

3 FAM 1300 PERSONNEL RESPONSIBILITIES

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3 FAM 1310 RESPONSIBILITIES FOR PERSONNEL ADMINISTRATION

3 FAM 1311 THE SECRETARY OF STATE

*(TL:PER-475; 08-06-2003)
(State Only)
(Applies to Foreign Service and Civil Service Personnel)*

a. The Secretary of State (The Secretary), under the direction of the President, is responsible for:

- The overall management of the Department and its personnel;
- The administration and direction of the Foreign Service; and
- The coordination of the activities of the Foreign Service with the needs of the Department and other agencies.

b. Function statement and authorities are found in 1 FAM 010 and 3 FAM 1310.

3 FAM 1312 THE UNDER SECRETARY FOR MANAGEMENT

*(TL:PER-475; 08-06-2003)
(State Only)
(Applies to Foreign Service and Civil Service Personnel)*

a. The Under Secretary for Management:

Assists and acts for the Secretary in providing effective and coordinated administration of the Departmental and Foreign Service personnel programs through guidance to the Director General of the Foreign Service and Director of Personnel; and

Determines the organizational structure of the Department at the office level and above.

b. By Delegation of Authority No. 148, dated August 4, 1981, as amended, the Secretary delegated all his functions under the Foreign Service Act (except for enumerated reserved functions), to the Under Secretary for Management. Similar authority for civil service personnel has also been delegated.

c. Function statement and authorities are found at *1 FAM 040*.

3 FAM 1313 THE DIRECTOR GENERAL OF THE FOREIGN SERVICE AND DIRECTOR OF PERSONNEL

(TL:PER-475; 08-06-2003)

(State Only)

(Applies to Foreign Service and Civil Service Personnel)

a. The Director General of the Foreign Service and Director of Personnel (Director General):

(1) Assists the Secretary of State and the Under Secretary for Management by:

—Directing the formulation and implementation of personnel policies and programs; and

—Issuing regulations governing the personnel administration of the Department and the Foreign Service.

(2) Manages the Bureau of Personnel through three Deputy Assistant Secretaries for Personnel; and

(3) Makes decisions on recommendations of the Foreign Service Grievance Board which reflect settlement agreements between a grievant and the Bureau of Personnel (see Delegation of Authority No. 148-3, dated July 16, 1982).

b. Function statement and authorities are found in *1 FAM 230*.

3 FAM 1314 CHIEF OF MISSION

(TL:PER-475; 08-06-2003)

(State Only)

(Applies to Foreign Service Personnel)

a. A chief of mission to a foreign country shall:

—Have full responsibility for the direction, coordination, and supervision

of all U.S. Government employees in that country (except for employees under the command of a U.S. area military commander);

—Keep fully and currently informed on all activities and operations of the U.S. Government within that country; and

—Insure that all U.S. Government employees in that country (except for employees under the command of a U.S. area military commander) comply fully with all applicable directives of the chief of mission.

b. Function statement and authorities are found in *1FAM 013* and *2 FAM 110*.

3 FAM 1315 INSPECTOR GENERAL

(TL:PER-475; 08-06-2003)

(State Only)

(Applies to Foreign Service and Civil Service Personnel)

a. As provided by the Inspector General Act of 1978 and section 209(g) of the Foreign Service Act, the Inspector General:

—Selects, appoints, and employees such officers and employees as may be necessary for carrying out the functions, powers, and duties of the Office of Inspector General;

—Conducts audits and investigations relating to programs and operations of the Department;

—Provides leadership and coordination, and recommends policies designed to promote economy and efficiency, and prevent and detect waste, fraud, and abuse in Department programs and operations;

—Inspects the administration of activities of each Foreign Service post;

—Conducts inspections, which are designed to determine whether the policy or program goals of the Department are being efficiently achieved;

—Reports findings and recommendations to the Secretary; and

—Keeps the Secretary and Congress fully informed about problems and deficiencies relating to the administration of Department programs and operations and the necessity for corrective action.

b. Function statement and authorities are found at *1 FAM 050*.

3 FAM 1316 THE FOREIGN SERVICE INSTITUTE

(TL:PER-475; 08-06-2003)
(State Only)
(Applies to Foreign Service and Civil Service Personnel)

The Director of the Foreign Service Institute is responsible, under the general supervision of the Under Secretary for Management, for:

—Promoting career development within the Department and the Foreign Service; and

—Providing necessary training and instruction to members of the Foreign Service and to employees of the Department and other agencies.

b. Function statement and authorities are found in *1 FAM 044.3-1*.

3 FAM 1317 THE BUREAUS AND POSTS

(TL:PER-273; 7-6-95)
(State Only)
(Applies to Foreign Service and Civil Service Personnel)

The heads and executive directors of bureaus and offices of the Department and administrative and personnel officers at overseas posts have a continuing responsibility to carry out the objectives and policies governing the personnel programs of the Department. These officers are delegated varying degrees of responsibility for personnel administration in the subsequent chapters of this volume of the Foreign Affairs Manual.

3 FAM 1318 THE BOARD OF THE FOREIGN SERVICE

3 FAM 1318.1 General

(TL:PER-273; 7-6-95)
(State Only)
(Applies to Foreign Service Personnel)

a. In compliance with section 210 of the Act, the President established the Board of the Foreign Service (Board) by section 9a, Executive Order No. 12363 of May 21, 1982.

b. The Board advises the Secretary on matters relating to the Service, including:

—Furtherance of maximum compatibility in the administration of the Foreign Service Personnel system among agencies authorized by law to use that system; and

—Compatibility between the Foreign Service and other personnel systems in the Government.

c. The Board provides a forum where personnel management and operational considerations are both represented with the purpose of insuring that the Foreign Service as a whole, across agency lines, is fully equipped to meet its demanding responsibilities.

3 FAM 1318.2 Responsibilities

(TL:PER-273; 7-6-95)

(State Only)

(Applies to Foreign Service Personnel)

The Board:

(1) Develops and supervises the administration of examinations prescribed by section 301(b) of the Act to be given to candidates for appointment in the Foreign Service;

(2) Periodically reviews the examinations to determine:

—Whether any such examination has an adverse impact on the hiring, promotion, or other employment of individuals, by virtue of their race, color, religion, sex, national origin, age, handicapping condition, marital status, or political affiliation;

—Methods of minimizing any such adverse impact;

—Alternatives to any examinations which have such adverse impact; and

—Whether such examinations are valid in relation to job performance.

3 FAM 1319 THE BOARD OF EXAMINERS OF THE FOREIGN SERVICE

3 FAM 1319.1 Legal Authority

(TL:PER-273; 7-6-95)

(State Only)

(Applies to Foreign Service Personnel)

a. Section 211 of the Act; and

b. Section 6 of Executive Order No. 12293 of February 23, 1981.

c. By Delegation of Authority No. 148, dated August 4, 1981, as amended, the Secretary of State delegated to the Under Secretary for Management the functions vested in the Secretary by Section 6 of Executive Order 12293.

3 FAM 1319.2 Under Secretary for Management

(TL:PER-273; 7-6-95)

(State Only)

(Applies to Foreign Service Personnel)

The Under Secretary for Management:

—Appoints the Department of State members of the Board;

—Appoints the public members of the Board; and

—Designates from among the members of the Board a Chairperson who is a member of the Foreign Service.

3 FAM 1319.3 Other Foreign Affairs Agencies

(TL:PER-273; 7-6-95)

(State Only)

(Applies to Foreign Service Personnel)

The heads of other agencies utilizing the Foreign Service personnel system and heads of agencies having responsibility for testing appoint the other Government members of the Board.

3 FAM 1319.4 Director General

(TL:PER-273; 7-6-95)

(State Only)

(Applies to Foreign Service Personnel)

On September 17, 1981, the Under Secretary for Management designated the Director General as the Chairperson of the Board of Examiners.