



Board of Examiners for the  
Foreign Service  
Washington, DC 20522

Based on a comprehensive review of your Office Management Specialist candidate file, you have been invited to make an appointment to participate in the next step of the Foreign Service Specialist Selection Process, the Oral Assessment. Congratulations! While almost all appointments are in Washington, DC, the Board of Examiners now also offers the Oral Assessment in San Francisco, California, in January and May each year, contingent on the availability of funds. At this time only Washington, DC, Oral Assessment appointments are available. The dates are from the end of June through September. Please note that you are guaranteed an appointment only for the range of dates offered in this message.

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### **IMPORTANT NOTICES:**

#### **The Washington, DC, Foreign Service Assessment Center Has Moved**

#### **The Process for Gaining Access to the Assessment Center Has Changed**

The new address is 1800 G Street NW, Washington, DC, 20006.

The new location employs heightened security measures which are strictly enforced. Keep the following information in mind as you are making your Oral Assessment appointment and travel plans. You will be required to remain in the Assessment Center during breaks of less than 45 minutes and you will not be permitted to use any internet-enabled devices while on the premises.

When you arrive at the building go directly to the designated assembly area. Look for a sign which reads "Foreign Service Oral Assessment Assembly Area". If you choose a 7:00am appointment you MUST be in the lobby by 6:45am and you may arrive no earlier than 6:30am. Similarly strict arrival windows apply to all appointments because you must clear security before being able to proceed to the Assessment Center and candidates must be escorted in a group.

The items that you bring with you must fit in a container no larger than typical carry-on luggage. All items must be able to pass through an x-ray machine and THERE IS NO PLACE TO STORE LUGGAGE OR ITEMS THAT CANNOT BE X-RAYED. The security protocols are similar to that of airport screening though you are not required to remove your shoes and you will be able to bring beverages with you. Prohibited items include anything that could be described as a firearm, tools with blades including, but not limited to utility knives and other items such as knitting needles. CONFISCATED ITEMS WILL NOT BE RETURNED.

There are no public restrooms in the lobby. The building coffee shop opens at 6:00am though its bathroom is for customer use only. There are a number of lunch options within walking distance, however, you may want to bring snacks with you keeping in mind that you will not be able to leave the Assessment Center floor for breaks of less than 45 minutes. You may also want to bring paper-based reading materials to peruse between phases of the Oral Assessment.

### **Oral Assessment Scheduling**

Scheduling for your Office Management Specialist Oral Assessment will open on Monday, May 23, and close on Friday, June 3, 2016. Visit Pearson VUE at [www.pearsonvue.com/fssas/OMS.asp](http://www.pearsonvue.com/fssas/OMS.asp) during this period to schedule your assessment. At this time only Washington, DC, Oral Assessment appointments are available. The dates are from the end of June through September. As a reminder you are guaranteed an appointment only for the range of dates offered in this message. NOTE: Oral Assessments are not offered on weekends, federal holidays, or when the federal government is officially closed.

Think carefully before selecting a date for your Oral Assessment. It will be changed only in genuine emergencies, such as serious illness or military deployment. If you cannot keep your scheduled assessment date due to circumstances beyond your control you must contact [SpecialistScheduling@state.gov](mailto:SpecialistScheduling@state.gov) before the assessment date. Failure to appear for your scheduled assessment will automatically terminate your candidacy. Deferments will be granted only under compelling circumstances.

Before scheduling your assessment gather the following information: permanent address, daytime phone number, personal (non-work) e-mail address, and several alternative dates for your assessment based on the range of dates listed above. Note: The Board of Examiners does not intervene in the appointment system. Once the appointments for a particular date are filled they are no longer available. While you are guaranteed an appointment during this assessment window you are not guaranteed a specific appointment.

If you have a disability as defined under the Americans with Disability Act, you may request reasonable accommodation(s) to take the Oral Assessment. The first step is to send an e-mail to [ReasonableAccommodations@state.gov](mailto:ReasonableAccommodations@state.gov). Note: You will need to submit a letter identifying your disability and an explanation of the reasonable accommodations(s) you seek, along with appropriate documentation explaining and/or supporting the requested accommodation(s). The State Department reserves the right to ask for additional documentation to explain and support the requested accommodation(s).

## **What to Bring to the Assessment Center**

It is essential that you visit <http://www.careers.state.gov/downloads/download-center/download-center-wiki-list-of-docs-w/links-/what-to-prepare-and-bring-to-the-assessment-center-for-foreign-service-generalist-and-specialist-candidates-> for a list of what you should prepare and bring to the FSOA in addition to valid U.S. state or Federal government-issued photo identification. There is information about the Foreign Service Specialist selection process at <https://careers.state.gov/work/foreign-service/specialist/selection-process>. Further information about the unique demands of a Foreign Service career can be found on our website <http://careers.state.gov/learn/what-we-do>.

Please print a copy of this letter for your reference.

Congratulations again and good luck on your Oral Assessment day.

Sincerely,

The Board of Examiners

<http://www.pearsonvue.com/legal/privacy/>