



U.S. Department of State
**FOREIGN SERVICE FAMILY RESERVE CORPS (FSFRC)
 DECLINATION OF MEMBERSHIP**

Do you fall into one of these categories? (Select one)

**If you answered "None of the above" to the question above, it is not necessary for you to submit a declination.
 Fields highlighted yellow are mandatory. Email completed form to FSFRC@state.gov**

APPLICANT INFORMATION

1. Applicant's Name (Last, First, MI) (As listed on SF-50) 	2. Applicant's Employee ID or Last 4 of SSN
3. Sponsoring Employee's Name (Last, First, MI) 	4. Sponsoring Employee's Agency
5. Sponsoring Employee's Email Address 	
6. Current Mailing Address 	7. Permanent Personal Email Address (Not state.gov)
8. Applicant's Last Day in Current Position (mm-dd-yyyy) 	
9. Current or Most Recent Post of Assignment 	10. Current or Most Recent Position Held (As listed on SF-50)

CERTIFICATION

11. Declination to Apply for Membership:

I have been informed of the opportunity to apply for membership in the Foreign Service Family Reserve Corps (FSFRC), and I hereby decline to apply for such membership. I understand that by declining to apply for FSFRC membership, I will be required to resign from my current overseas Family Member Appointment (FMA) or Temporary Appointment (TEMP) on or before my departure from Post, at which point my appointment will be terminated, and I will not be placed in Intermittent-No-Work-Scheduled (INWS) status under FMA over-complement. By declining to apply for membership, I understand that once the FSFRC hiring preference is implemented, I will not be eligible for an appointment under an FMA or TEMP appointment for any overseas Department of State (DOS) positions. However, I will still be eligible to apply for employment with DOS or other agencies under a Personal Services Agreement (PSA) or a Personal Service Contract (PSC), as appropriate. My decision to not apply for membership in the FSFRC will not affect any Non-Competitive Eligibility (NCE) that I may have earned during my current or past employment under an FMA or TEMP appointment.

12. Special Circumstances (See Instructions)

13. Applicant's Signature (NOTE: Your signature must include /s/ before your typed name. Forms without the /s/ designation cannot be accepted for processing. Example: /s/Jane Doe.) 	Date (mm-dd-yyyy)
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HR/SS USE ONLY

14. Date Received (mm-dd-yyyy) 	
15. Notification Mailed to Employee 	
16. Date SF-50 Processed (mm-dd-yyyy) 	
17. FSFRC Coordinator Signature 	Date (mm-dd-yyyy)

INSTRUCTIONS - Foreign Service Family Reserve Corps (FSFRC) Declination Form

PURPOSE

The FSFRC Declination Form is used by existing Department of State employees currently appointed under a Family Member Appointment or Temporary Appointment, or currently in INWS status, to certify that they have been informed of their eligibility to apply for FSFRC membership but are declining to do so.

Highlighted fields are mandatory.

1. Enter your full name as it appears on your SF-50.
2. Enter your Employee ID (found in box 44 on your SF-50) or the last four digits of your Social Security Number.
3. Provide your sponsoring employee's name.
4. Provide your sponsoring employee's employing Agency.
5. Enter your sponsoring employee's email address.
6. Enter your current or permanent domestic mailing address. Do not use a pouch address. This will be used for future correspondence through the USPS.
7. Enter your permanent personal contact email address. This should not be a state.gov email address as it will be used for future correspondence. You may wish to add FSFRC@state.gov to your email address book.
8. If applicable, enter your last day in your current position (mm-dd-yyyy).
9. Enter the post where you are currently residing or your most recent post of assignment if you are not currently overseas.
10. Enter your current or most recent position title (as found in either box 7 or 15 on your SF-50).
11. Read the declination statement.
12. Special Circumstances: Use this box to include information that may not be covered elsewhere on the form.
13. Sign and date the form. Your signature must include /s/ before your typed name. Forms without the /s/ designation cannot be accepted for processing. Example: /s/Jane Doe.
14. The HR section is to be completed by HR Shared Services only.

Highlighted fields are mandatory.

PRIVACY ACT STATEMENT

AUTHORITIES: The information is sought pursuant to Sections 303, 309, and 311 of the Foreign Service Act of 1980, as amended (Appointment and Hiring); Executive Order (E.O.) 13526, Sec. 5.4(d); E.O. 10450 (Security Requirements); E.O. 12968, Sections 3.3 and 2.1(b)(2); 5 C.F.R. § 731 (suitability); Homeland Security Presidential Directive (HSPD-12) "Policy for a Common Identification Standard for Federal Employees and Contractors"; and Section 201 of the Foreign Service Act of 1980, as amended (Management of the Foreign Service).

PURPOSE: The information collected in this form will be used to establish and maintain the Foreign Service Family Reserve Corps (FSFRC), to allow for the Department to meet its need for a workforce capable of rapid assignment to positions overseas, including sensitive positions. Social Security Numbers will be used to verify identity and to confirm existing security clearances.

ROUTINE USES: The information on this form may be shared with a member of Congress in response to an inquiry made at your request or with law enforcement as required by law. More information on the Routine Uses for the system can be found in System of Records Notices State-31, Human Resource Records and State-36, Security Records.

DISCLOSURE: Disclosure of this information, including the Social Security Number, is voluntary. Failure to provide the information requested on this form may result in delays in considering an application or in an application not receiving full consideration for the position.