



**FOREIGN SERVICE FAMILY RESERVE CORPS (FSFRC)
DECLINATION OF MEMBERSHIP**

SECTION 1: APPLICANT INFORMATION	
Category	Number
Applicant's Name <i>(Last, First, MI) (As listed on SF-50)</i>	Applicant's Employee ID or Last 4 of SSN
Sponsoring Employee's Name <i>(Last, First, MI)</i>	Sponsoring Employee's Agency
Sponsoring Employee's Email Address	
Current Mailing Address	Permanent Personal Email Address <i>(Not state.gov)</i>
	Applicant's Last Day in Current Position <i>(mm-dd-yyyy)</i>
Current or Most Recent Post of Assignment	Current or Most Recent Position Held <i>(As listed on SF-50)</i>
SECTION 2: CERTIFICATION	
Declination to Apply for Membership: I have been informed of the opportunity to apply for membership in the Foreign Service Family Reserve Corps (FSFRC), and I hereby decline to apply for such membership. I understand that by declining to apply for FSFRC membership, I will be required to resign from my current overseas Family Member Appointment (FMA) or Temporary Appointment (TEMP) on or before my departure from Post, at which point my appointment will be terminated, and I will not be placed in Intermittent-No-Work-Scheduled (INWS) status under FMA over-complement. By declining to apply for membership, I understand that once the FSFRC hiring preference is implemented, I will not be eligible for an appointment under an FMA or TEMP appointment for any overseas Department of State (DOS) positions. However, I will still be eligible to apply for employment with DOS or other agencies under a Personal Services Agreement (PSA) or a Personal Service Contract (PSC), as appropriate. My decision to not apply for membership in the FSFRC will not affect any Non-Competitive Eligibility (NCE) that I may have earned during my current or past employment under an FMA or TEMP appointment.	
Special Instructions <i>(See Instructions)</i>	
Applicant's Signature	Date <i>(mm-dd-yyyy)</i>
SECTION 3: GTM/TS USE ONLY	
Date Received <i>(mm-dd-yyyy)</i>	
Notification Mailed to Employee	
Date SF-50 Processed <i>(mm-dd-yyyy)</i>	
GTM/TS Approver Signature	GTM/TS Approves on <i>(mm-dd-yyyy)</i>

INSTRUCTIONS - Foreign Service Family Reserve Corps (FSFRC) Declination Form

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, currently in INWS status, or other qualified direct hire employees to apply for membership in the FSFRC.

Read each statement and select the response that applies to your current situation.

- Provide your last name as it appears on your SF-50.
- Provide your first name and middle initial as it appears on your SF-50.
- Provide your Employee ID (found in box 44 on your SF-50) or the last four digits of your Social Security Number.
- Provide your permanent personal contact email. This should not be a state.gov email address as it will be used to contact you when you are not actively working in a local assignment. You may wish to add FSFRC@state.gov to your personal email address book.
- Provide your sponsoring employee's last name.
- Provide your sponsoring employee's first name and middle initial.
- Provide the name of your sponsoring employee's employing agency.
- Provide your sponsoring employee's agency email address.
- Provide a permanent mailing address (do not use pouch address). This will be used for future correspondence through the USPS.
- Provide the post where you are currently or were previously employed.
- Provide your current or most recent position title (as found in either box 7 or 15 on your SF-50).
- If applicable, provide your last day in your current position.
- Read the declination to apply for membership statement and check the certification box.
- Special Circumstances: Use this box to include information that may not be covered elsewhere on the form.
- Routed to HR Shared Services for adjudication.

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); 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 document your declination to apply for the Foreign Service Family Reserve Corps (FSFRC). Social Security Numbers will be used to verify identity.

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 Notice State-31, Human Resource Records.

DISCLOSURE: Disclosure of this information, including the Social Security Number, is voluntary. Failure to apply or decline membership in the FSFRC will result in termination of employment.