

**SUBJECT:** Major Changes in the Foreign Affairs Manual (FAM)

**NEW MATERIAL:** Many changes have been and are taking place in the Department of State's (DoS) Directives shop. Therefore, when changes take place in their shop, M/AS/IRD will release a USAID/General Policy Notice listing the release of changes in the FAM/FAHs mentioned in the ADS. ADS Authors, whose documents are affected by these updates, must update their material or issue a USAID/General Policy Notice discussing the new policy and procedures and how it affects the policy and procedures in their ADS material.

**EFFECTIVE DATE:** 02-18-2005 for 3 FAM 1900 (3 FAM 1900 unassigned on 4/27/05)  
05-27-2005 for [14 FAM](#)  
05-27-2005 for 6 FAM 100, 200, 300, and 1200  
04-29-2005 for 6 FAM 700  
04-29-2005 for [15 FAM](#)  
02-18-2005 for [16 FAM](#)

POLICY

USAID/General Notice  
M/AS/IRD  
06/28/2005

Subject: Major Changes in the Foreign Affairs Manual (FAM)

Many changes have been and are taking place in the Department of State's (DoS) Directives shop that oversees the publication of the Foreign Affairs Manual (FAM) and Foreign Affairs Handbook (FAH). Therefore, when changes take place in their shop, M/AS/IRD will release a USAID/General Policy Notice listing the release of changes in the FAM/FAHs mentioned in the ADS.

ADS Authors, whose documents are affected by these updates, must update their material or issue a USAID/General Policy Notice discussing the new policy and procedures and how it affects the policy and procedures in their ADS material. See ADS 501 for more information about updating your material or send your questions to [ads@usaid.gov](mailto:ads@usaid.gov).

The most recent changes to the FAM are

\*16 FAM, Medical Program, supersedes 3 FAM 1900, Medical and Health Program

\*14 FAM Logistics Management, supersedes 6 FAM 100, 200, 300, and 1200. LOG-1 (05-27-2005) Volume Issuance. This FAM volume reorganizes scattered logistics regulations, hereby removed from 6 FAM, into a new FAM volume in supply chain sequence.

\*15 FAM Overseas Buildings Operations, supersedes 6 FAM 700, Overseas Buildings Operations

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A. 3 FAM Personnel: 3 FAM 1900: Medical and Health Program

The following statement is from the Change Transmittal: PER-530 Date: April 27, 2005 -

"3 FAM 1900, Medical and Health Program: As a result of the creation and issuance of new 16 FAM, Medical Program, this entire chapter 1900, including its appendices A and B, is hereby removed from 3 FAM. Chapter 3 FAM 1900 is now unassigned."

B. 14 FAM Logistics Management

The following statement is from the Change Transmittal LOG-1 (05-27-2005) Volume Issuance:

"With this change transmittal, the Office of Logistics Management (A/LM) issues Volume 14 of the Foreign Affairs Manual, Logistics Management. This FAM volume reorganizes scattered logistics regulations, hereby removed from 6 FAM, into a new FAM volume in supply chain sequence. Volume 14 covers logistics and supply chain planning (14 FAM 100) this chapter is reserved for this new section); acquisitions (14 FAM 200); distribution and transportation (14 FAM 300); asset management (14 FAM 400); employee logistics-travel (14 FAM 500); and employee logistics-effects (14 FAM 600). The purpose of the new volume is to bring these regulations together in a single volume to better assist staff and clients and to allow for the expansion of these regulations in coming years. In this issuance, logistics regulations and policy remain the same as they were in 6 FAM. Concurrent with the issuance of this transmittal is the issuance of a change transmittal for 6 FAM (CT:GS-149) that removes these regulations from that volume. Future policy changes will be vetted in the normal manner through State Department bureaus and other foreign affairs agencies. The Office of Logistics Management (A/LM) has prepared a number of transition tools including a desk reference, 6 FAM to 14 FAM crosswalk, and a question-and-answer (Q&A) package. These tools are available on the intranet."

C. 6 FAM General Services

The following information is from the Change Transmittal: GS-149 (05-27-2005) Chapters 100, 200, 300, and 1200:

"1. 6 FAM 100, Travel, Transportation, and Storage: As a result of the creation and issuance of 14 FAM, Logistics Management, this entire chapter is hereby removed from 6 FAM. Chapter 6 FAM 100 is now unassigned.

2. 6 FAM 210, Acquisition of Supplies and Services; 6 FAM 220, Personal Property Management for Posts Abroad; 6 FAM 230, Domestic Personal Property Management; and 6 FAM 200 Appendices A through E: As a result of the creation and issuance of 14

FAM, Logistics Management, these three subchapters and 6 FAM 200 Appendices A through E are hereby removed from 6 FAM. 6 FAM 210 through 230 is now unassigned.

3. 6 FAM 300, Personal Property Claims: As a result of the creation and issuance of 14 FAM, Logistics Management, this entire chapter is hereby removed from 6 FAM. Chapter 6 FAM 300 is now unassigned.

4. 6 FAM 1200, Supplies and Equipment: As a result of the creation and issuance of 14 FAM, Logistics Management, this entire chapter is hereby removed from 6 FAM. Chapter FAM 1200 is now unassigned."

6 FAM Continued: The following statement is from the Change Transmittal: GS-148 (04-29-2005) Chapter 700:

"6 FAM 700, Overseas Buildings Operations: As a result of the creation and issuance of new 15 FAM, Overseas Buildings Operations, this entire chapter, consisting of nine subchapters, is hereby removed from 6 FAM. Chapter 6 FAM 700 is now unassigned."

D. 15 FAM Overseas Buildings Operations

The following statement is from the Change Transmittal: OBO-1 (04-29-2005) Volume Issuance:

"With this change transmittal, the Bureau of Overseas Buildings Operations (OBO) issues Volume 15 of the Foreign Affairs Manual, Overseas Buildings Operations. This FAM volume covers the acquisition, design, construction, furnishing, management, maintenance, disposal, and reporting of all real property abroad for the Department of State and all foreign affairs agencies represented at posts. The material in this volume currently consists of the subject matter formerly found in the nine subchapters of 6 FAM 700, Overseas Buildings Operations, removed from 6 FAM by this issuance. A fully updated 15 FAM 800 chapter on Fire Protection/Incident Reporting Abroad is included in this volume. The purpose of the new volume is to bring these regulations together in a single volume to better assist staff and clients and to allow for the possible expansion of these regulations in coming years. Concurrent with the issuance of this transmittal is the issuance of a change transmittal for 6 FAM (CT: GS-148) that removes these regulations from that volume."

E. 16 FAM Medical Program

The following statement is from the Change Transmittal: MED-1 (02-18-2005) Volume Issuance:

"With this Change Transmittal, the Office of Medical Services (M/MED) issues Volume 16 of the Foreign Affairs Manual, Medical Program. The material in this new FAM volume covers the Medical Program and medical services formerly found in 3 FAM 1900, Medical and Health Program. The purpose of the new volume is to bring all of the Department of State's medical regulations together to assist staff and clients of the

Department and participating foreign affairs agencies in accessing and understanding various aspects of the Medical Program. Concurrent with the issuance of this transmittal is the issuance of a change transmittal for 3 FAM (CT: PER-530) that removes the medical regulations from that FAM volume."

The FAM documents mentioned in this Notice are posted on the Department of State's internet site <http://www.foia.state.gov/REGS/Search.asp>

Additionally, you may link to this site from the ADS External Reference web page <http://www.usaid.gov/policy/ads/links.html#F>.

For a complete listing of all the FAM and FAHs volume updates, see the FAM and FAH Transmittal Letters web page at <http://www.foia.state.gov/REGS/svtl.asp>

Finally, on ADS CD 38, you may also access FAM updates that are applicable to the ADS and that were issued between October 27, 2004 and January 12, 2005. Please remember, when using the ADS CD, be sure to check the ADS web site and the Department of State's FAM site for updates. The ADS CD is produced and distributed on a quarterly basis. The ADS web site and the Department of State FAM site are updated as soon as new policy is released. When ADS CD 39 is released in late July, it will include the new FAM updates mentioned above.

Point of Contact: If you have any questions about this Notice, please contact Cynthia Staples, M/AS/IRD, (202) 712-0798 or Ann Happ, M/AS/IRD-DKW, (202) 289-6455.

Notice 0698

File Name	Notice Date	Effective Date	Editorial Revision Date	ADS CD No.	Remarks
IU5_0504_062905_cd40	06/28/2005	---02-18-2005 for 3 FAM 1900 (3 FAM 1900 unassigned on 4/27/05) ---05-27-2005 for 14 FAM ---05-27-2005 for 6 FAM 100, 200, 300, and 1200 ---04-29-2005 for 6 FAM 700 ---04-29-2005 for 15 FAM ---02-18-2005 for 16 FAM		CD 40	This IU will remain effective until all the chapters are updated with the latest, correct FAMs.

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