



# Foreign Affairs Handbook

## 3 FAH-1 – Personnel Operations Handbook

Transmittal Letter: POH-093

Date: August 20 2003

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### **3 FAH-1 H-2320 PROMOTION OF FOREIGN SERVICE MEMBERS, 3 FAH-1 H-2810 PERSONNEL EVALUATION – PROCEDURES, 3 FAH-1 H-3170 LANGUAGE INCENTIVE PAY, 3 FAH-1 H- 3230 COST OF LIVING ALLOWANCES, 3 FAH-1 3360 EMERGENCY LEAVE TRANSFER PROGRAM, 3 FAH-1 H-3510 LEAVE WITHOUT PAY (LWOP)**

### **CHANGES**

1. Subchapters listed have been revised to reflect “Management Officer” vice “Administrative Officer”.

2. Revisions since the last update appear in italics. 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.

3. 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.

4. 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 (Paper Copy Only)**

1. Remove and destroy the old subchapter s, and replace it with the revised subchapters listed.

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:POH-093 and initial.

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1. The *Foreign Affairs Manual* and Handbooks (unclassified) and official version can be found on State Department's Intranet site.

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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 3 FAM Volume Coordinator, who may be reached at 202-261-8177 or the office(s) indicated at the end of this Transmittal Letter.

**(DIR)**