



FOREIGN AFFAIRS MANUAL

VOLUME 2 – General

Transmittal Letter: GEN-307

Date: August 14, 2003

2 FAM 030, 2 FAM 110, 2 FAM 150, 2 FAM 610, 2 FAM 620, AND 2 FAM 960

CHANGES

1. 2 FAM 030, *Office of Inspector General Activities*; 2 FAM 110, *Post Organization*; 2 FAM 150, *Seals, Coat of Arms, and Flags*; 2 FAM 610, *Elementary and Secondary Education Abroad*; 2 FAM 620, *Educational Facility Reporting Requirements*; and 2 FAM 960, *Solicitation and/or Acceptance of Gifts by the Department of State*, are revised to reflect a change in terminology—“administrative” officers are now “management” officers. This is the only change made to each of the subchapters.

2. Revisions since the last update appear in italics. Other than formal titles, 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

1. Remove and destroy 2 FAM subchapter 030 (issued under TL:GEN-284 dated 2-27-93 – 29 pages), 2 FAM 110 (issued under TL:GEN-296 dated 10-01-1999), 2 FAM 150 (issued under TL:GEN-303 dated 04-17-2001 - 25 pages), 2 FAM 610 (issued under TL:GEN-299 dated 05-30-2000 21 pages), 2 FAM 620 (issued under TL:GEN-299 dated 05-30-2000 – 3 pages) and insert the revised identically numbered subchapters in their proper places.

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:GEN-307, and initial.

DISTRIBUTION NOTICE

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

2. All posts and offices keeping paper versions of the *Foreign Affairs Manual* are responsible for maintaining the FAM on a current basis [see 2 FAM 1116.5], and for ensuring that all copies (including binders) are either retained or returned to A/RPS/DIR if no longer needed. When returning excess or unused materials include your office/post symbols and inform MMS/PB and your message center if you need to have your distribution reduced (this generally applies only to time-sensitive paper issuances). A/RPS/MMS/PRD, HST Room B934, 202-736-7470, FAX 202-647-4535, handles all requests for paper copies, including non-Government users (include either fiscal information or payment with request, as appropriate).

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 appropriate substantive office indicated at the end of this transmittal letter.

(A/RPS/DIR)