

Green vs. State Dept.

Case _____ - _____ RBW

Exhibit _____ of _____

AWRC Exhibit 0.2 Passed Minimum Qualifications

10 07 05



United States Department of State
Human Resources-Recruitment, Examination
Foreign Service Evaluation Branch
2401 E Street NW, 5th Floor
Washington, D.C. 20522

October 7, 2005

Dear Candidate:

We are pleased to inform you that you meet the required minimum qualifications for the position of **Information Management Specialist at the FP-05 level** and have passed the Qualifications Evaluation Panel process. Therefore, your application has been forwarded to the Foreign Service Assessment Center to schedule an oral assessment.

In a separate letter (attached), the Assessment Center is notifying you of the proposed date and time of your oral assessment. The assessment will be held in Washington D.C., at the address given in the attachment. A form requesting you to confirm your intent to take the oral assessment at the specified date and time is also enclosed. Please return the form to the Assessment Center as soon as possible, using the envelope that will be provided. In accordance with the scheduling process, a response is needed within 30 days from the date of the Assessment Center's notification. If a response is not received within that timeframe, your candidacy will be discontinued. If you are no longer interested in continuing your candidacy, you may use the form to advise the Assessment Center.

If the scheduled date or time for your oral assessment is not convenient for you, please telephone Ms. Sylvia Tibbs, Assessment Center Staff, at (202) 261-8840 or, if she is unavailable, Ms. Edna Jones, Assessment Center Staff, at (202) 261-8873. Either Ms. Tibbs or Ms. Jones will be happy to work with you to identify an alternate date or time for your assessment.

Please plan to arrive at the Assessment Center fifteen minutes prior to the scheduled time of your assessment. This will allow time to complete any necessary paperwork. The assessment will take approximately three hours. You will be notified as to whether or not you have passed the oral assessment before you depart the Assessment Center. If you pass the assessment, you may be asked to remain at the Assessment Center to initiate the security clearance process.

If you have a disability that will require special arrangements in connection with the oral assessment, please inform the Assessment Center at the address provided in the attachment. Please identify your disability and provide an explanation of the reasonable accommodation(s) you seek, along with supporting documentation that explains and/or supports the requested accommodation(s). The State Department reserves the right to request additional documentation to explain and support the requested accommodation(s).

We appreciate your interest in the position of Foreign Service **Information Management Specialist** and wish you every success in the oral assessment process. If you require further assistance, or have general questions regarding the scheduling of the oral assessment, please contact Sylvia Tibbs or Edna Jones.

Sincerely,

Margaret Dean

Margaret Dean
Staff Director
Board of Examiners