



FOREIGN AFFAIRS MANUAL

VOLUME 3 – Personnel

Transmittal Letter: PER-502

Date: August 13, 2004

3 FAM 4830 ANNUAL AWARDS

CHANGES

1. 3 FAM 4830 has been revised. There are minor changes throughout the subchapter.
2. Revisions since the last update appear in italics/dark magenta. 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.
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).

FILING INSTRUCTIONS (Paper Copies Only)

1. Remove 3 FAM 4830, TL:PER-499, 06-04-2004, 35 pages and insert the revised 3 FAM 4830, TL:PER-502, 38 pages.
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-502, 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

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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/ER)