



# FOREIGN AFFAIRS MANUAL

## VOLUME 12 – Diplomatic Security

**Transmittal Letter:** DS-81

**Date:** January 31, 2002

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## 12 FAM 430, 12 FAM 530, AND 12 FAM 550

### MAJOR CHANGES

1. In an attempt to reconcile form numbers and form titles, changes in the listed subchapters are to correct and/or add form titles or form numbers only. No changes have been made to any other text. In 12 FAM 431 Exhibit 431B, the title “General Receipt” is added to Form OF-158. In 12 FAM 539.1 form titles are added to Form SF-703, “Top Secret Cover Sheet”; Form SF-704, “Secret Cover Sheet”; and Form SF-705, “Confidential Cover Sheet.”

2. In 12 FAM 553.1c...“Item 2 of the OF-117 allows the employee...”has been changed to OF-118.

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.

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 (Paper Copies)

1. Remove and discard 12 FAM 430 (issued under TL:DS-79 dated 09-14-2001; 71 pages), and insert the revised identically numbered subchapter (71 pages). Remove and discard 12 FAM 530 (issued under TL:DS-67 dated 05-22-2000; 66 pages) and insert the revised identically numbered section. Lastly, remove and discard 12 FAM 550 (issued under TL:DS-77 dated 07-26-2001; 23 pages) and insert the revised identically numbered section.

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:DS-81, and initial.

## DISTRIBUTION NOTICE

1. The *Foreign Affairs Manual and Handbooks* (unclassified) official version can be found on the State Department's Intranet site at <http://10.4.64.84>.

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 office indicated at the end of this transmittal letter.

**(DS/PPB/PPD)**