



FOREIGN AFFAIRS MANUAL

VOLUME 3 – Personnel

Change Transmittal: PER-496

Date: April 15, 2004

3 FAM 2700 TRAINING AND EMPLOYEE DEVELOPMENT

CHANGES

1. 3 FAM 2700 subchapters 2710 through 2740 have been removed and are now unassigned. These subchapters can be found in the new 13 FAM. No other changes were made.

2. 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 Only)

1. Remove and destroy old subchapter (s) 3 FAM 2710 (9 pages), TL:PER-492; 12-30-2003 , 2720 (15 pages), TL:PER-420; 9-25-2001, 2730 (4 pages), TL:PER-428; 10-30-2001, and 2740 (2 pages), TL:PER-433; 01-11-2002.

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:PER-496, and initial.

DISTRIBUTION NOTICE

1. The *Foreign Affairs Manual* and *Handbooks* (unclassified) official version can be found on 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), 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/PRD, HST B934, 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.

(HR)