

3 FAH-1 H-1000 GENERAL

3 FAH-1 H-1100 INTRODUCTION

3 FAH-1 H-1110 DEVELOPMENT OF NEW AND REVISED PERSONNEL ISSUANCES

*(CT:POH-125; 03-02-2007)
(Office of Origin: HR/ER)*

3 FAH-1 H-1111 PURPOSE

*(CT:POH-109; 04-20-2005)
(State Only)
(Applies to Civil Service and Foreign Service Employees)*

- a. This subchapter defines the responsibilities of offices and individuals assigned to develop, draft, clear, coordinate, and prepare the new and revised material for inclusion in:
 - (1) Volume 3 of the Foreign Affairs Manual (3 FAM);
 - (2) Foreign Affairs Handbooks in the 3 FAH series;
 - (3) Other volumes of the FAM containing personnel related issuances; and
 - (4) Other personnel issuances such as 5 and/or 22 Code of Federal Regulations (CFR).
- b. All documents must be in compliance with this handbook and 2 FAH-100.

3 FAH-1 H-1112 DEFINITIONS

3 FAH-1 H-1112.1 Foreign Affairs Manual (FAM) and Foreign Affairs Handbook (FAH)

(TL:POH-087; 09-26-2002)

(State Only)

(Applies to Civil Service and Foreign Service Employees)

For the purpose of this subchapter, the definitions set forth in 2 FAM 1113 apply.

3 FAH-1 H-1112.2 Other Definitions

(CT:POH-125; 03-02-2007)

(State Only)

(Applies to Civil Service and Foreign Service Employees)

Directive—A written communication that establishes and prescribes the organization, policies, regulations, or procedures that provides an official basis of operation. Most directives are commonly referred to as regulations, (see 2 FAM 1113).

Directives Management (DIR)—For purposes of this subchapter Directives Management or DIR means A/*ISS*/DIR. *ISS* is *Information Sharing Services*.

Personnel issuances—Volume 3 of the FAM, handbooks issued in the 3 FAH series of the FAH, related material in other volumes of the FAM and FAH (e.g., 1 FAM 230), and appropriate parts of title 22, Code of Federal Regulations.

Uniform issuances—Any chapter or subchapter of the FAM or FAH that applies to more than one foreign affairs agency.

3 FAH-1 H-1113 REGULATORY REQUIREMENTS

(CT:POH-125; 03-02-2007)

(State Only)

(Applies to Civil Service and Foreign Service Employees)

a. The issuance of all Department directives is governed by regulations

published in 2 FAM 1110. Should conflict arise, 2 FAM 1110 takes precedence over the procedures in this subchapter. In addition to other information the 2 FAM 1110:

- (1) Provides that “all written communications that establish and prescribe the organization, policies, regulations, or procedures that provide an official basis of operations must, with certain exceptions approved by The Office of Directives Management (DIR), have their basis in applicable legal authorities and the Foreign Affairs Manual” (FAM);
 - (2) Requires that all guidelines, internal or standard operating procedures, which in any way involve the function of other bureaus, offices, or staffs, be submitted to A/*ISS*/DIR for analysis, editing, and approval prior to publication, and that A/*ISS*/DIR’s determination that a proposed issuance must be published in the FAM or FAH is final and binding. The Office of Inspector General(OIG) is exempt from the requirement to submit its OIG internal directives to A/*ISS*/DIR for approval, in accordance with (5 U.S.C. Appendix); and,
 - (3) Prohibits the use of Department Notices, memoranda, or telegrams to establish or modify regulations unless the actual regulation has been submitted to A/*ISS*/DIR for publication. A/*ISS*/DIR approves such use on a case-by-case basis. Such use extends for 90 days only and is not subject to renewal. (See 2 FAM 1115.2.)
- b. As a general rule, A/*ISS*/DIR will not approve the issuance of internal or standard operating procedures or Department Notices that seek to regulate (either directly or indirectly) the functions of another office, bureau, or post (even with the affected unit’s clearance). Department policy requires that such material be published in either the FAM or FAH in order to have regulatory force and effect.

3 FAH-1 H-1114 OBLIGATIONS TO DEAL WITH UNIONS

(TL:POH-58; 12-17-1999)

(State Only)

(Applies to Civil Service and Foreign Service Employees)

- a. Federal labor management relation’s policy requires that management representatives of the Department consult and bargain as appropriate with exclusively organized labor organizations (unions) of the Department

with respect to conditions of employment of employees. This includes personnel policies, practices, and matters affecting working conditions. Regulations and practices pertaining to allowances, travel, per diem, tour of duty, leave, etc., are considered personnel policies or practices.

- b. Regulations covering labor-management relations are published in 3 FAM 5000.

3 FAH-1 H-1115 RESPONSIBILITIES

3 FAH-1 H-1115.1 Chief Labor Management Negotiator

(TL:POH-087; 09-26-2002)

(State Only)

(Applies to Civil Service and Foreign Service Employees)

The responsibilities of the Office of the Chief Labor Management Negotiator (DGHR/PC/LM) are described in 3 FAM 5000, Labor-Management Relations.

3 FAH-1 H-1115.2 Regulations and Volume Coordinator-HR/ER

3 FAH-1 H-1115.2-1 Responsibilities

(CT:POH-125; 03-02-2007)

(State Only)

(Applies to Civil Service and Foreign Service Employees)

The Regulations and Volume Coordinator is responsible for the following:

- (1) Periodic review of the structure of 3 FAM and 3 FAH-1, related subchapters of the FAM and FAH, and 22 CFR, to determine if modifications are necessary or appropriate. If so, the regulations coordinator will work with the Directives Management Staff and bureau management to develop, obtain approval for, and implement those changes.
- (2) Periodic review of the text of 3 FAM and 3 FAH-1, and other personnel issuances, to identify material that appears to be outdated or that otherwise requires review or modification.
- (3) Informing the appropriate responsible offices about personnel

issuances that have been identified as requiring review or revision.

- (4) Consultation with office directors or other HR staff (when appropriate) to develop a timetable for the revision of current personnel issuances and the preparation of new material for publication in the FAM or FAH.
- (5) Obtaining (or maintaining) the current text of existing 3 FAM and 3 FAH issuances in electronic format where possible and providing text to the responsible office for review and revision.
- (6) Obtaining a revised draft or new text from the responsible office or preparing such a draft from material provided by that office and submitting it for review by the director of that office.
- (7) Review of draft issuances to accomplish the following:
 - (a) To identify and remove conflicting, incorrect, or irrelevant information;
 - (b) To assure clarity of presentation, adequacy of detail, and conformity with appropriate format and style;
 - (c) To assure that the draft has received all appropriate clearances within the bureau; and
 - (d) To assure that citations of law, regulations, and other publications are correct and that the proposed text does not conflict with them.
- (9) Obtaining the following required clearances from:
 - (a) Director General of the Foreign Service and Director of Human Resources, Policy Coordination Staff (DGHR/PC);
 - (b) The Office of Legal Adviser (L/EMP);
 - (c) The Office of Inspector General (OIG) as required by 2 FAM 1112.4;
 - (d) Office of Human Resources, Grievance Staff (HR/G);
 - (e) Bureau of Resource Management (RM);
 - (f) Office of Human Resources, Office of Resource Management and Analysis (HR/RMA); and
 - (g) Other responsible offices/bureaus that who may have interest

in the revised or new regulation.

- (10) Sending a copy to E FAM, via email.
- (11) Compiling and consolidating all comments received.
- (12) Obtaining clearances for uniform issuances from the appropriate office (designated by the agency) of participating foreign affairs agencies and actively assisting those agencies and their designated responsible offices to resolve substantive differences.
- (13) Submitting final electronic drafts of cleared regulations, via email w/ standard memorandum, to the Office of the Chief Labor Management Negotiator (DGHR/PC/LM) for any appropriate union consultations, negotiations, and maintaining the approved text of that draft, together with any revisions resulting from those consultations or negotiations.
- (14) Preparing the final draft copy of the text (e.g. by using the appropriate format, specifically FAM template) and the publication memorandum for the signature of the Director, Office of Employee Relations, and the appropriate Deputy Assistant Secretary of Human Resources.
- (15) Transmitting the approved text in electronic format (by electronic mail) to A/*ISS*/DIR for review, clearance, and publication. The email package must include clearances received (e.g. OIG, L/EMP, HR/RMA, RM/EX, HR/G, DGHR/PC, AFSA/AFGE, HR DAS, and HR/ER); Foreign Affairs Agencies (e.g. USAID, USDA, Commerce, BBG); and/or any other clearances that were received from subject matter experts/stakeholders.
- (16) Reviewing the printed text to assure that it accurately reflects the text submitted for publication as well as providing the appropriate office with the final opportunity to review the text to ensure that new/revised material is reflected in the text.
- (17) Serving as the agency Regulations and Volume Coordinator for 3 FAM and its related handbooks.
- (18) Serving as liaison between the HR bureau and A/*ISS*/DIR for all FAM or FAH personnel directives.
- (19) Serving as drafter of 3 FAM 3640, Unemployment Compensation for Federal Employees and 3 FAM 3210 - 3280, Allowances.

3 FAH-1 H-1115.2-2 Drafting or Revising Regulations

(TL:POH-087; 09-26-2002)

(State Only)

(Applies to Civil Service and Foreign Service Employees)

When it is deemed appropriate due to the necessity for quick action, volume of work, or for the sake of uniformity, the regulations and volume coordinator may write or draft a revision of the FAM or FAH based on material furnished by the appropriate responsible office. In such cases, the regulations coordinator will:

- (1) Consult the designated contact person within the responsible office when any material is unclear; and
- (2) Submit the draft to the appropriate responsible office for any necessary revision and clearance within the bureau before submission for other clearances, review, and publication.

3 FAH-1 H-1115.3 Responsible Offices

3 FAH-1 H-1115.3-1 List of Responsible Offices

(CT:POH-109; 04-20-2005)

(State Only)

(Applies to Civil Service and Foreign Service Employees)

The 3 FAH-1 H-1115 Exhibit H-1115.3-1 provides a list of offices or bureaus with primary responsibility for each chapter or subchapter (as appropriate) of 3 FAM and 3 FAH-1.

3 FAH-1 H-1115.3-2 Primary Responsibilities for Accuracy of Issuance

(TL:POH-37; 10-16-1997)

(State Only)

(Applies to Civil Service and Foreign Service Employees)

Offices and bureaus listed in 3 FAH-1 H-1115 Exhibit H-1115.3-1 are responsible for ensuring that personnel directives for which they are responsible are accurate and up-to-date, and for drafting new or revised personnel directives when necessary.

3 FAH-1 H-1115.3-3 Steps to be Followed by Responsible Offices in Preparing New or Revised Issuances

(CT:POH-125; 03-02-2007)

(State Only)

(Applies to Civil Service and Foreign Service Employees)

To eliminate inconsistencies, redundancies, or gaps in the 3 FAM/3 FAH-1, responsible offices must conduct appropriate internal reviews and see appropriate clearances. Responsible offices, when preparing new or revised issuances, should:

- (1) Discuss the proposed new or revised directive with the regulations and volume coordinator.
- (2) Obtain an electronic copy of the existing text (if any). Texts of existing FAM and FAH provisions are available from the HR or A/ISS/DIR websites;
- (3) Obtain the assistance of other HR offices, which are responsible for one or more sections of the proposed new or revised directive;
- (4) Refer to 2 FAH-1 H-110, Revising or Drafting New Material, and 2 FAH-1 H 112.1, "Use of Plain Language" for guidance in writing clear and concise directives, grammar and formatting guidelines;
- (5) Draft proposed text and integrate any material furnished by other offices or bureaus following the specifications provided by the regulations coordinator (or review and revise the text furnished by the volume and regulations coordinator);
- (6) Discuss the draft with those offices or individuals whose comments or contributions will assist in the formulation of the proposed issuance or whose responsibilities will be affected by it;
- (7) Highlight the changes, additions, or deletions in the new or revised text, either with the "track changes" function or some other means of highlighting electronic text, and return it to the regulation and volume coordinator by electronic mail. The highlighted text will be used in the review and clearance process and in preparing the transmittal letter;
- (8) Prepare and include with the draft provision any appropriate background and justification (such as action memorandums, ALDACs and/or Department Notices) for the proposed directive, if necessary;

- (9) Obtain working level clearances from appropriate offices and bureaus in the Department for inclusion in the package that is forwarded to volume and regulations coordinator;
- (10) (For Uniform Issuances Only) Obtain working level clearances from appropriate working level offices, via email, in participating foreign affairs agencies;
- (11) Obtain final written clearance from the office director and the appropriate Deputy Assistant Secretary for Human Resources (or officers of equivalent rank when the draft is prepared outside the Bureau of Human Resources); and
- (12) Discuss the draft with and obtain assistance from the Office of the Legal Adviser, Employment Law (L/EMP) during the drafting stages of the FAM and/or FAH material.

3 FAH-1 H-1115.3-4 Material that must be submitted to the Regulations and Volume Coordinator

(CT:POH-109; 04-20-2005)

(State Only)

(Applies to Civil Service and Foreign Service Employees)

When requesting publication of a new or revised personnel directive, the responsible office must furnish the following information and materials to the regulations and volume coordinator:

- (1) An electronic copy of the cleared draft, which complies with the format specification supplied by the regulations and volume coordinator. Refer to 2 FAH-1 H 100, "Foreign Affairs Manual Standards", specifically 2 FAH-1 H 110, "Revising or Drafting New Material". The "cleared draft" should include documentation and/or verification that the draft regulation was cleared and approved within the substantive office;
- (2) An electronic copy of the text of the new or revised draft with changes identified by "track change" or "yellow highlight";
- (3) A statement specifying the agencies and employees (i.e., Foreign Service only, Civil Service only, Foreign Service and Civil Service, etc.) to which each of the numbered paragraphs will apply;
- (4) A list of all clearances received, including the substantive office;
- (5) Any appropriate background information; and

- (6) The name, office address, and telephone number of the individual responsible for drafting the text.

3 FAH-1 H-1116 USE OF OTHER MEDIA TO ISSUE REGULATIONS

3 FAH-1 H-1116.1 Telegrams and Department Notices

(CT:POH-125; 03-02-2007)

(State Only)

(Applies to Civil Service and Foreign Service Employees)

- a. Telegrams and Department Notices may be used to issue a personnel directive **only**:
- (1) In an emergency; and
 - (2) With the prior approval to issue such a Notice or telegram of DGHR/PC/LM, Office of Legal Advisor, the regulations coordinator, and A/*ISS*/DIR. (See 2 FAM 1115.2)
- b. The responsible office must provide the telegram or Department Notice to DGHR/PC/LM, Office of Legal Advisor, HR regulations and volume coordinator, and A/*ISS*/DIR with a completed, cleared draft of the text in proper FAM format at the same time as the draft Department Notice or telegram is presented for approval.
- c. All such Department Notices or telegrams (including any changes in regulations contained in the material) expire 90 days after the date of issuance, in accordance with 2 FAM 1115.2

3 FAH-1 H-1116.2 State Magazine

(CT:POH-125; 03-02-2007)

(State Only)

(Applies to Civil Service and Foreign Service Employees)

Articles in the State Magazine may not be used to issue new or revised personnel policies or regulations. However, such articles may be used to publicize such policies, regulations, or procedures once they have been submitted to A/*ISS*/DIR for publication in the appropriate FAM or FAH.

3 FAH-1 H-1116.3 PUBLICATION OF NEGOTIATED AGREEMENTS

(CT:POH-109; 04-20-2005)

(State Only)

(Applies to Civil Service and Foreign Service Employees)

Department Notices and telegrams may be used to issue copies of signed agreements between the Department and unions.

3 FAH-1 H-1117 GUIDELINES AND ASSISTANCE

3 FAH-1 H-1117.1 FAM and Related FAH Issuances

(TL:POH-087; 09-26-2002)

(State Only)

(Applies to Civil Service and Foreign Service Employees)

- a. Issuances in 3 FAH-1, Personnel Operations Handbook, will bear the same subchapter numbers as the 3 FAM subchapters to which they are related.
- b. When practicable, any related draft FAH issuance must be forwarded for clearance and publication at the same time as the 3 FAM to ensure uniformity and consistency.

3 FAH-1 H-1117.2 Guidelines and Specifications for Preparation of Draft Regulations

(CT:POH-109; 04-20-2005)

(State Only)

(Applies to Civil Service and Foreign Service Employees)

- a. The regulations and volume coordinator will provide guidance and assistance to the drafting office in preparing and obtaining working level clearances of drafts when requested.
- b. At the time offices first consult with the regulations and volume coordinator concerning the preparation of a new or revised draft regulation, he or she will provide guidance on format and other specifications.

3 FAH-1 H-1118 DELETION OF SUBCHAPTERS

(CT:POH-125; 03-02-2007)

(State Only)

(Applies to Civil Service and Foreign Service Employees)

a. If the responsible office elects to delete a regulation from the 3 FAM or 3 FAH-1, they must do the following:

- (1) Seek and obtain the appropriate clearances/approvals from within the responsible office and/or Bureau; and
- (2) Send document(s) along with verification of clearances to the Regulations and Volume Coordinator.

b. The Regulation and Volume Coordinator will:

- (1) Obtain State Department clearances (e.g. OIG, L/EMP, HR/RMA, HR/G, RM/EX, DGHR/PC, DGHR/PC/LM);
- (2) Seek the approval of the Deputy Assistant Secretary for Director General and Director for Human Resources (DGHR);
- (3) Notify A/*ISS*/DIR, via E FAM, to officially delete the regulation from the Intranet; and
- (4) Distribute the published regulations and change transmittal (CT) via established mailing lists.

c. A/*ISS*/DIR will:

- (1) Review and clear on the request to delete specified regulation; and
- (2) Publish a CT to notify the Department that the subchapter no longer exists.

3 FAH-1 H-1115 EXHIBIT H-1115.3-1 LIST OF OFFICES OR BUREAUS WITH PRIMARY RESPONSIBILITY FOR VOLUME 3 FAM OF THE FAM AND FAH

(CT:POH-110; 05-16-2005)

Unless otherwise noted, the office responsible for a chapter or subchapter of Volume 3 of the FAM is also responsible for the corresponding chapter or subchapter of the 3 FAH-1, Personnel Operations Handbook.

The 3 FAH-2, Foreign Service National Handbook, is the responsibility of the Office of Overseas Employment (HR/OE).

3 FAM CHAPTER/ SUBCHAPTER	TITLE	BUREAU/ OFFICE
3 FAM 1000 General		
3 FAM 1100	Introduction	HR/ER
3 FAM 1110	Personnel Administration Authority, Regulations, and Procedures	
3 FAM 1200 Personnel Policy and Objectives		M/DGHR/PC
3 FAM 1210	Personnel Policy	
3 FAM 1220	Program Objectives	
3 FAM 1300 Personnel Responsibilities		
3 FAM 1300 Appendix A	Nepotism Old 3 FAM 1426-3	HR/CDA
3 FAM 1310	Responsibilities for Personnel Administration	M/DGHR/PC
3 FAM 1320	The Board of the Foreign Service	M/DGHR
3 FAM 1330	Customer Treatment	HR/CSP

3 FAM 1400 Arrangements for Senior and Presidential Appointees		
3 FAM 1410	Arrangements for Presidential Appointees	HR/CDA
3 FAM 1420	Transfer of Office	
3 FAM 1500 Equal Employment Opportunity		
3 FAM 1510- 3 FAM 1590	Equal Employment Opportunity	OCR
3 FAM 1800 Family Advocacy Program		
3 FAM 1810	Child Abuse and Family Advocacy	L/EMP M/MED, DS
3 FAM 1900 Medical and Health Programs		
3 FAM 1910-1990	Unassigned Previously General Provisions Medical and Health Program Refer to 16 FAM 100-800	
3 FAM 2000 Personnel Operations		
3 FAM 2100 Employment		
3 FAM 2110	Unassigned Previously Drug Free Workplace Program Refer to 16 FAM 450	
3 FAM 2120	Employment (FS only)	HR/REE
3 FAM 2130	Reemployment (FS only)	HR/REE
3 FAM 2200 Appointments		
3 FAM 2210	Appointment (FS only)	HR/REE
3 FAM 2220	Personnel Security	HR/CSP
3 FAM 2230	Categories of Foreign Service Personnel	HR/RMA
3 FAM 2240	Foreign Service Officer Career Candidate Program	HR/PE
3 FAM 2250	Foreign Service Specialist Career Candidate Program	HR/PE

3 FAM 2260	The Senior Foreign Service Officer Career Candidate Program	HR/PE
3 FAM 2270	Senior Executive Service Merit Staffing	HR/CSP
3 FAM 2300 Employment and Promotion		
3 FAM 2310	Merit Promotion and Placement Program	HR/CSP
3 FAM 2320	Promotion of Members of the Foreign Service	HR/PE
3 FAM 2330	Hours of Work	HR/ER
3 FAM 2340	Personnel Actions	HR/EX
3 FAM 2350	Personnel Records	HR/EX
3 FAM 2360	Telecommuting	HR/ER
3 FAM 2400 Assignments		
3 FAM 2410	Assignments and Details	HR/CSP
3 FAM 2420	Foreign Service Assignment and Transfer	HR/CDA
3 FAM 2430	Commissions, Titles, and Rank	HR/CDA
3 FAM 2440	Curtailment	HR/CDA
3 FAM 2500 Separations		
3 FAM 2510	Separation	HR/EX
3 FAM 2520	Termination of Certain Foreign Service Appointments	HR/CDA
3 FAM 2530	Reduction in Force - Civil Service	HR/CSP
3 FAM 2540	Reduction in Force - Procedures for the Senior Executive Service	HR/CSP
3 FAM 2550	Resignations and Deaths	HR/OCA
3 FAM 2560	Military Furlough and Separation for Military Service	HR/ER
3 FAM 2570	Furloughs	HR/ER
3 FAM 2580	Reduction in Force - Foreign Service	HR/RMA
3 FAM 2600 Classification and Pay Administration		
3 FAM 2610	Position Management	HR/RMA
3 FAM 2620	Foreign Service Skill Code	HR/CDA

U.S. Department of State Foreign Affairs Handbook Volume 3 Handbook 1 - Personnel Operations Handbook

	System	
3 FAM 2630	Position Classification	HR/CSP
3 FAM 2640	Position Classification Appeals	HR/RMA
3 AM 2650	Foreign Service Conversion Program*	HR/CDA
3 FAM 2700 Training and Employee Development		
3 FAM 2710- 3 FAM 2740	Unassigned Formerly Training and Employee Development. Refer to 13 FAM 100-900.	
3 FAM 2750	Executive Development Program	HR/CSP
3 FAM 2760	Career SES Sabbatical Program	
3 FAM 2770	Upward Mobility Program***	
3 FAM 2780	Civil Service Employee Development Programs**	
3 FAM 2790	Functional Specialization Program	HR/CDA
3 FAM 2800 Performance Management		
3 FAM 2810	Personnel Evaluation – Foreign Service	HR/PE
3 FAM 2820	Performance Appraisal System for GS Senior Level and Prevailing Rate Employees	HR/CSP
3 FAM 2830	Performance Appraisal Plan for SES	
3 FAM 2840	SES Recertification Program **	
3 FAM 2850	SFS Recertification Program	HR/PE
3 FAM 2860	CS Employee Development Programs **	HR/CSP
3 FAM 2870	SFS Performance Pay and Presidential Awards **	HR/PE

3 FAM 2900 Career Transition Assistance For Surplus and Displaced		
3 FAM 2910	Career Transition Assistance-General Provisions	HR/CSP
3 FAM 2920	Career Transition Assistance	
3 FAM 2930	Special Selection Priority for the Department's Local Surplus or Displacement Employees	
3 FAM 2940	Reemployment Priority List	
3 FAM 3000 Pay, Benefit and Allowance		
3 FAM 3100	Compensation	HR/RMA
3 FAM 3110	Pay Limitations	
3 FAM 3120	Foreign Service and Civil Service Salaries	
3 FAM 3130	Premium Compensation	
3 FAM 3140	Communications Differential for Office Management Specialist	
3 FAM 3150	Special Pay Provisions for Special Agents in the Diplomatic Security Service	
3 FAM 3160	Federal Wage System (FWS)	
3 FAM 3170	Language Incentive Pay	HR/CDA
3 FAM 3180	Recruitment and Relocation Bonuses and Retention Allowances	HR/RMA
3 FAM 3190	Pre-employment Interview and Relocation Expenses	HR/CSP
3 FAM 3200 Allowances		
3 FAM 3210	Allowances-General	HR/ER A/OPR/ALS RM
3 FAM 3220	Living Quarters Allowance	
3 FAM 3230	Cost of Living Allowances	
3 FAM 3240	Representation Allowances	
3 FAM 3250	Official Residence Expenses	
3 FAM 3260	Differential	
3 FAM 3270	Danger Pay Allowances	

U.S. Department of State Foreign Affairs Handbook Volume 3 Handbook 1 - Personnel
Operations Handbook

3 FAM 3280	Advance of Pay Upon Assignment to a Post in a Foreign Area	
3 FAM 3290	Physician's Comparability Allowances	M/MED
3 FAM 3300 Leave Administration		HR/ER
3 FAM 3400 Paid Leave		HR/ER
3 FAM 3500 Unpaid Leave		HR/ER
3 FAM 3600 Benefits		
3 FAM 3610	Federal Employees Health Benefits Program	HR/ER
3 FAM 3620	Federal Employees Group Life Insurance Program	
3 FAM 3630	Worker's Compensation Program	
3 FAM 3640	Unemployment Compensation For Federal Employees (UCFE)	HR/ER HR/EX
3 FAM 3650	Death Benefits for Death in the Performance of Duty	HR/ER
3 FAM 3670	Reasonable Accommodation	HR/ER *
3 FAM 3680	Unassigned	
3 FAM 3700 Travel		
3 FAM 3710	Unassigned Formerly Medical Travel Refer to 16 FAM	
3 FAM 3720	R & R Travel	HR/ER
3 FAM 3730	Visitation Travel	
3 FAM 3740	Emergency Visitation Travel	
3 FAM 3750	Travel of Children of Separated Parents	
3 FAM 3760	Travel Messages	
3 FAM 3800 Special Programs		
3 FAM 3810	Transit Benefit Subsidy Program	HR/ER*
3 FAM 3820	Student Loan Repayment Program	HR/ER*
3 FAM 3830	Child Subsidy Program	HR/ER*
3 FAM 3840	Professional Liability	HR/ER*

3 FAM 4000 Employee Relations		
3 FAM 4100	Appendix B – Old 3 FAM 629	
3 FAM 4110	General Information	HR/REE
3 FAM 4120	Employee Responsibilities Abroad	L
3 FAM 4130	Standards for Appointments and Continued Employment	HR/REE HR/ER
3 FAM 4140	Guidelines for Personnel Taken Hostage	L
3 FAM 4150	Compliance with the Financial Disclosure Requirements of the Ethics in Government Act of 1978	L
3 FAM 4160	Employee Consultation Service	M/MED
3 FAM 4170	Official Clearance of Speaking, Writing, and Teaching	L
3 FAM 4180	Members of Household	DGHR/PC
3 FAM 4190	Unassigned Formerly Fiscal Irregularities Refer to 4 FAH-2 H-800	
3 FAM 4200 Standards of Conduct for Former Employees		
3 FAM 4210	Conduct of Former Employees	L

3 FAM 4300 Disciplinary Action (including Separation for Cause) - FS only		HR/ER
3 FAM 4400 Foreign Service Grievance		HR/G
3 FAM 4500 Civil Service Disciplinary Actions and Adverse Actions		HR/ER
3 FAM 4600 Appeals of Adverse Actions		HR/ER
3 FAM 4700 Grievances-Civil Service		HR/G
3 FAM 4800 Department Awards Program		HR/PE
3 FAM 5000 Labor Relations		DGHR/PC/L/M
3 FAM 6000 Retirement		
3 FAM 6100	Foreign Service Retirement and Disability System and Foreign Service Pension System Also see Chapter 3 FAM 6100, Appendix B, Old 3 FAM 670, Retirement	HR/RET
3 FAM 6120	FS Retirement Coverage	
3 FAM 6130	FIRS-Employee Contributions and Deductions	
3 FAM 6140	Benefits When Separated Due to Expiration of LCE, TIC, RIF	
3 FAM 6150	Special Provisions for Law Enforcement	
3 FAM 6160	Special Provisions for Government Physician's Comparability Act	
3 FAM 6170	FS Calculations	
3 FAM 6180	FSPS Social Security Supplement	
3 FAM 6190	Reemployed Annuitants	
3 FAM 6200	Mandatory Retirement	
3 FAM 6300	Voluntary Discontinued Service	HR/RET

3 FAM 7000 Foreign Service National Personnel	HR/OE
3 FAM 7100 General	
3 FAM 7200 FSN Employee Recruitment and Employment	
3 FAM 7300 Foreign Service Nationals (FSN) Compensation	
3 FAM 7400 FSN Employee Attendance and Leave	
3 FAM 7500 FSN Position Classification and Pay Administration	
3 FAM 7600 FSN Employee Performance Evaluation Incentive Awards, and Training	
3 FAM 7700 Civil Service Retirement	
3 FAM 7800 (previously M7700), Disciplinary Actions, Separations, and Reemployment	
3 FAM 7900 Domestic Staff - NEW	

3 FAM 8000 Overseas Employment Programs		
Also see Chapter 8000, Appendix A-Old 3 FAM 980, Domestic Staffs		
3 FAM 8100-8140	Introduction, Legal Authority, Delegation of Authority (Formerly Appendix A-Old 3 FAM 170-Contracts with U.S. Citizens for Personal Service Abroad	HR/OE
3 FAM 8210	Family Member Limited Non Career Appointment *	
3 FAM 8310- 3 FAM 8370	General Provisions *	
3 FAM 8410- 3 FAM 8490	Establishment of Workweeks and Work Schedules *	
3 FAM 8510-8590	Position Evaluations and Position Management *	
3 FAM 8610 3 FAM 8620 3 FAM 8630	Performance Evaluation Incentive Awards Position Management *	
3 FAM 8710 3 FAM 8790	CSRS/FERS Information *	HR/OE
3 FAM 8810-8830	Employee Disciplinary Actions, Separations, Grievances *	HR/OE
3 FAM 8910	Contracts with U.S. Citizens for Personal Services Abroad (Need to change subchapter number)	HR/OE
3 FAM 8910	Consular Agent Human Resources Administration	CA/EX
*	NEW - Will publish in the near future.	
**	Will delete in its entirety or incorporate in another subchapter in the near future.	

