



FOREIGN AFFAIRS MANUAL

VOLUME 2 – General

Transmittal Letter: GEN-295

Date: September 14, 1999

CHAPTER 1100 REGULATIONS AND RELATED PROGRAMS

MAJOR CHANGES

1. This issuance articulates the policy and procedures for the Department's:

Directives management program (Department regulations);
Federal Register publication;
Presidential Determinations and Executive Orders;
Delegations of Authority;
Forms management program;
Information collection program; and
Reporting program.

Treat this issuance as new material.

2. Subchapters 2 FAM 080 (Forms Management) and 2 FAM 090 (Reports Management) are incorporated into this chapter as subchapters 1150 and 1170, respectively. Subchapters 080 and 090 are now unassigned.

3. Please note that the Directives Management Staff (A/RPS/DIR) acts as either program manager or designated liaison for these programs.

4. Revisions since the last update appear in italics. 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.

5. 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

1. Remove and destroy the text of the old 2 FAM subchapter 080 (unassigned, 1 page) and the old 2 FAM subchapter 090 (issued under (TL:GEN-270; 04-01-1991), 17 pages) and replace them with the attached revised subchapters 080 and 090 (1 page total).
2. Remove and destroy the text of the old 2 FAM Chapter 1100 (30 pages total) and replace it with the attached revised Chapter 1100 (99 pages total).
3. After inserting the material in the binder, insert this transmittal letter immediately following the TL Checklist, then fill in the entry line for TL:GEN-295, 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/RPS/MMS/CB, directly. The Coordinator is located in Room 1659 NS, 202-736-4940, FAX 202-736-4924. E-Mail via DOSNET: INFOEXPRESS.

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 A/RPS/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/PB, 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 Directives Management Staff (A/RPS/DIR). They may be reached on 202-647-4081.

(A/RPS/DIR)