

3 FAM 1100 INTRODUCTION

3 FAM 1110 PERSONNEL ADMINISTRATION AUTHORITY, REGULATIONS, AND PROCEDURES

3 FAM 1111 SCOPE AND AUTHORITY

3 FAM 1111.1 Policy

(TL:PER-274; 7-6-95)

a. Many basic policies and procedures apply to foreign affairs agencies' personnel, whether Civil Service or Foreign Service, either by law or as a matter of sound administration. It is the policy of the Department of State and the foreign affairs agencies to use both personnel system in a compatible manner and to prevent unfair advantage or disadvantage to any individual on the basis of the personnel system under which the individual is employed.

b. This volume of the Foreign Affairs Manual (FAM) describes these basic policies, and provides sources for the relevant procedures covered in its supplemental Foreign Affairs Handbooks (FAH).

3 FAM 1111.2 Applicability

(TL:PER-274; 7-6-95)

a. The applicability of each numbered paragraph is defined in two italicized lines which appear immediately under the transmittal line.

The first of these two lines identifies the agencies which have adopted the specific regulation (e.g. "State Only" or "Uniform State/USAID", etc.).

The second line identifies whether the regulations applies to Foreign Service employees, Foreign Service National employees, Civil Service employees, or some combination of this group.

b. Regulations which identify coverage of civil service employees apply only to Civil Service employees of the Department of State. Regulations in this volume do not apply to Civil Service employees of other Foreign Affairs agencies.

3 FAM 111.3 Authorities

(TL:PER-274; 7-6-95)

Personnel administration, as set forth in this volume of the FAM, is carried out under the applicable laws of the United States, principally those contained in:

- Title 5 of the United States Code;
- The Foreign Service Act of 1980 (22 U.S.C. 3901 et. seq.);
- Enabling legislation of the foreign affairs agencies; and
- Implementing Executive Orders, regulations, and directives.

3 FAM 112 PURPOSE

(TL:PER-274; 7-6-95)

The Foreign Affairs Manual policies are supplemented by related Foreign Affairs Handbook material. This FAH material carries the same weight and force as does the FAM material. Likewise, in both the FAM and FAH, exhibits carry the same weight and force as text.

3 FAM 112.1 Volume 3, Foreign Affairs Manual (3 FAM)

(TL:PER-274; 7-6-95)

This volume of the FAM sets forth the policies and regulations governing the administration of the personnel system applicable to the Department of State. Regulations which have been adopted jointly by the Department of State and other agencies (USIA, USAID, Commerce, Agriculture, Peace Corps) are so identified wherever they appear in this volume.

3 FAM 112.2 Foreign Affairs Handbooks (FAH)

(TL:PER-274; 7-6-95)

Handbooks in Volume 3 of the FAH contain procedures and guidelines which implement the regulations and policies contained in 3 FAM . These procedures and guidelines have the same force and effect as the regulations contained in 3 FAM and govern the day-to-day operation of the personnel system in the Department of State and, when adopted jointly, the other Foreign Affairs agencies

3 FAM 1113 STRUCTURE

3 FAM 1113.1 General

(TL:PER-274; 7-6-95)

Volume 3 of the FAM is organized around eight major personnel topics, each of which is assigned a series of nine chapters or 81 subchapters. In so far as is practicable, each subchapter is restricted to a single topic. Since some topics relate to both foreign service and civil service employees, while others relate to employees of only one of the services, subchapters, or parts thereof, contain an legend which indicates coverage.

3 FAM 1113.2 The 1000 Series-General

(TL:PER-274; 7-6-95)

- a. Chapters in the 1000 series contain general information on the organization of the FAM, general policies and regulations relating to all Civil Service and/or Foreign Service employees, and regulations governing the operations of the Employee Health and Medical System.
- b. Related handbook material which contains procedures, guidelines, and labor management agreements which implement the regulations found in the 1000 series of the FAM is published in 3 FAH-1 H-1100 to 3 FAH-1 H-1900 of 3 FAH-1, The Personnel Operations Handbook. Chapters in that handbook are numbered to correspond to chapters of the same number in the FAM.

3 FAM 1113.3 The 2000 Series-Personnel Operations

(TL:PER-274; 7-6-95)

- a. Chapters in the 2000 series contain regulations and policies which govern the day-to-day operation of the Foreign Service and Civil Service personnel systems.
- b. Related handbook material which contains procedures, guidelines, and labor management agreements which implement the regulations found in the 2000 series of the FAM is published in 3 FAH-1 H-2100 to 3 FAH-1 H-2900 of 3 FAH-1, The Personnel Operations Handbook. Chapters in that handbook are numbered to correspond to chapters of the same number in the FAM.

3 FAM 1113.4 The 3000 Series-Pay, Benefits and Allowances

(TL:PER-274; 7-6-95)

- a. Chapters in the 3000 series contain regulations and policies which govern civil service and foreign service pay, benefits, allowances and travel.
- b. Related handbook material which contains procedures, guidelines, and labor management agreements which implement the regulations found in the 3000 series of the FAM is published in 3 FAH-1 H-3100 to 3 FAH-1 H-3900 of 3 FAH-1, The Personnel Operations Handbook. Chapters in that handbook are numbered to correspond to chapters of the same number in the FAM.

3 FAM 1113.5 The 4000 Series-Employee Relations

(TL:PER-274; 7-6-95)

- a. Chapters in the 4000 series contain regulations and policies which regulate the conduct of Foreign Service and Civil Service employees; provide penalties for infractions; establish grievance and appeals procedures; and provide for awards for outstanding performance.
- b. Related handbook material which contains procedures, guidelines, and labor management agreements which implement the regulations found in the 4000 series of the FAM is published in 3 FAH-1 H-4100 to 3 FAH-1 H-4900 of 3 FAH-1, The Personnel Operations Handbook. Chapters in that handbook are numbered to correspond to chapters of the same number in the FAM.

3 FAM 1113.6 The 5000 Series-Labor Relations

(TL:PER-274; 7-6-95)

- a. Chapters in the 5000 series contain regulations and policies which regulate labor- management relations in the Department.
- b. Related handbook material which contains procedures, guidelines, and labor management agreements which implement the regulations found in the 5000 series of the FAM is published in 3 FAH-1 H-5100 to 3 FAH-1 H-5900 of 3 FAH-1, The Personnel Operations Handbook. Chapters in that handbook are numbered to correspond to chapters of the same number in the FAM.

3 FAM 1113.7 The 6000 Series-Retirement

(TL:PER-274; 7-6-95)

- a. Chapters in the 6000 series contain regulations and policies which govern the administration of the retirement program for Civil Service and Foreign Service Employees.
- b. Related handbook material which contains procedures, guidelines, and labor management agreements which implement the regulations found in the 6000 series of the FAM is published in 3 FAH-1 H-6100 to 3 FAH-1 H-6900 of 3 FAH-1, The Personnel Operations Handbook. Chapters in that handbook are numbered to correspond to chapters of the same number in the FAM.

3 FAM 1113.8 The 7000 Series-Foreign Service National Personnel

(TL:PER-274; 7-6-95)

- a. Chapters in the 7000 series contain regulations and policies which govern the administration of the Foreign Service National personnel system.
- b. There is a related handbook in the 3 FAH-1 series which contains procedures, guidelines, and classification standards which implement the regulations in the 7000 series of the FAM. At the present time, there is no relationship between the chapter numbers in this handbook and the related chapters in 3 FAH-1.

3 FAM 1113.9 The 8000 Series-Overseas Employment Program

(TL:PER-274; 7-6-95)

- a. Chapters in the 8000 series contain regulations and policies which govern the administration of the various overseas employment programs administered by the Office of Overseas Employment (PER/OE).
- b. Related handbook material which contains procedures and guidelines which implement regulations found in the 8000 series of the FAM is published in 3 FAH-1 H-8100 to 3 FAH-1 H-8900 of 3 FAH-1, The Personnel Operations Handbook. Chapters in that handbook are numbered to correspond to chapters of the same number in the FAM.

3 FAM 1114 UPDATING THE FAM AND FAH

(TL:PER-274; 7-6-95)

Procedures and guidelines governing the revision of 3 FAM and 3 FAH-1 material and a list of offices responsible for specific subchapters are published in 3 FAH-1 H-1110.

3 FAM 1115 THROUGH 1119 UNASSIGNED