



# FOREIGN SERVICE FAMILY RESERVE CORPS (FSFRC) MEMBERSHIP APPLICATION

APPLICANT INFORMATION	
1. Applicant's Name (Last, First, MI) [Redacted]	2. Applicant's Employee ID or Last 4 of SSN [Redacted]
3. Sponsoring Employee's Name (Last, First, MI) [Redacted]	4. Sponsoring Employee's Agency [Redacted]
5. Current Mailing Address [Redacted]	6. Permanent Personal Email Address [Redacted]
	7. Permanent Personal Phone Number [Redacted]
8. Current or Most Recent Post of Assignment [Redacted]	9. Current or Most Recent Position Held [Redacted]
10. Current Clearance/Certification Level (Will be verified) [Redacted] If other, specify: _____	11. Estimated Time of Departure (ETD) from Post (mm-dd-yyyy) [Redacted]
APPLICANT CERTIFICATION	
12. Initial all that apply below. By initialing, I certify the following:	
<b>INITIALS</b>	
	(a) I am a U.S. citizen
	(b) I am the spouse or domestic partner (as defined in 3 FAM 1610) of a sponsoring employee (i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member)
	(c) I am currently employed with Department of State (DOS) under a Family Member Appointment (FMA) or Temporary Appointment (TEMP), or I am currently in INWS status after having been appointed under an FMA
	(d) I am a current Civil Service (CS) DOS employee who is listed on the travel orders of a sponsoring employee and departing for a post abroad at a U.S. Mission under Chief of Mission authority, or at an office of the American Institute of Taiwan (AIT). I am departing my CS position on _____ (enter date) to accompany my sponsoring employee overseas (see statement below)
	(e) I am currently employed under a Personal Services Agreement (PSA) or Personal Services Contract (PSC)
	(f) I am the spouse or domestic partner of a third-party contractor or individual working under a PSA or PSC stationed abroad at a U.S. Mission under Chief of Mission authority, or at an office of the AIT
	(g) I am currently receiving a U.S.G. retirement annuity/pension from a career in the Foreign Service or Civil Service)
	(h) I am a Foreign Affairs Foreign Service Generalist/Specialist in Leave without Pay (LWOP) status
	(i) I am a DOS or other agency CS employee in Leave without Pay (LWOP) status
	(j) I am a DOS or other agency CS employee in extended LWOP status with agreement to return to duty with originating Agency/bureau
13. Membership Certification	
<p>I understand that FSFRC membership will not guarantee me a local or temporary assignment nor does it grant me an automatic security clearance. I also understand that I may withdraw my FSFRC membership at any time, and that my FSFRC appointment may be terminated at any time, regardless of the expiration (Not to Exceed) date specified on the Notification of Personnel Action (SF-50), for reasons outlined in 3 FAM (Termination of FSFRC Membership). As a member of the FSFRC, I will be a Department of State employee even if not in a local or temporary assignment, and I am subject to standards of conduct and ethics requirements applicable to DOS employees. As a Department employee, I will be subject to the reporting requirements found in 12 FAM 270 (Security Reporting Requirements) and 12 FAM 262 (Security Awareness and Contact Reporting).</p> <p><input type="checkbox"/> I have attached the Agency Employee Travel Orders (TMFour for DOS employees), as required for initialed item D above.</p>	
14. 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.) [Redacted]	Date (mm-dd-yyyy) [Redacted]

HR/SS USE ONLY	
15. Date Received ( <i>mm-dd-yyyy</i> )	16. Date Processed ( <i>mm-dd-yyyy</i> )
17. Eligibility Requirements Met? <input type="checkbox"/> Yes <input type="checkbox"/> No	18. FSFRC Category <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
19. Date Submitted for Verification ( <i>mm-dd-yyyy</i> )	20. Date Verification Received ( <i>mm-dd-yyyy</i> )
21. Notification Mailed to Employee	22. Employment Status
23. FSFRC Coordinator Signature	Date ( <i>mm-dd-yyyy</i> )

**INSTRUCTIONS: Foreign Service Family Reserve Corps (FSFRC) Membership Application**

**PURPOSE**

The FSFRC Membership Application is to be used by existing Department of State employees currently appointed under a Family Member Appointment or Temporary Appointment, or currently in INWS status, to apply for membership in the FSFRC.

**Highlighted fields are mandatory.**

1. Enter your full name.
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. Enter your sponsoring employee's employing Agency.
5. Enter a permanent mailing address (do not use pouch address). This will be used for future correspondence through the USPS.
6. Enter your permanent personal contact email address. This should not be a state.gov email address as it may be used to contact you when you are not actively working in a local assignment.
7. Enter your permanent personal contact phone number.
8. Enter the post where you are currently or previously employed.
9. Enter your current or most recent position title.
10. Select the choice that corresponds with your current clearance or certification level.
11. Enter your sponsoring employee's estimated date of departure from post.
12. Read each statement and initial those that apply to you.
13. Read the membership certification statement. Required documentation for those applicants who initial Certification Statement (d) only.
14. 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.
15. Page 2 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.