

3 FAM 1100 INTRODUCTION

3 FAM 1110 PERSONNEL ADMINISTRATION AUTHORITY, REGULATIONS, AND PROCEDURES

*(CT:PER-538; 05-11-2005)
(Office of Origin: HR/ER)*

3 FAM 1111 SCOPE AND AUTHORITY

3 FAM 1111.1 Policy

(CT:PER-515; 01-07-2004)

- 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 systems 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

(CT:PER-538; 05-11-2005)

- 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, *Overseas Employees (Locally Employed Staff (Foreign Service Nationals and U.S. citizens paid under the Local Compensation Plan), Eligible Family Members paid under the FP schedule, and Not Ordinarily Resident employees paid under the FP schedule) (refer to 3 FAM 7120)*, 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 1111.3 Authorities

(CT:PER-515; 01-07-2004)

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:

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

3 FAM 1112 PURPOSE

(CT:PER-515; 01-07-2004)

The FAM is supplemented by related FAH material. This FAH material carries the same weight and force as the FAM material. Likewise, in both the FAM and FAH, exhibits carry the same weight and force as the text.

3 FAM 1112.1 Volume 3, Foreign Affairs Manual (3 FAM)

(CT:PER-515; 01-07-2004)

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 adopted jointly by the Department of State and other agencies (e.g. Broadcasting Board of Governors, USAID, Commerce, Agriculture, Peace Corps,) are so identified wherever they appear in this volume.

Volume 3 of the FAM is organized around eight major personnel topics, each

of which is assigned a series of nine chapters of 89 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 a legend, which indicates coverage.

3 FAM 1113 STRUCTURE

3 FAM 1113.1 The 1000 Series-General

(CT:PER-515; 01-07-2004)

- a. Chapters in the 1000 series contain general information on the organization of the FAM and general policies and regulations relating to all Civil Service and/or Foreign Service employees.
- b. Related handbook material which contains procedures and guidelines 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 1113.2 The 2000 Series-Personnel Operations

(CT:PER-515; 01-07-2004)

- a. Chapters in the 2000 series contain regulations and policies, which govern the day-to-day operations 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 1113.3 The 3000 Series-Pay, Benefits and Allowances

(CT:PER-515; 01-07-2004)

- a. Chapters in the 3000 series contain regulations and policies which govern Civil Service and Foreign Service pay, leave administration, benefits (e.g. Federal Employees Health Benefits (FEHB), Federal Employees Group Life

Insurance (FEGLI), Office of Worker's Compensation Program (OWCP), Unemployment Compensation for Federal Employees (UCFE), Reasonable Accommodations), allowances and travel. In addition, Chapters in the 3000 series contains special program regulations and policies such as Transit Subsidy Program, Student Loan Repayment Program (SLRP), and Professional Liability Insurance (PLI).

- 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 1113.4 The 4000 Series-Employee Relations

(CT:PER-515; 01-07-2004)

- a. Chapters in the 4000 series contain regulations and policies which govern the conduct of Foreign Service and Civil Service employees; provide penalties for misconduct; 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 1113.5 The 5000 Series-Labor Relations

(CT:PER-515; 01-07-2004)

- a. Chapters in the 5000 series contain regulations and policies, which govern 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 1113.6 The 6000 Series-Retirement

(CT:PER-515; 01-07-2004)

- 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 1113.7 The 7000 Series-Overseas Employees

(CT:PER-538; 05-11-2005)

- a. Chapters in the 7000 series contain regulations and policies, which govern the administration of the Foreign Service National personnel system *for Overseas Employees*.
- b. There is a related handbook in the 3 FAH-1 series, which contains procedures, guidelines, and classifications 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 1113.8 The 8000 Series-Overseas Employment Program

(CT:PER-515; 01-07-2004)

- 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 (*HR/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

(CT:PER-515; 01-07-2004)

- a. 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.

- b. Refer to 2 FAH-1 H-100, "Foreign Affairs Manual Standards", specifically, 2 FAH-1 H 110, Revising or Drafting New Material.

3 FAM 1115 THROUGH 1119 UNASSIGNED