



Foreign Affairs Handbook

6 FAH-1 – General Services Handbook

Transmittal Letter: GSH-29

Date: May 21, 1997

CHAPTER H-100 CANCELLATION

MAJOR CHANGES

1. Chapter H-100 is now unassigned. The procedural material formerly contained in this chapter have been moved to 6 FAM Chapter 100, as part of the Department's regulations reduction exercise.
2. 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 section 1115.2).

FILING INSTRUCTIONS for paper copies

1. Remove and destroy the old 6 FAH Chapter H-100 contents, including all exhibits and any other chapter materials (various TLs) and replace it with the attached revised Chapter H-100 (1 page total).
2. Insert this transmittal letter immediately following the TL Checklist, fill in the entry line for TL:GSH-29, and initial.

DISTRIBUTION NOTICE

1. The *Foreign Affairs Manual* (unclassified) is issued primarily in CD-ROM format. For information on this program, including information regarding public inquiries, contact the INFOEXPRESS Coordinator, A/IM/CST/MMS/CB, directly. The Coordinator is located in Room 1659 NS, 202-736-4881, FAX 202-736-4924. E-Mail via DOSNET: INFOEXPRESS.
2. All posts and offices holding hard copy 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/IM/CST/MMS/DIR if no longer needed. **When returning excess or unused materials include your office/post symbols and inform DIR and your message center if you need to have your distribution reduced** (this generally applies only to time-sensitive paper

issuances). A/IM/CST/MMS/PB, Room 1853, 202-647-1632, FAX 202-736-4269, 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/IM/CST/MMS/DIR. Direct questions concerning substance and INTERPRETATIONS to A/OPR/ST.

(A/OPR)