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**MM/DD/YYYY**

**Confirmation of Non-Competitive Eligibility**

This letter is to confirm that **Employee Name** has served as an Appointment Eligible Family Member (AEFM) under a Family Member Appointment (FMA) at the U.S. Embassy in **XXX** from **MM/YY to MM/YY**. Having served under this appointment for more than 52 weeks, along with satisfying the performance rating requirement, allows for this EFM to be non-competitively appointed to a competitive civil service position for which s/he is qualified.

Under Executive Order 12721, certain EFMs are eligible to be appointed non-competitively to a career-conditional appointment in the Civil Service within three years from when they resume U.S. residency. Those individuals may be appointed to any Federal occupation and grade level for which they are qualified.

To be eligible, an EFM must have completed 52 weeks of service (or 2087 hours for those under a Temporary appointment) in an appropriated fund position(s) performed under a local hire appointment(s) overseas and they must have earned a fully successful or better performance rating. Creditable service may have been under more than one appointment and need not be continuous. Please visit this site for additional information on EO 12721:

<https://www.state.gov/global-community-liaison-office/family-member-employment/> or  
<http://www.gpo.gov/fdsys/pkg/CFR-2014-title5-vol1/xml/CFR-2014-title5-vol1-sec315-608.xml>

If you have any questions regarding this letter, please contact Post Human Resources at **email or phone number**.

Best Regards,

**Post HR Name**  
**Contact Information**