

3 FAM 1220 PROGRAM OBJECTIVES

3 FAM 1221 MERIT PRINCIPLES

(TL:PER-278; 7-21-95)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corps-USDA)

(Applies to Civil Service and Foreign Service Employees)

In keeping with the policies stated in 3 FAM 1211, the foreign affairs agencies will assure, in accordance with merit principles, admission through impartial and rigorous examination, acquisition of career status only by those who have demonstrated their fitness through successful completion of probationary assignments, effective career development, advancement and retention of the ablest, and separation of those who do not meet the requisite standards of performance or conduct.

3 FAM 1222 AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY

(TL:PER-278; 7-21-95)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corps-USDA)

(Applies to Civil Service and Foreign Service Employees)

The foreign affairs agencies will foster the development and vigorous implementation of policies and procedures, including affirmative action programs, which will facilitate and encourage:

(1) Entry into and advancement in the Foreign Service by persons from all segments of American society; and

(2) Equal opportunity and fair and equitable treatment for all.

3 FAM 1223 EMPLOYEE PARTICIPATION

3 FAM 1223.1 GENERAL

(TL:PER-278; 7-21-95)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corps-USDA)

(Applies to Civil Service and Foreign Service Employees)

The foreign affairs agencies will facilitate participation by members of the Foreign Service, through their elected representatives, in the formulation of personnel policies and procedures which affect their conditions of employment, and will maintain a fair and effective system for the resolution of individual grievances that will ensure the fullest measure of due process for the members of the Foreign Service.

3 FAM 1223.2 Employee Participation and Settlement of Grievances

(TL:PER-278; 7-21-95)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corps-USDA)

(Applies to Civil Service and Foreign Service Employees)

The foreign affairs agencies will:

(1) Provide counseling services for employees concerning personal problems, working conditions, or relationships with supervisors and other employees;

(2) Encourage the settlement of grievances on such matters through informal procedures whenever possible; and

(3) Where informal settlement is not possible, provide effective procedures for the hearing and settlement of formal grievances without fear of restraint, reprisal, or discrimination.

3 FAM 1224 MEDICAL AND HEALTH PROGRAMS

(TL:PER-278; 7-21-95)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corps-USDA)

(Applies to Civil Service and Foreign Service Employees)

The foreign affairs agencies will administer a comprehensive medical and health benefits program for the treatment, hospitalization, and examination of American Foreign Service employees (including those of participating agencies) and their dependents for the purpose of assisting them in obtaining the best possible medical care. They will also administer a pre-employment examination and continuing immunization program for all members of the Service, and others as designated by the heads of agencies.

3 FAM 1225 OPERATION OF THE SERVICE

3 FAM 1225.1 Management

(TL:PER-278; 7-21-95)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corps-USDA)

(Applies to Civil Service and Foreign Service Employees)

The foreign affairs agencies will improve Foreign Service managerial flexibility and effectiveness.

3 FAM 1225.2 Uniform and Compatible Personnel System

(TL:PER-278; 7-21-95)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corps-USDA)

(Applies to Civil Service and Foreign Service Employees)

The foreign affairs agencies will increase efficiency and economy by promoting maximum compatibility among the agencies authorized by law to utilize the Foreign Service personnel system, as well as compatibility between the Foreign Service personnel system and other personnel systems of the Government.

3 FAM 1225.3 Maintenance of Personnel Data

(TL:PER-278; 7-21-95)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corps-USDA)

(Applies to Civil Service and Foreign Service Employees)

The foreign affairs agencies will maintain modern personnel data systems which provide timely and accurate information on position requirements and personnel skills for the purpose of assisting management in determining staffing requirements and planning and administering programs for the recruitment, assignment, development, and promotion of personnel.

3 FAM 1225.4 Provide Effective Representation

(TL:PER-278; 7-21-95)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corps-USDA)

(Applies to Civil Service and Foreign Service Employees)

The foreign affairs agencies will seek to enable the Foreign Service to serve effectively the interests of the United States and to provide the highest caliber of representation in the conduct of foreign affairs.

3 FAM 1226 MINIMIZATION OF HARDSHIPS

(TL:PER-278; 7-21-95)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corps-USDA)

(Applies to Civil Service and Foreign Service Employees)

The foreign affairs agencies will minimize the impact of the hardships, disruptions, and other unusual conditions of service abroad on the members of the Service, and to mitigate the special impact of such conditions on their families.

3 FAM 1227 BENEFITS AND ALLOWANCES

(TL:PER-278; 7-21-95)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corps-USDA)

(Applies to Civil Service and Foreign Service Employees)

The foreign affairs agencies will provide salaries, allowances, and benefits that will enable the Foreign Service to attract and retain qualified personnel and will provide a system of incentive payments and awards to encourage and reward outstanding performance.

3 FAM 1228 SENIOR FOREIGN SERVICE

(TL:PER-278; 7-21-95)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corps-USDA)

(Applies to Civil Service and Foreign Service Employees)

The foreign affairs agencies will establish and operate a Senior Foreign Service which is characterized by strong policy formulation capabilities, outstanding executive leadership qualities, and highly developed functional, foreign language, and area expertise.

3 FAM 1229 EVALUATION OF PROGRAM EFFECTIVENESS

(TL:PER-278; 7-21-95)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corps-USDA)

(Applies to Civil Service and Foreign Service Employees)

The foreign affairs agencies will conduct a continuing evaluation of the policies, operational objectives, procedures, and effectiveness of the various personnel programs and develop both short-term and long-term plans (including legislation when appropriate) for such modifications as will make them more effective and responsible to their needs.