

## **3 FAM 7520**

# **DELEGATION OF AUTHORITY**

*(TL:PER-481; 08-19-2003)*

### **3 FAM 7521 DEPARTMENT OF STATE**

#### **3 FAM 7521.1 Office of Overseas Employment**

*(TL:PER-392; 12-30-2000)*  
*(Uniform State/Agriculture/BBG/Commerce/USAID)*  
*(Applies to Foreign Service Nationals Only)*

The Secretary of State, through the Director General, has delegated responsibility to the Director of the *Office of Overseas Employment (HR/OE)* for:

(1) Developing the FSN Position Classification System's interagency rules, regulations, standards, and guidelines in consultation with Department of State bureaus and participating agencies;

(2) Implementing and evaluating the system and monitoring its administration at posts; and

(3) Modifying the system to meet the needs of the agencies.

#### **3 FAM 7521.2 Chief, Human Resources Management Division**

*(TL:PER-481; 08-19-2003)*  
*(Uniform State/Agriculture/BBG//Commerce/USAID)*  
*(Applies to Foreign Service Nationals Only)*

a. The Chief of the Human Resources Management Division of the Office of Overseas Employment (HR/OE/HRM) is designated as the Department of State's FSN position classification authority.

b. The Chief of HR/OE/HRM is delegated authority to classify all Department of State FSN direct-hire and personal services contract and agreement positions in consultation with the executive office of the employing bureau. This authority includes but is not limited to the following:

(1) Positions that are not covered by the classification authority delegated to post officials (see 6 FAM 7523);

(2) Classification assistance requested by posts;

- (3) Post classification appeals;
- (4) Positions audited by survey teams; and
- (5) Positions at those posts that do not have FSN classification authority.

c. For participating agencies, HR/OE/HRM's authority is exercised jointly with an agency's designated FSN classification authority. This authority does not extend to:

(1) Any foreign national positions of the Foreign Broadcast Information Service (FBIS) and the Department of Veterans Affairs (VA);

(2) The foreign national personal service contract positions of the Agency for International Development (USAID) unless the chief of mission or an interagency agreement specifically extends FSN classification authority to a post's personnel or *management officer*; and

(3) Foreign national personal services contracts of the Foreign Agricultural Service and Peace Corps.

### **3 FAM 7521.3 Extending or Withdrawing Authority**

*(TL:PER-392; 12-30-2000)*  
*(Uniform State/Agriculture/BBG/Commerce/USAID)*  
*(Applies to Foreign Service Nationals Only)*

*HR/OE/HRM* may extend, limit, or rescind a post's or a specific employee's FSN classification authority after consulting with the appropriate Department of State bureau's executive director and participating agencies.

### **3 FAM 7522 PARTICIPATING AGENCIES**

*(TL:PER-392; 12-30-2000)*  
*(Uniform State/Agriculture/BBG/Commerce/USAID)*  
*(Applies to Foreign Service Nationals Only)*

In the interest of consistency, compatibility, uniformity, and the intent of Section 204 of the Act, the Department of State and the participating agencies will coordinate all headquarters level classification actions. Disagreements on the classification of a participating agency's position will be resolved according to Washington Interagency FSN Position Classification Review Board procedures. If a Review Board decision is unacceptable to an employing agency, the decision may be overruled by that agency's designated senior management official (see 3 FAH-2 H-400 for procedures).

## **3 FAM 7523 POSTS ABROAD**

### **3 FAM 7523.1 Embassy Human Resources Officers**

*(TL:PER-481; 08-19-2003)*  
*(Uniform State/Agriculture/BBG/Commerce/USAID)*  
*(Applies to Foreign Service Nationals Only)*

Embassy Human Resources (HR) officers are responsible for administering the FSN position classification system for participating agencies according to regulations; the standards, guidelines, and procedures contained in 3 FAH-2 H-400, Foreign Service National Position Classification; and any additional requirements and guidelines issued by HR/OE in consultation with Department of State bureaus and the headquarters of participating agencies. Embassy HR officers are delegated the authority to classify FSN positions subject to the following restrictions. At those embassies without an HR officer, the authority and responsibility for position classification is delegated to the embassy *management officer*.

#### **3 FAM 7523.1-1 Classification Limitations Relating to Other Agencies**

*(TL:PER-481; 08-19-2003)*  
*(Uniform State/Agriculture/BBG/Commerce/USAID)*  
*(Applies to Foreign Service Nationals Only)*

Embassy HR officers are not delegated authority to classify foreign national positions of the FBIS and VA, or the personal service contract positions of USAID, the Foreign Agricultural Service, and Peace Corps. In the case of USAID PSC positions, a post's HR or *management officer* is authorized to classify these positions when so required, in writing, by the chief of mission or an interagency agreement.

#### **3 FAM 7523.1-2 Classification Limitations Based on Criteria**

*(TL:PER-392; 12-30-2000)*  
*(Uniform State/Agriculture/BBG/Commerce/USAID)*  
*(Applies to Foreign Service Nationals Only)*

Embassy *HR* officers are not delegated authority to classify foreign national positions meeting any of the following criteria. Positions meeting these criteria must be sent to *HR/OE/HRM* and the employing Department of State bureau or appropriate office of a participating agency for classification action:

*(1) Positions assigned duties and responsibilities that are not covered by classification standards and guidelines contained in 3 FAH-2 H-400.*

(2) Positions assigned duties and responsibilities that are classifiable to grades above or below the levels authorized by the post's local compensation plan (LCP). For example, a post with an LCP covering grades FSN-3 through 10 is not delegated authority to classify positions below FSN-3 or above FSN-10.

(3) Positions assigned duties and responsibilities that are classifiable above or below the highest or lowest grade levels defined in the standards for an occupational series. This limitation does not apply to developmental or trainee positions, which may be classified below the lowest grade in a series or for supervisory positions, which may be classified above the highest non-supervisory grade in a series, in accordance with the instructions contained in 3 FAH-2 H-400.

### **3 FAM 7523.2 Reclassification of Certain Positions**

*(TL:PER-392; 12-30-2000)*

*(Uniform State/Agriculture/BBG/Commerce/USAID)*

*(Applies to Foreign Service Nationals Only)*

Positions classified by *HR/OE/HRM*, a participating agency headquarters, or the Washington Interagency FSN Position Classification Review Board may only be reclassified by embassy *HR* officers when the assigned duties and responsibilities, the complexity of the work, and/or the classification standards and guidelines have changed sufficiently to justify a reclassification.

### **3 FAM 7523.3 Constituent Posts**

*(TL:PER-392; 12-30-2000)*

*(Uniform State/Agriculture/BBG/Commerce/USAID)*

*(Applies to Foreign Service Nationals Only)*

An *embassy's HR* officer may authorize administrative and/or *HR* officers of constituent posts to classify FSN positions subject to *HR/OE* and the appropriate regional bureau executive director's conditions and written approval. Personnel officers must contact *HR/OE/HRM* for guidance before taking action.

### **3 FAM 7524 THROUGH 7529 UNASSIGNED**