [e-QIP Application \(a.k.a. SF-86\)](#). If it is your first time doing so, you will need to create a username and password when you register for access to the e-QIP system. If entering your actual place of birth does not work, try entering "Unknown" when prompted during registration. You can refer to the [e-QIP Instructions](#) for further guidance. ***You DO NOT HAVE TO bring a printed copy of the SF-86 forms to your Oral Assessment and you should NOT release the forms before your OA.***

If you have already used e-QIP in the past, you may already have a username and password. If you have forgotten your password, you can reset it by clicking on the "Forgot password" link on the e-QIP login page. If you cannot remember your Golden Questions or username, you will need to call the Customer Service Center 1-866-643-4636.

For candidates with romantic partners WHO ARE NOT (SOLELY) US CITIZENS (i.e. foreign nationals, dual citizen, citizens of other countries...)

If your spouse has any citizenship *besides or in addition to* US citizenship, he or she will need to complete the Supplemental Questions and the Supplemental Form for Public Trust Positions (SF-85P and SF-85PS). This is true whether or not your partner has a social security number. To have your spouse/partner/cohabitant initiated, please email FSOQuestions@state.gov with your spouse's full name, ssn (if applicable), date of birth, and city and country of birth. We will also need your proposed career track. If you are uncomfortable sharing this information via email, please call 202-203-5115 and leave a message with the information or a number and time at which we can reach you. ***You DO NOT HAVE TO bring a printed copy of the SF-85 forms to your Oral Assessment and your partner should NOT release the forms before your OA.***