

3 FAM 2120 EMPLOYMENT

3 FAM 2121 POLICY

(TL:PER-271; 6-30-95)

(State Only)

(Applies to Foreign Service Employees)

a. The Department's policy is to recruit and select the best qualified employees available, without regard to age, race, color, religion, sex, national origin, politics, marital status, or physical handicap with respect to any position which the duties may be efficiently performed by a person with the physical handicap.

b. The Department develops and maintains qualification standards for various categories of positions, publishes recruitment literature, publicizes its needs, and conducts planned recruiting trips throughout the United States to attract and examine the type of personnel needed for effective operation of the Foreign Service.

3 FAM 2122 BASIC REQUIREMENTS FOR EMPLOYMENT OF U.S. CITIZENS

3 FAM 2122.1 Assignment Availability

(TL:PER-271; 6-30-95)

(State Only)

(Applies to Foreign Service Employees)

Persons who limit their availability to specific locations cannot be considered unless qualified candidates prepared to accept assignment to any post are not available. Insofar as feasible, applicants will be assigned overseas initially to the geographic area of their choice. However, they must be willing, if no appropriate vacancies exist in their area of choice at the time of initial assignment, to accept assignment to any foreign post. Employees also must be willing to accept subsequent assignments to any post according to the needs of the Service.

This does not apply to resident staff personnel or to persons employed for special programs and assigned to a certain post or area.

3 FAM 2122.2 Security Investigations

3 FAM 2122.2-1 Legal and Regulatory Requirements

(TL:PER-271; 6-30-95)

(State Only)

(Applies to Foreign Service Employees)

a. Executive Order 10450 of April 27, 1953, as amended, provides that:

—The head of each department of the Government establish and maintain an effective program to insure that the employment and retention of any civilian officer or employee is clearly consistent with the interests of national security; and

—The appointment of each civilian officer or employee shall be made subject to investigation.

b. 12 FAM provides that:

—Every sensitive position in the Department shall be made subject to a full field investigation;

—No sensitive position in the Department shall be filled or occupied by any person for whom a full field investigation has not been conducted; and

—The Bureau of Diplomatic Security (DS) shall conduct such investigations as may be required by the investigative responsibilities of the Secretary.

3 FAM 2122.2-2 Definitions

(TL:PER-271; 6-30-95)

(State Only)

(Applies to Foreign Service Employees)

Definitions of terms used in this subchapter are published in 3 FAM 1120.

3 FAM 2122.2-3 Personal Data Required

(TL:PER-271; 6-30-95)

(State Only)

(Applies to Foreign Service Employees)

Applicants for employment in sensitive positions with the Department must submit the following forms through the Employment Division (PER/REE/EMP) or the Secretariat for the Board of Examiners for the Foreign Service (PER/REE/BEX):

(1) SF-86, Security Investigation Data for Sensitive Position

(a) The form must be typewritten and completed in quadruplicate.

(b) If the applicant is married, item 28 must list the name and address of the spouse's current employer or a statement that the spouse is unemployed.

(c) The applicant must also provide all addresses at which the spouse has resided since age 21.

(2) SF-87, U.S. Civil Service Commission Fingerprint Chart. This form must be submitted in duplicate.

3 FAM 2123 EMPLOYMENT OF SPOUSES OR DEPENDENTS

(TL:PER-271; 6-30-95)

(State Only)

(Applies to Foreign Service Employees)

a. It is the policy of the Department to consider the employment or reemployment of spouses or dependents or employees who wish to work at posts abroad. Such employment is subject to the approval of the Chief of Mission. (see 3 FAM 4100, and 3 FAM 8000).

b. Posts should routinely survey families as they arrive to determine which spouses or dependents desire employment and have a skill which may be needed at the post.

c. The usual provisions for security clearances must be observed for all appointments of spouses or dependents.

3 FAM 2124 CHANGES IN EMPLOYMENT STATUS

(TL:PER-271; 6-30-95)

(State Only)

(Applies to Foreign Service Employees)

a. Employees who wish to continue their careers after marriage can do so if they continue to accept all conditions of employment, including availability for worldwide service, without reservation.

b. Foreign Service employees who wish to remain indefinitely in the United States after marriage may be considered for transfer to an appropriate personnel category.

3 FAM 2125 VOLUNTARY SERVICES

(TL:PER-271; 6-30-95)

(State Only)

(Applies to Foreign Service Employees)

Voluntary services shall not be accepted by the Government except in cases of sudden emergency involving the loss of human life or the destruction of property.

3 FAM 2126 THROUGH 2129 UNASSIGNED