



FOREIGN AFFAIRS MANUAL

VOLUME 2 – General

Transmittal Letter: GEN-298

Date: November 22, 1999

2 FAM 300 PROTOCOL, PRECEDENCE AND FORMALITIES

MAJOR CHANGES

1. Volume 2 Chapter 300 has been revised. In addition to substantive changes, the subchapters comprising this chapter have been reformatted, renumbered, and revised according to current FAM standards. The revised 2 FAM subchapters are: 310 - "Objectives and Contents"; 320 - "Precedence"; 330 - "Ceremonies and Protocol Upon Assignment as Chief of Mission"; 340 - "Official Protocol Relations with Foreign Governments; and 350 - "Tribute of Appreciation". Subchapters 360 through 390 are unassigned.

2. Major changes include:

- At some posts, the designation of Foreign Service nationals as protocol officers [2 FAM 312, paragraph b];
- Expansion of the precedence list among FSOs holding diplomatic titles [2 FAM 323.1];
- The Office of International Conferences (IO/OIC) as an information source for rules governing international conferences [2 FAM 327, paragraph c];
- Discontinuance of the practice of new U.S. ambassadors calling on the President to receive instructions [2 FAM 331.2-3]; and
- Eligibility criteria for outside individuals and groups to receive expressions of appreciation from the Department of State for services performed on behalf of the Department of State and the U.S. Government in the furtherance of its foreign policy objectives [2 FAM 352].

3. 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.

4. 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.

5. 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 the text of the old 2 FAM subchapters 310 through 390 issued under various transmittal letters and replace them with the attached revised 2 FAM 300 (TL:GEN-298, 19 pages total).

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-298, and initial.

DISTRIBUTION NOTICE

1. The *Foreign Affairs Handbooks* (unclassified) official version can be found on State Department's Intranet site at <http://99.1.1.27>.

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, Room 1853, 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.

(S/CPR)