

3 FAM 1200 PERSONNEL POLICY AND OBJECTIVES

3 FAM 1210 PERSONNEL POLICY

*(CT:PER-571; 09-27-2005)
(Office of Origin: DGHR/PC)*

3 FAM 1211 GENERAL

*(CT:PER-571; 09-27-2005)
(Uniform State/USAID/ BBG /Commerce/Foreign Service Corps-USDA)
(Applies to Civil Service and Foreign Service Employees)*

The policies, programs, standards, and procedures governing the personnel systems of the foreign affairs agencies are designed and administered to ensure the attraction, utilization, development, and retention of personnel of the highest caliber and abilities, and to promote the most effective execution of each agency's responsibilities.

3 FAM 1212 EQUAL OPPORTUNITY AND THE MERIT SYSTEM

3 FAM 1212.1 Foreign Service (FS)

*(CT:PER-571; 09-27-2005)
(Uniform State/USAID/ BBG/Commerce/Foreign Service Corps-USDA)
(Applies to Civil Service and Foreign Service Employees)*

- a. The personnel programs of the foreign affairs agencies shall be administered without discrimination on the basis of race, color, religion, sex, national origin, age, handicapping condition, marital status, geographic or educational affiliation, or political affiliation and in a manner to ensure that members of the Service and applicants for appointments in the Service are free from reprisal for actions cited in

sections 105(b)(2) and (3) and 105(c) of the Foreign Service Act of 1980, as amended, (the Act) (see 3 FAM 2110). In addition, such programs of the foreign affairs agencies shall be administered without discrimination on the *basis* of sexual orientation.

- b. Appointment, assignment, and promotion for all categories of personnel shall be on the basis of merit. If an applicant is a veteran it is considered an affirmative factor (see 5 U.S.C. 2108(3)).
- c. Personnel policies and programs shall ensure that all employees have adequate and reasonable opportunities for training, promotion, and maximum utilization of skills, consistent with the needs of the agency.

3 FAM 1212.2 Civil Service

(CT:PER-571; 09-27-2005)

(State Only)

(Applies to Civil Service Employees Only)

- a. The personnel programs of the Department of State shall be administered without discrimination on the basis of race, color, religion, sex, national origin, age, handicapping condition, marital status, or political affiliation, as prohibited under 5 U.S.C. 2302(b)(1) and in a manner to ensure that members of the Civil Service and applicants for appointments in the Civil Service are free from reprisal for actions cited 3 FAM 1500. In addition, such programs of the Department shall be administered without discrimination on the *basis* of sexual orientation.
- b. Appointment, assignment, and promotion for all categories of personnel shall be on the basis of merit. If an applicant is a veteran it is considered an affirmative factor (see 5 U.S.C. 2108(3)).
- c. Personnel policies and programs shall ensure that all employees have adequate and reasonable opportunities for training, promotion, and maximum utilization of skills, consistent with the needs of the agency.

3 FAM 1212.3 Filing Procedures

(CT:PER-571; 09-27-2005)

(State)

(Applies to Foreign Service and Civil Service Employees)

Aggrieved individuals who wish to file a complaint of discrimination under this subchapter should avail themselves of the procedures prescribed by their collective bargaining agreement. Civil Service employees who are not

members of a collective bargaining unit may file a discrimination complaint with OCR under 29 CFR 1614. All Foreign Service employees whether members of the bargaining unit or not, may file a discrimination complaint with OCR under 29 CFR 2914, or use the Foreign Service Grievance procedure under 3 FAM 4400.

3 FAM 1213 UNIFORM PERSONNEL POLICIES

*(CT:PER-571; 09-27-2005)
(Uniform State/USAID/ BBG/Commerce/Foreign Service Corps-USDA)
(Applies to Civil Service and Foreign Service Employees)*

The Secretary of State, in conjunction with the heads of agencies utilizing the Foreign Service personnel system, will provide leadership in developing uniform policies, standards, and regulations applicable to Foreign Service personnel of the foreign affairs agencies, and in providing uniform benefits and perquisites for such personnel serving at posts abroad, to the maximum extent practicable.

3 FAM 1214 MANAGEMENT AND SUPERVISION

*(CT:PER-571; 09-27-2005)
(Uniform State/USAID/ BBG/Commerce/Foreign Service Corps-USDA)
(Applies to Civil Service and Foreign Service Employees)*

Supervisors and program managers at all levels are expected to provide leadership by example and to acquire and practice those supervisory and managerial skills which are designed to foster the highest attainable degree of employee morale and productivity.

3 FAM 1215 OBLIGATION TO ACCEPT ASSIGNMENTS

*(CT:PER-571; 09-27-2005)
(Uniform State/USAID/ BBG/Commerce/Foreign Service Corps-USDA)
(Applies to Civil Service and Foreign Service Employees)*

In accordance with section 504 of the Act, career members of the Service are expected to accept willingly their obligation to serve anywhere in the United States or abroad that the needs of the Service may require.

3 FAM 1216 ETHICAL STANDARDS

(CT:PER-571; 09-27-2005)

(Uniform State/USAID/ BBG/Commerce/Foreign Service Corps-USDA)

(Applies to Civil Service and Foreign Service Employees)

Employees at all levels are expected to exhibit at all times the highest standards of character, integrity, and conduct and to maintain a high level of efficiency and productivity.

3 FAM 1217 PARTICIPATION OF SPOUSE

(CT:PER-571; 09-27-2005)

(Uniform State/USAI/BBG/Commerce/Foreign Service Corps-USDA)

(Applies to Foreign Service Employees Only)

Unless working as an employee or contractor, participation of a spouse in the work of a post is a voluntary act of a private person, not a legal obligation which can be imposed by any Foreign Service officer (FSO) or spouse. Nonparticipation of a spouse in representational, charitable, or social activities in no way reflects on the employee's effectiveness on the job.

3 FAM 1218 THROUGH 1219 UNASSIGNED