

Green vs. State Dept.

Case _____ - _____ RBW

Exhibit _____ of _____

AWRC Exhibit 0.5 Qualify in 4 years 11 07 07



United States Department of State

Washington, D.C. 20520
November 7, 2007

Mr. Marvin E. Green
220 Pinckney Street, Apt. B
San Antonio, TX 78209-6904

Dear Mr. Green:

Congratulations on your decision to join the Foreign Service. We are pleased to welcome you into the ranks of the Service. You have chosen an exciting and challenging career that will allow you to represent the interests of the United States around the world.

The Registrar of the Board of Examiners confirms an offer of appointment to you as an untenured Foreign Service Information Management Specialist. This appointment is valid for a period not to exceed four years, during which time you must qualify for conversion to career status, based on the recommendation of the Department's Tenuring Board.

Your entry-level grade and step are **FP-05, Step 14**, with an annualized gross salary of **\$58,915.00. (Salary subject to change pending approval of 2008 COLA Executive Order.)** In determining your entry-level grade and step, the Registrar's Office reviewed the qualifications and experience that you included in your Application for Employment, DS-1950. If you have acquired further experience that was not included on your original application which relates to the duties of a Foreign Service Information Management Specialist, please submit an updated DS-1950 as soon as possible.

Federal salaries are established within a schedule and one's place on that schedule is determined by statute, regulation, and policy in a structure that matches published standards to qualifications. In other words, salaries in the Federal service are **not "negotiated packages"** like those prevalent in the private sector. If you are applying to the Service after a significant amount of work experience elsewhere, please remember that you are joining the Service as a Foreign Service Information Management Specialist Career Candidate with commensurate duties and pay scale.

If you have updated information regarding your work experience, or if you question the original determination, you must submit your request for a salary review. **Any salary review must be requested prior to accepting the appointment and entering on duty. Salary review requests must be received within 10 calendar days from the date of this letter. No salaries will be reconsidered once you have entered on duty.**

Our records indicate that you have been granted the necessary medical clearances. If you have suffered from any illness or injury, or have received professional medical advice or treatment since undergoing the required Department of State medical examination, you must inform the Office of Medical Services and the Registrar's Office immediately. **If your medical status has changed significantly, this offer of appointment will be withdrawn until the appropriate medical clearance is determined.**

We will need written notification if you are part of a tandem couple, i.e., your spouse is a Foreign Service Officer, or if you are disabled and are seeking a reasonable accommodation for that disability.

The Department of State is committed to the development of a drug-free workplace. Therefore, all Foreign Service personnel serving in positions requiring a clearance for access to information classified as "Secret" or above are "employees in sensitive positions" and will be included in a random employee drug-testing program. Information regarding the Department's drug-screening process is enclosed.

You will be receiving an appointment order, which constitutes your "travel orders." Make several copies of this document and keep a copy with you. You will need it when making travel and shipping arrangements. Please contact your travel assignment support technician, Bonnie Pates; at 202-663-0415 or email for your travel orders (*please do not contact your travel technician until December 7, 2007*).

The Overseas Briefing Center maintains a list of short-term housing options in Northern Virginia. Call 703 302-7277 or e-mail FSIOBCInfoCenter@state.gov for the list. Because many landlords do not accept pets, the OBC housing list notes pet-friendly establishments.

Since you are being appointed from outside the Washington, D.C. metropolitan area and will be assigned to another location at the conclusion of your orientation /training you are eligible to receive per diem. The per diem begins the day before you report for the orientation class at the National Foreign Affairs Training Center (NFATC) in Arlington, Virginia. The per diem is allotted only to you, not to members of your family. For more information about this and for answers to specific questions, I suggest you refer to your Foreign Service Career-Candidate Guidebook or call the Office of Shipping and Transportation at 800-424-2947 (toll free); the toll number is (202) 647-4140. **Please be aware that if you are assigned to the Washington Metropolitan area for your first assignment, your per diem will cease; however, you may be eligible for locality pay. Please note that you will receive your first paycheck approximately four to five weeks after your entry on duty; therefore, you should make the appropriate financial arrangements.**

The Bureau of Human Resources has entered into a contact with Oakwood Apartments to provide housing for employees receiving a travel authorization to attend Junior Officer training at FSI. This housing will be provided to Department of State employees on a first-come/first-serve basis with priority given to employees on longer term training who are accompanied by eligible family members. Participating employees will not receive the lodging portion of the per diem allowance. The Department will pay the full cost of housing with Oakwood Apartments in Falls Church, VA. If the facility has apartments available, you would be able to use these quarters at no cost while you are in a training status. (You will still be eligible to receive the Meals and Incidental portion of your per diem allowance.)

Each apartment is fully furnished along with a full kitchen including all of the items usually provided by corporate housing providers. (Pets are welcome with an additional fee paid by the employee.) The number of bedrooms will depend on family size and availability, but limited to studios, one and two bedroom. Oakwood Apartments will also provide transportation to and from FSI to accommodate class schedules as well as to and from the Falls Church Metro Station. For more information about the Oakwood Apartments, please visit their website at www.oakwood.com.

Within your first few days of employment, you will need to produce information regarding your bank account (i.e., your account number, your bank's routing number - both imprinted on the bottom left hand side of checks drawn on all U.S. banks). We require this information in order to use electronic funds transfers for travel advances, direct deposit of your salary, and travel reimbursement. Please report to training with this information in hand.

Please sign and return the enclosed "Agreement to Join the Foreign Service." This form must be returned to the Registrar's Office before your appointment papers can be prepared.

As you agree to join the Foreign Service, you should bear in mind that the needs of the Service will be paramount throughout your career. Your acceptance of this offer of appointment constitutes your commitment to accept assignments to any Foreign Service post or function at home or abroad as the Department directs.

Your orientation program begins at 8:00 a.m. on Tuesday, January 22, 2008. Please report to the George P. Shultz National Foreign Affairs Training Center (NFATC), 4000 Arlington Boulevard, Arlington, VA. As this orientation program is of short duration, leave will be granted only for emergencies. If there are reasons why you must be away during the orientation period, we advise you not to accept an appointment to this orientation class. You will receive additional information regarding the orientation program from the Orientation Division.

In addition, please return all of the enclosed documents to the Registrar's Office before your report/orientation date, Tuesday, January 22, 2008.

Again, please accept my warmest congratulations on your appointment to the Foreign Service. If you have any questions, please feel free to contact me at 202-261-8875 or send an e-mail to jameswm@state.gov. or if you prefer, fax 202-261-8843. Best wishes in your new career.

Sincerely,



Wanda M. James
Human Resources Specialist
Board of Examiners
For the Foreign Service

Enclosures: As stated