

6 FAM 1900 MISCELLANEOUS SERVICES

6 FAM 1910 REPORTING SERVICES

6 FAM 1911 AVAILABLE REPORTING SERVICES

(TL:GS-1106; 9-23-85)

Conference reporters are available from the Office of Language Services (A/OPR/LS) for making verbatim transcriptions of the proceedings of conferences, meetings, or hearings of the Department, including committees, boards, and commissions under the jurisdiction of the Department. This service covers the preparation of verbatim transcripts, but not the furnishing of typing or other clerical services.

6 FAM 1912 REQUESTING REPORTING SERVICES

(TL:GS-1106; 9-23-85)

a. The conference reporters will schedule reporting services on the basis of a telephone request providing the following information:

- (1) Time and place of the meeting;
- (2) Probable number of speakers;
- (3) Subject of the meeting;
- (4) Estimated length of the meeting;
- (5) Number of copies of transcript required;
- (6) Deadline for submission of transcript; and
- (7) Security classification.

b. The telephone request should be made as far in advance as possible to enable the reporters to schedule their work. A Form OF-263, Requisition for Equipment, Supplies, Furniture, Furnishings or Services, listing the above information must be submitted before the date of the meeting to confirm the oral request. (See 2 FAM 1110 .)

6 FAM 1913 THROUGH 1918 UNASSIGNED

6 FAM 1919 AUDIO VISUAL POLICY

(TL:GS-1106; 9-23-85)

The Deputy Assistant Secretary for Operations (A/OPR) is responsible for establishing policies and providing services which will assure effective and consistent presentations of the Department's identify in all audio-visual services.