



# Foreign Affairs Handbook

## 3 FAH-1 – Personnel Operations Handbook

Transmittal Letter: POH-39

Date: November 21, 1997

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### SUBCHAPTER 3 FAH-1 H-2710 GENERAL TRAINING POLICIES AND PROCEDURES

#### MAJOR CHANGES

1. 3 FAH-1 H-2710 is a new subchapter.
2. 3 FAH-1 H-2710 supplements 3 FAM 2710.
3. 3 FAH-1 H-2710 applies to Civil Service and Foreign Service employees of the Department of State and to Foreign Service employees of USAID, USIA, and Agriculture.
4. 3 FAH-1 H-2710 incorporates in 3 FAH-1 H-2715 all of the material published currently in subchapter 3 FAH-1 H-2790 (Diversity Training) which is hereby deleted from this handbook. 3 FAH-1 H-2715 applies **only** to Civil Service and Foreign Service employees of the Department of State.
5. The title of chapter 3 FAH-1 H-2700 is now designated as Training and Employee Development.
6. 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.
7. 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

1. Place the attached subchapter 3 FAH-1 H-2710 at its appropriate location in the *Personnel Operations Handbook* and remove and destroy subchapter 3 FAH-1 H-2790 (TL:POH-15; 1-2-97).

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-39, and initial.

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**(M/FSI)**