

3 FAH-2 H-400 FOREIGN SERVICE NATIONAL POSITION CLASSIFICATION

*(TL:FSNH-027; 08-21-2003)
(Office of Origin DIR)*

3 FAH-2 H-410 INTRODUCTION

3 FAH-2 H-411 NEW FOREIGN SERVICE NATIONAL POSITION CLASSIFICATION PLAN

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This chapter establishes a new Interagency Foreign Service National Employee Position Classification Plan applicable to all positions encumbered by local employees of overseas establishments of the Department of State, the U.S. Information Agency (USIA), and the U.S. Agency for International Development (AID), the Foreign Commercial Service (FCS), the Foreign Agricultural Service (FAS), and other associated agencies.

3 FAH-2 H-412 PURPOSE

The purpose of this chapter is to facilitate effective personnel management and utilization of local employees through a well-administered classification plan, which insures equitable treatment of employees and prudent expenditure of public funds. The chapter seeks to realize this objective through explaining the Interagency Foreign Service National Position Classification Plan and providing instructions and guidance in its use to officials who are responsible for administering the plan, for supervising FSN employees, and for actually classifying FSN positions. Officials at the Washington and overseas establishment level who are responsible for administering the plan will be primarily interested in Subchapters 3 FAH-2 H-410, 3 FAH-2 H-420, and 3 FAH-2 H-460. Officials who supervise FSN employees will be primarily interested in section 3 FAH-2 H-463. Personnel Officers and others who are responsible for the actual classification of FSN positions will be concerned with the entire chapter, and particularly with the technical material contained in Subchapters 3 FAH-2 H-430, 3 FAH-2 H-440, and 3 FAH-2 H-450, and in the appendixes to the chapter, including the Interagency Foreign Service National Position Classification Standards, contained in [3 FAH-2 H-400 Appendix I and 3 FAH-2 H-400 Appendix J].

3 FAH-2 H-413 GENERAL

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Although certain terms have been defined and explained in section 3 FAH-2 H-431, it is considered desirable to comment on certain terms at this point.

The terms “foreign national employee” and “foreign service national employee” and the acronym “FSN” are used interchangeably in this chapter and on forms where space is at premium to refer to non-American citizens employed by the Department of State and its associated agencies, and to the positions they incumber and the grades in which these positions are classified.

The term “overseas establishments,” as used in the chapter, includes embassies, consulates general, consulates, special mission posts, USAID missions, USIA establishments, regional and branch offices of the Department of State, AID, and USIA, and missions or offices of associated agencies, such as the Departments of Agriculture, Commerce, Defense, etc.

The chapter assigns a number of responsibilities to the Personnel Officer. It should be understood that where no Personnel Officer is assigned, such responsibilities accrue to the *Management officer* or other official responsible for personnel administration.

3 FAH-2 H-414 ROLE OF THE AMERICAN OFFICIAL

American officials have important responsibilities for the administration and supervision of FSN employees, and therefore for foreign national position management and position classification. In order to insure a common understanding of these responsibilities, all American officials of the Department of State and associated agencies are required to read section 3 FAH-2 H-463 of this chapter. It is suggested that all Americans reporting to an overseas establishment be required to read this section, discuss it with the Personnel Officer, and certify in writing that they understand their responsibilities for position management and position classification.

3 FAH-2 H-415 THROUGH H-419 UNASSIGNED