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ADS Chapter 435

Commissions, Titles and Rank

DocumentQuality Check Date: 04/24/2013
New Edition Date: 09/09/2003
Responsible Office: OHR/PPIM
File Name: 435_042413

Functional Series 400 – Personnel
 ADS Chapter 435 – Commissions, Titles and Rank
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(This Chapter supersedes USAID Handbook 25 Chapter 41 in its entirety.)

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ADS 435 – Commissions, Titles and Rank

435.1 OVERVIEW

Effective Date: 09/09/2003

This chapter states the policies and responsibilities for granting diplomatic and consular titles, preparing a Diplomatic List and the Presidential commissioning of USAID personnel as Senior Foreign Service (SFS) Officers and Foreign Service (FS) Officers. This chapter applies to all USAID Foreign Service Officers.

435.2 PRIMARY RESPONSIBILITIES

Effective Date: 09/09/2003

- a. **U.S. Department of State** is responsible for granting diplomatic and consular titles.
- b. The **Chief of Mission (Ambassador)** is responsible for composing the diplomatic list for submission to the host country government.
- c. The **Office of Human Resources (OHR)** in USAID/Washington serves as the liaison on all matters related to titles and rank for USAID employees overseas. The **Office of Human Resources, Personnel Operations Division (OHR/POD)** and the **Office of Human Resources, Executive Management Division (OHR/EM)** are responsible for issuing the Notification of Personnel Action (SF-50) after a title has been approved and notifying the officer/mission concerned.
- d. **OHR/EM** is also responsible for initiating commissioning as a member of the Senior Foreign Service.
- e. The **Office of Human Resources, Labor Relations Services Division, Personnel Management and Awards Branch (OHR/LRS/PMA)** is responsible for initiating commissioning as a Career Foreign Service Officer.
- f. **Missions** are responsible for initiating requests for a diplomatic or consular title, rank, clear and concur in proposals for title and rank, before they are forwarded to the Department of State.
- g. The **employee** is responsible for executing form SF 61, Appointment Affidavits upon notification that a diplomatic or consular title has been approved, if the title granted is Counselor or Counsel. The Affidavit must be executed even if the employee previously signed one for another purpose.

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435.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES

Effective Date: 09/09/2003

The statements contained within the .3 section of this ADS chapter are the official Agency policies and corresponding essential procedures.

435.3.1 Granting and Use of Diplomatic and Consular Titles

Effective Date: 09/09/2003

The Agency shall adhere to the Granting and Use of Diplomatic and Consular Titles policies and practices as stated in 3 FAM 2430. (See [3 FAM 2430](#))

435.3.2 Requesting Diplomatic and Consular Titles

Effective Date: 09/09/2003

The appropriate steps for requesting diplomatic and consular titles follow:

- a.** Missions must initiate the action by sending a cable to the Office of Human Resources (OHR) requesting a diplomatic title for a Foreign Service Officer who is at post or who has been approved for assignment and is pending arrival. OHR shall prepare form DS-1474, Request for Approval of Diplomatic or Consular Title and forwards to the Department of State.
- b.** Requests for employees assigned to Non Executive Level positions (Non-SMG) shall be forwarded to the Bureau for Management, Office of Human Resources, Personnel Operations Division (OHR/POD); and for employees assigned to Executive Level positions (SMG) to the Bureau for Management, Office of Human Resources, Executive Management Division (OHR/EM). Missions must not forward requests or follow-ups to the Department of State.
- c.** USAID has one contact point to act as liaison for determining the status of diplomatic titles requests and for resolving issues that may arise. Missions must direct follow-up messages to OHR/POD or OHR/EM, as appropriate. OHR/POD and OHR/EM then forward these requests for discussion with the Department of State and a response to post.

Requests for Diplomatic Titles must include all of the information specified below:

- a.** Diplomatic Title requested;
- b.** Name of Officer;
- c.** Effective date of assignment at post or estimated date of arrival;
- d.** Functional position title and position number to which assigned;

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- e. Legal residence of employee and date of birth;
- f. Name, grade, and Diplomatic Title, if any, held by the previous incumbent;
- g. Justification for the title; and
- h. Statement from the Ambassador concurring in each request.

435.3.3 Diplomatic Listing

Effective Date: 09/09/2003

The Agency shall adhere to the Diplomatic Listing policies and practices as stated in 3 FAM 2430. (See [3 FAM 2430](#))

435.3.4 Need for Diplomatic and Consular Titles

Effective Date: 09/09/2003

The Agency shall adhere to the Need for Diplomatic and Consular Titles policies and practices as stated in 3 FAM 2430. (See [3 FAM 2430](#))

435.3.5 Commissioned Titles

Effective Date: 09/09/2003

The Agency shall adhere to the Commissioned Titles policies and practices as stated in 3 FAM 2430. (See [3 FAM 2430](#))

435.3.5.1 Commissioning as a Career Foreign Service Officer

Effective Date: 09/09/2003

Employees who were employed on or before May 23, 1983 shall be commissioned on a voluntary basis. Employees who were employed after May 23, 1983 shall be commissioned as career Foreign Service Officers immediately after tenuring if the employee's rank is Class 3 or higher. For those whose rank was below Class 3 at the time of career appointment, their commissioning as a career Foreign Service Officer shall be initiated immediately upon promotion to Class 3.

435.3.5.2 Commissioning Upon Entry or Promotion Within the Senior Foreign Service

Effective Date: 09/09/2003

Upon promotion into or within the Senior Foreign Service and entry to the Senior Foreign Service Career Candidates, employees must receive a Presidential Commission.

435.3.6 Non-commissioned Titles

Effective Date: 09/09/2003

The Agency shall adhere to the Non-Commissioned Titles policies and practices as stated in 3 FAM 2430. (See [3 FAM 2430](#))

435.3.7 Criteria for Ambassadorial, Ministerial, and Counselor Titles

Effective Date: 09/09/2003

The Agency shall adhere to the Criteria for Ambassadorial, Ministerial, and Counselor Titles policies and practices as stated in 3 FAM 2430. (See [3 FAM 2430](#))

435.3.8 Criteria For Other Titles in Organizational or Function Positions

Effective Date: 09/09/2003

The Agency shall adhere to the Criteria for Other Titles in Organizational or Function Positions policies and practices as stated in 3 FAM 2430. (See [3 FAM 2430](#))

435.3.9 Exceptions And Changes of Titles

Effective Date: 09/09/2003

The Agency shall adhere to the Exceptions and changes of Titles policies and practices as stated in 3 FAM 2430. (See [3 FAM 2430](#))

435.3.10 Use of Titles Upon Retirement

Effective Date: 09/09/2003

The Agency shall adhere to the Use of Titles Upon Retirement policies and practices as stated in 3 FAM 2430. (See [3 FAM 2430](#))

435.4 MANDATORY REFERENCES

435.4.1 External Mandatory References

Effective Date: 09/09/2003

- a. [3 FAM 2430, Commissions, Title and Rank](#)
- b. [5 USC 2902, Commission; where recorded](#)
- c. [Foreign Service Act of 1980, Section 312](#)

435.4.2 Internal Mandatory References

Effective Date: 09/09/2003

There are no Internal Mandatory References for this chapter.

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435.5 ADDITIONAL HELP

Effective Date: 09/09/2003

- a. [Requests for Diplomatic Titles](#)
- b. [Sample Memorandum – Commissioning of Foreign Service Officers](#)
- c. [Sample Memorandum - Request for Presidential Commissioning as a Foreign Service Officer](#)
- d. [Sample Request for Diplomatic Titles](#)

435.6 DEFINITIONS

Effective Date: 09/09/2003

The terms and definitions listed below have been incorporated into the ADS Glossary. See the [ADS Glossary](#) for all ADS terms and definitions.

Definitions for terms in this chapter are located in 3 FAM 2430.

appointment commission

Definition in 3 FAM 2430. (Chapter 435)

assignment commission

Definitions for terms in this chapter are located in 3 FAM 2430. (Chapter 435)

commissioned diplomatic title

See 3 FAM 2430. (Chapter 435)

Foreign Service Officer

Definition in 3 FAM 2430. (Chapter 435)

foreign service post

Definition in 3 FAM 2430. (Chapter 435)

member of the Foreign Service

Definitions for terms in this chapter are located in 3 FAM 2430 (Chapter 435)

permanent rank

See 3 FAM 2430. (Chapter 435)

personal rank

See 3 FAM 2430. (Chapter 435)

Senior Foreign Service

Definitions for terms in this chapter are located in 3 FAM 2430. (Chapter 435)

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Definitions for terms in this chapter are located in 3 FAM 2430. (**Chapter 435**)

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