



Foreign Affairs Handbook

3 FAH-1 – Personnel Operations Handbook

Transmittal Letter: POH-45

Date: October 24, 1997

SUBCHAPTER 3 FAH-1 H-2810 PERSONNEL EVALUATION- PROCEDURES

MAJOR CHANGES

1. This subchapter applies to Foreign Service employees of the Department of State.

2. The 3 FAH-1 H-2812.2-3a which provides that “when a Foreign Service member of USIA, FAS, or FCS officially transfers to State Foreign Service, the member’s file is transferred automatically and becomes part of the members State OPF (and vice versa). However, the performance files of new appointees from those agencies are not automatically transferred to the member’s State OPF. New appointees who were formerly employed by USIA, FAS, or FCS may request that their performance file from their agencies become part of the member’s State OPF.

3. The 3 FAH-1 H-2813.6-3 provides that detailees who are not rated or reviewed by a member of the Foreign Service will require a DER if their EER is found to be deficient by a review panel. It also provides that the Director General may direct a DER in the interest of justice or, alternatively may request that a special Inspector’s Evaluation Report (IER) be prepared where this can be accomplished feasibly.

4. Officers are reminded that Department-issued materials not codified in the **Foreign Affairs Manual** or its supplemental **Foreign Affairs Handbook** series generally have no regulatory validity (see 2 FAM 1115.2).

FILING INSTRUCTIONS

1. Place the attached subchapter 3 FAH-1 H-2810 at its appropriate location within 3 FAH-1.

2. For those who maintain a hard copy of this volume, after inserting the material in the binder, insert this transmittal letter immediately following the TL Checklist, fill in the entry line for TL:POH-45, and initial.

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(PER/PE)