

3 FAM 3140 COMMUNICATIONS DIFFERENTIAL FOR OFFICE MANAGEMENT SPECIALISTS

*(CT:PER-520; 03-21-2005)
(Office of Origin: HR/RMA)*

3 FAM 3141 AUTHORITY

*(TL-PER-465; 02-27-2003)
(State Only)
(Applies to Foreign Service Employees Only)*

The authority is found under the following:

Section 704(b)(3) of the Foreign Service Act of 1980, as amended (22 U.S.C. 4024(b)(3)).

3 FAM 3142 COVERAGE

3 FAM 3142.1 Criteria for Determining Covered Positions

*(CT:PER-520; 03-21-2005)
(State Only)
(Applies to Foreign Service Employees Only)*

A covered position *that is eligible for the communications differential is a Foreign Service office management specialist (OMS) position at limited posts with one or no information management (IM) position on site. Covered positions require OMS incumbents to perform the backup or primary communications duties as determined by the appropriate regional bureau with input from HR/CDA.*

3 FAM 3142.2 Who is Covered

*(CT:PER-520; 03-21-2005)
(State Only)
(Applies to Foreign Service Employees Only)*

- a. To be covered, an employee must be:
- (1) A Foreign Service office management specialist;
 - (2) Certified by the Foreign Service Institute (FSI), School of Applied Information Technology (SAIT) as meeting the communications skill requirements established by FSI/SAIT *and having completed post-specific training*;
 - (3) *In receipt of all appropriate security clearances; and*
 - (4) Assigned or detailed to a covered position described under 3 FAM 3142.1.
- b. The management officer at post, based on input from the information programs officer (IPO) or management official responsible for communications, may *terminate the differential for* any employee who fails to perform successfully the duties required under 3 FAM 3143.

3 FAM 3143 DUTIES AND RESPONSIBILITIES

(CT:PER-520; 03-21-2005)

(State Only)

(Applies to Foreign Service Employees Only)

As required *by* the IPO or in the IPO's absence, the office management specialist is responsible for the following duties:

- (1) *Assuming* communications call back and weekend duty at least one week per month;
- (2) *Assuming* all *IM* duties and responsibilities of the information management specialist in his or her absence *or incapacity to perform such duties*;
- (3) *Assisting, when necessary*, the primary information management specialist (e.g., *during periods of* unusually high traffic volume);
- (4) *Routinely supporting the IM employee on a mutually approved weekly schedule; and*
- (5) *Meeting all of the requirements contained in 3 FAM 3140.*

3 FAM 3144 CALCULATIONS AND PAYMENTS

3 FAM 3144.1 Calculations

(TL-PER-372; 10-01-1999)

(State Only)

(Applies to Foreign Service Employees Only)

- a. The communications differential calculation is based on:
 - (1) An amount equal to five percent of the employee's basic pay; and
 - (2) An amount separate from, and in addition to, any standby pay authorized under 3 FAM 3138.
- b. Taxes are withheld from the communications differential.
- c. The communications differential is not considered basic pay and is not included in calculations for the following deductions and payments:
 - (1) Retirement deductions and annuity computation;
 - (2) Thrift Savings Plan deductions;
 - (3) Life Insurance computation;
 - (4) Annual leave lump-sum payment computation; *or*
 - (5) Premium pay computations.

3 FAM 3144.2 Payments

(TL-PER-372; 10-01-1999)

(State Only)

(Applies to Foreign Service Employees Only)

Payments are on a biweekly basis.

3 FAM 3145 EFFECTIVE DATES

3 FAM 3145.1 Entitlement

(CT:PER-520; 03-21-2005)

(State Only)

(Applies to Foreign Service Employees Only)

- a. Entitlement to the communications differential will begin the first full pay

period an employee meets the criteria for coverage under 3 FAM 3142.2.

- b. When an employee's assignment to a covered position starts in the middle of a pay period, entitlement to the communications differential begins *in the next* full pay period.

3 FAM 3145.2 Termination

(TL-PER-372; 10-01-1999)

(State Only)

(Applies to Foreign Service Employees Only)

- a. Entitlement to communications differential for Foreign Service office management specialists shall terminate when an employee no longer meets the criteria for coverage under 3 FAM 3142.2.
- b. When coverage terminates in the middle of a pay period, entitlement to the differential shall terminate at the end of that pay period. The employee is entitled to the differential for that entire pay period, but is not entitled to the differential in the following pay period.

3 FAM 3146 THROUGH 3149 UNASSIGNED