



## Foreign Affairs Manual

### 15 FAM – Overseas Buildings Operations

Change Transmittal: OBO-21

Date: December 15, 2011

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#### **15 FAM 920 PROGRAM ADMINISTRATION AND RESPONSIBILITIES**

#### **15 FAM 940 EMPLOYEE RIGHTS AND RESPONSIBILITIES**

#### **15 FAM 950 STANDARDS**

#### **15 FAM 960 SAFETY, OCCUPATIONAL HEALTH, AND ENVIRONMENTAL MANAGEMENT (SHEM) PROGRAM REQUIREMENTS**

#### **Changes**

1. This Change Transmittal issues administrative revisions regarding office acronyms for the above-listed subchapters.
2. If the subchapter issuance changed less than half the words, we formatted the changed text in *dark magenta italic*. If the subchapter issuance changed more than half the words, we did not use *dark magenta italic*. The CT line in each section shows when that section last

changed.

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).
4. The office responsible for the material in these subchapters is the Bureau of Overseas Buildings Operations (OBO). Please direct questions concerning content, substance, and interpretation to this office. Administrative questions on the Foreign Affairs Manual or Handbooks can be directed to A/GIS/DIR, Office of Directives Management.

### **Filing Instructions for Paper Copies**

1. Remove and discard old subchapter 15 FAM 920 (CT:OBO-4; 12-21-2005) and insert revised subchapter 15 FAM 920 (CT:OBO-21; 12-15-2011).
2. Remove and discard old subchapter 15 FAM 940 (CT:OBO-4; 12-21-2005) and insert revised subchapter 15 FAM 940 (CT:OBO-21; 12-15-2011).
3. Remove and discard old subchapter 15 FAM 950 (CT:OBO-4; 12-21-2005) and insert revised subchapter 15 FAM 950 (CT:OBO-21; 12-15-2011).
4. Remove and discard old subchapter 15 FAM 960 (CT:OBO-4; 12-21-2005) and insert revised subchapter 15 FAM 960 (CT:OBO-21; 12-15-2011).
5. After inserting the material in the binder, insert this Change Transmittal immediately following the CT Checklist, then fill in the entry line for CT:OBO-21, and initial.

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1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
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).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.