



Foreign Affairs Handbook

12 FAH-3 – Field Office Management Handbook

Transmittal Letter: FOMH-02

Date: November 19, 2002

12 FAH-3 H-120 Personnel Policies

MAJOR CHANGES

1. In 12 FAH-3 H-121, form number SF-71 was changed to OPM-71.
2. The legal authority and additional reference materials can be found at the following websites:
 - Code of Federal Regulations (CFR)—
<http://frwebgate.access.gov/egi-bin/get-cfr>,
 - United States Code (U.S.C.)—
<http://www4.law.cornell.edu/uscode>; and
 - Office of Personnel Management—
<http://www.opm.gov>
3. Revisions since the last update appear in italics. Other than formal titles, the italics will be removed the next time the material is updated. Only current changes will appear in italics. Italics provide a historical record of changes.
4. Under the Foreign Affairs Reform and Restructuring Act of 1998, Public Law 105-277, the functions of the U.S. Information Agency related to international broadcasting are transferred to the Broadcasting Board of Governors. Accordingly, all provisions of the FAM previously applicable to USIA continue in effect with respect to the BBG until further notice.
5. 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 FOR PAPER COPIES

1. Remove and destroy the text of the old 12 FAH-3 subchapter H-120 (issued under TL:FOMH-01; dated 12-04-1995; 14 pages total) and replace it with the attached revised identically numbered subchapter H-120 (14 pages total).

2. After inserting the material in the binder, insert this transmittal letter immediately following the TL Checklist, then fill in the entry line for TL:FOMH-02, and initial.

DISTRIBUTION NOTICE

1. The *Foreign Affairs Manual and Handbooks* (unclassified) official version can be found on the State Department's Open Net site at <http://arpsdir.a.state.gov>.

2. All posts and offices keeping paper versions of *Foreign Affairs Handbooks* are responsible for maintaining their FAHs on a current basis (see 2 FAM 1116.5), and for ensuring that all copies (including binders) are either retained or returned to A/RPS/DIR if no longer needed. **When returning excess or unused materials include your office/post symbols and inform MMS/PB and your message center if you need to have your distribution reduced** (this generally applies only to time-sensitive paper issuances). A/RPS/MMS/PRD, Room B-935, 202-736-7470, FAX 202-736-7472, handles all requests for paper copies, including non-Government users (include either fiscal information or payment with request, as appropriate).

3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/RPS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this transmittal letter.

(DS/PPB/PPD)