



FOREIGN AFFAIRS MANUAL

VOLUME 3 – Personnel

Transmittal Letter: PER-407

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3 FAM 3360

EMERGENCY LEAVE TRANSFER PROGRAM

MAJOR CHANGES

1. Subchapter 3 FAM 3360 is a new policy subchapter.
2. 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.
3. 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 (Paper Copy Only)

1. Remove and destroy unassigned page subchapter 3 FAM 3360 through 3390 and replace with the attached new subchapter 3 FAM 3360 (9 pages total) and unassigned page 3 FAM 3370 through 3390.
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:PER-407, and initial.

DISTRIBUTION NOTICE

1. The *Foreign Affairs Manual and 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

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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 office indicated at the end of this transmittal letter.

(HR/ER)