

United States Department of State



Foreign Affairs Handbook

4 FAH-1 - Financial Management Handbook

Transmittal Letter: FMH-22

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4 FAH-1 H-110, H-220, H-230, H-240, H-250, H-270, H-280, H-290, H-310, H-320, H-420, H-430, H-520, H-610, and H-710 UPDATES

MAJOR CHANGES:

1. Revisions since the last update appear in ***bold italics***. Other than formal titles, the bold italics will be removed the next time the material is updated. Only current changes will appear in bold italics. Bold italics provide a historical record of changes.

2. Under the Foreign Affairs Reform and Restructuring Act of 1998, Public Law 105-277, the functions of the U.S. Information Agency related to international broadcasting are transferred to the Broadcasting Board of Governors. Accordingly, all provisions of the FAM previously applicable to USIA continue in effect with respect to the BBG until further notice.

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 legal authority and additional reference materials can be found at the following websites:

- Code of Federal Regulations (CFR)—
<http://frwebgate.access.gov/egi-bin/get-cfr>,
- United States Code (U.S.C.)—
<http://www4.law.cornell.edu/uscode>; and
- Office of Personnel Management—
<http://www.opm.gov>

5. The updated chapters and/or subchapters are: H-100 subchapter 110, H-200 subchapters H-220, H-230, H-240, H-250, H-270, H-280, and H-290; H-300 subchapter H-310 and H-320; H-400 subchapters H-420, and H-430; H-500 subchapter H-520; H-600 subchapter H-610; and H-700 subchapter 710.

6. **H-220 (6 of 18)**—Add fund 192/30113.8 Diplomatic and Consular Programs—Multiple Years Commercial Fees—BP.

7. **H-220 (17 of 18)**—Add additional text to 19X1154 fund—INL.

8. **H-280 (3 of 13)**—Add new fund 19-72-2/3-1010.1 Special Assistance Initiatives—EUR.

9. **H-280 (9 of 13)** Add new fund 19-72-0/2-1037.1 Economic Support Fund—INL.

10. **H-280 (9 of 13)**—Add new fund 19-72-2/3-1037.1 Economic Support Fund—NEA.

11. **H-280 (11 of 13)**—Correct 19-11_1075 title to read “Nonproliferation, Anti-Terrorism—DS.

12. **H-280 (11 of 13)**—Add new fund 19-11_1075.2 Non-proliferation, Anti-terrorism, Demining and Related Programs—NP

13. **H-280 (12 of 13)**—Add new fund 19-72-2/3-1093.1 Newly Independent States Freedom Support Act Fund—EUR.

14. **H-310 (20 of 50)**—Add new allotments 2074 and 2075 (INL) International Narcotics and Law Enforcement Affairs—INL..

15. **H-310 (24 of 50)**—Add new allotment 3330 Refugee Program Beijing, China—PRM.

16. **H-310 (24 of 50)**—Add new allotment 3411 Refugee Program Dhaka, Bangladesh—PRM.

17. **H-310 (26 of 50)**—Add new alpha allotment D483 Information Resource Officer Abu Dhabi—IIP.

18. **H-310 (27 of 50)**—Add new alpha allotment E408 Regional English Language Officer Bahrain—ECA.

19. **H-310 (41-42 of 50)**—Change all FBO to OBO—OBO.

20. **H-420 (2 of 69)**—Add new organization code 010626 Special Communication—S/ES.

21. **H-420 (4 of 69)**—Change organization code 013910 symbol and title—NP.
22. **H-420 (18 of 69)**—Change organization code 070210 symbol and title—HR.
23. **H-420 (23 of 69)**—Delete organization codes 094520 and 094440—OBO
24. **H-420 (23-24 of 69)**—Discontinue organization codes 094120, 094350, 094360, 094370, 094611 through 094617 and 094760 as of 9/30/02—OBO .
25. **H-420 (23-24 of 69)**—Add organization codes 094130, 094150, 094151, 094152, 094520, 094530, 094610, 094620, 094630, 094800, 094910, 094920, 094930, and 094940—OBO.
26. **H-420 (24 of 69)**—Discontinue organization code 094760 as of 9/30/02—OBO.
27. **H-420 (24 of 69)**—Change organization code 094900 symbol and title—OBO.
28. **H-420 (29 of 69)**—Change symbol for EAP on organization code 131700—EAP.
29. **H-420 (30 of 69)**—Discontinue organization code 140400 as of 5/02—NEA.
30. **H-420 (30 of 69)**—Change organization code 140600 title—NEA.
31. **H-420 (30 of 69)**—Add new organization code 140300 Office of Economic Policy—NEA.
32. **H-420 (31 of 69)**—Add new organization code 145200 Coordinator for Afghanistan—SA.
33. **H-420 (31 of 69)**—Add new organization code 145210 Office of Afghanistan Reconstruction—SA.
34. **H-420 (43 of 69)**—Add new organization code 190075 – Omaha, Nebraska—SA.
35. **H-420 (46 of 69)**—Add new organization code 211400 Special Embassy Program—HR.
36. **H-420. (47 of 69)**—Change organization code 217100 Title from Branch to Division—H.
37. **H-420 (48 of 69)**—Change organization code 217300 Symbol and Title—HR.

38. **H-420 (52 of 69)**—Add new organization code 22224 Customer Advocate Branch—A/LM.
39. **H-420 (56 of 69)**—Add new organization code 241100 Management Support Division—OBO.
40. **H-420 (56-57 of 69)**—Discontinue organization code 242330, 244100, 244110, 244140, 244150, 244160, 244170, and 244180 as of 9/30/02—OBO
41. **H-420 (56-57 of 69)**—Change symbol and title for organization code 242300, 244400 and symbol for codes 242310, and 242320—OBO.
42. **H-420 (57 of 69)**—Change organization code symbols for 244410 through 244435—OBO.
43. **H-420 (57 of 69)**—Add new organization codes 244436, 244437, 244438 and 244700—OBO.
44. **H-420 (59 of 69)**—Change organization code 250170 title—IIP.
45. **H-420 (66 of 69)**—Add new organization code 282010 Information Management and Liaison Staff—CA.
46. **H-420 (67 of 69)**—Delete organization codes 282711 and 282712—CA.
47. **H-420 (67 of 69)**—Discontinue organization codes 282730 and 284120 as of 6/30/02—CA.
48. **H-420 (67 of 69)**— Change organization code 284110 symbol and title—CA.
49. **H-430 (17 of 84)**—Add funding code (330) and locator code (305) for Beijing, China Refugee Program (Numerical)—RM.
50. **H-430 (18 of 84)**—Add funding code (330) and locator code (305) for Beijing, China Refugee Program (Alphabetical)—RM.
51. **H-430 (20 of 84)**—Add funding code (411) and locator code (409) for Dhaka, Bangladesh Refugee Program (Numerical)—RM.
52. **H-430 (21 of 84)**—Add funding code (411) and locator code (409) for Dhaka, Bangladesh Refugee Program (Alphabetical)—RM.
53. **H-430 (28 of 84)**—Change Paying Office for Antigua, Barbuda, Barbados, Belize and Brazil from 196 to 194—RM.

54. **H-430 (29 of 84)**—Change Paying Officer for Columbia, Costa Rica and Cuba from 196 to 194—RM.

55. **H-430 (30 of 84)**—Change Paying Office for Dominican Republic, Ecuador, El Salvador, Grenada and Guatemala from 196 to 194—RM.

56. **H-430 (31 of 84)**—Change Paying Office for Netherlands Antilles and Paraguay from 196 to 194—RM.

57. **H-430 (32 of 84)**—Change Paying Office for Peru and Uruguay from 196 to 194—RM.

58. **H-430 (34 of 91)**—Change Paying Office for Bermuda from 298 to 194—RM.

59. **H-430 (38 of 84)**—Add new organization code for Kazakstan 325905 Astana (Embassy Branch Office)—OBO.

60. **H-430 (38 of 84)**—Add new organization code for Kazakstan 325965 Overseas Building Operations—Almaty—OBO.

61. **H-430 (43 of 84)**—Change Paying Office for Brunei, Burma and Cambodia from 379 to 394—RM.

62. **H-430 (45 of 84)**—Change Paying Office for Laos and Malaysia from 379 to 394—RM.

63. **H-430 (46 of 84)**—Change Paying Office for Solomon Islands from 378- 394—RM.

64. **H-520 (80 of 126)**—Add new function code for ICASS #6144 Residential Furniture, Appliances and Equipment Pool Cost Center—ICASS—RM.

65. **H-520 (83 of 126)**—Discontinue function code 6197 effective 9/30/02 (replaced by 5449)—ICASS.

66. **H-520(104 of 126)**—Add new function code for OBO 7494 Real Estate and Property Management—OBO.

67. **H-520(105 of 126)**—Add new function code for OBO 7516—OBO.

68. **H-520 (106 of 126)**—Add new function codes for OBO 7541 and 7542—OBO.

69. **H-520 (106 of 126)**—Add summary code 7540 for Real Estate and Property Management—OBO

70. **H-520 (110 of 126)**—Add summary code 7720 Center Support Services—OBO
71. **H-520 (110 of 126)**— Add new function codes for OBO 7722—OBO
72. **H-520 (112 of 126)**—Change function code to summary code status (7930) and change title—OBO
73. **H-520 (112-113 of 126)**—Add function codes 7932 and 7933—OBO.
74. **H-610 (31 of 78)**—Add object code 1290 Federal Student Loan Repayment Program—RM
75. **H-710 (1-2 of 10)**—Miscellaneous changes—RM.
76. **H-710 (6 of 10)**—Change Paying Office 379 to 394.
77. **H-710 (6 of 10)**—Replaced 6 Paying Office codes with new code 394—RM.
78. **H-710 (8 of 10)**—Deleted previously discontinued 4 FAH-1 H-716, and 4 FAH-1 H-717—RM.
79. **H-710 (8 of 10)**—Changed 4 FAH-1 H-719 (FSC Charleston) to 4 FAH-1 H-716—RM.
80. **H-710 (9 of 10)**— Changed 4 FAH-1 H-718 (Regional Budget and Fiscal Offices in West and Central Africa) to 4 FAH-1 H-717—RM.
81. Various changes through out the Handbook changing **FMP** to **RM**.

FILING INSTRUCTIONS (Paper copy only)

1. Remove and destroy Subchapters H-110, H-220, H-230, H-240, H-250, H-270, H-280, H-290, H-310, H-320, H-420, H-430, H-520, H-610, and H-710 and replace with the attached subchapters (490 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:FMH-22, and initial.

DISTRIBUTION NOTICE

1. The *Foreign Affairs Manual and Handbooks* (unclassified) official version can be found on State Department's Intranet site at <http://arpsdir.a.state.gov>.
2. All posts and offices keeping paper versions of *Foreign Affairs Handbooks* are responsible for maintaining their FAHs 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 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, Room B935, (202) 736-7470, FAX (202) 736-7472, 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 RM/F/FMS/FPMC. FPMC may be reached at (202) 261-8654.

(RM/F/FMS/FPMC)