



# Foreign Affairs Handbook

## 4 FAH-1 - Financial Management Handbook

Transmittal Letter: FMH-33

Date: September 30, 2003

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### 4 FAH-1 H-220, H-280, H-310, H-420, H-430, H-450, H-520, H-610, H-620, and H-730 UPDATES

#### MAJOR CHANGES:

1. Revisions since the last update are listed in paragraph 5 below. They appear in ***bold italics*** in the handbook. 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).

5. The updated subchapters are: H-220, H-280, H-310, H-420, H-430, H-450, H-520, H-610, H-620, and H-730.

6. **H-110 (4 of 14)**—New paragraphs a. and b.

7. **H-220 (6 of 23)**—Establish a new multi year fund 19-3/40113H.

8. **H-220 (15 & 16 of 23)**—Establish new internal point limitations to 19-4-1005.1 through 1005.19 for 2004.

9. **H-220 (22 of 23)**—Establish new multi year fund account 19-3/41154.

10. **H-280 (1 & 2 of 22)**—The following parent fund accounts were established 11X0040.P, 11X1022.P, 113/41022.P, 114/51022.P, 11X1032.P, 1141032.P, 113/41032.P, 114/51032.P, 11X1075.P, 1141075.P, 113/4/1075.P, and 114/51075.P.
11. **H-280 (3 of 22)**—Establish new state fund account 19-11X0040.P.
12. **H-280 (5 of 22)**—Establish new state fund accounts 19-723/41010.1 and 19-724/51010.1.
13. **H-280 (6 & 7 of 22)**—Establish new state fund accounts 19-11X1022.P, 19-113/41022.P, and 19-114/51022.P.
14. **H-280 (9 & 10 of 22)**—Establish new state fund accounts 19-11X1022A, 19-11X1032.P, 19-1141032.P, 19-113/41032.P, and 19-114/51032.P.
15. **H-280 (10 & 11 of 22)**—Establish new state fund accounts 19-113/41032.1, 4, 6, 8, 13, and 22.
16. **H-280 (13, 14 & 15 of 22)**—Establish new state fund accounts 19-723/41037.13, 15, 16, 18, 19, and 1A – 1J.
17. **H-280 (16 & 17 of 22)**—Establish new state fund accounts 19-11X1075.P, 19-1141075.P, 19-113/4/1075.P, and 19-114/51075.P.
18. **H-280 (19 & 20 of 22)**—Establish new fund accounts 19-114-1075.4-22 and A-B.
18. **H-280 (21 of 22)**—Establish new fund accounts 19-723/41093.17, 19-724/51093.17, 19-723/51095, and 19-113/41096.1.
19. **H-310 (28 of 50)**—Establish new allotment for Regional English Language Officer – Rabat E456.
20. **H-310 (33 of 50)**—Establish new allotment for Refugee Program Yerevan, Armenia R204.
21. **H-310 (33 of 50)**—Establish new allotment for Refugee Program Almaty, Kazakhstan R259.
22. **H-310 (33 of 50)**—Establish new allotment for Refugee Program Algiers, Algeria R405.
23. **H-310 (33 of 50)**—Establish new allotment for Refugee Program Yaounde, Cameroon R510.

24. **H-310 (37 of 50)**—Establish new allotment for Rover Staff (Regional FMO) Paris, France (4592).
25. **H-420 (4 of 75)**—Change symbol and title of organization code 013100.
26. **H-420 (5 of 75)**—Reorganization changes for 014000 (organization codes).
27. **H-420 (5 of 75)**—Annotate with (discontinued 9/30/03) to organization code 014010.
28. **H-420 (5 & 6 of 75)**—Reorganization changes for 014100, 014500, 014800 – 014890 (organization codes).
29. **H-420 (32 of 75)**—Change symbols and title for organization codes 140300 and 140600.
30. **H-420 (32 of 75)**—Establish new organization code 141700 (Iraq Reconstruction).
31. **H-420 (37 of 75)**—Change symbol and title for organization code 170610.
32. **H-420 (38 of 75)**—Annotate with (discontinued 8/03) to organization codes 171930-179934.
33. **H-420 (42 of 75)**—Annotate with (discontinued 8/03) to organization codes 175300-175330.
34. **H-420 (43 & 44 of 75)**—Establish new organization codes 179100-179134.
35. **H-420 (47 of 75)**—Change title on organization code 183362 to read Team instead of Branch (MSO).
36. **H-420 (55 of 75)**—Establish new organization codes 220112, 220113, and 220114.
37. **H-420 (62 of 75)**—Change symbol and title for organization code 242330.
38. **H-420 (67 of 75)**—Change symbol for organization codes 260400, 260410, 260420, 260430, and 260440.
39. **H-420 (72 of 75)**—Change symbol and title for organization code 282050.

40. **H-430 (28 of 84)**—Establish new organizational code 310965 for Belmopan, Belize.
41. **H-430 (31 of 84)**—Establish new organizational code 312765 for Kingston, Jamaica.
42. **H-430 (36 of 84)**—Establish new organizational code 324265 for Tbilisi, Georgia.
43. **H-430 (48 of 84)**—Establish new organizational code 340465 for Kabul, Afghanistan.
44. **H-430 (49 of 84)**—Remove annotation “Discontinued 4/90” and reactivate organizational code 343865.
45. **H-450 (7 of 7)**—Establish new organization code 527700 for United Nations Capital Master Plan (UNCMP).
46. **H-520 (22 of 124)**—Establish function code 2395 for Iraqi Cultural Heritage Restoration (ECA).
47. **H-520 (45 of 124)**—Establish function code 3497 for UNCMP.
48. **H-610 (27 of 78)**—Establish BOC 1199 for FSN Bonus Paid.
49. **H-610 (31 & 32 of 78)**—Establish BOC’s 1251-1254 for Imputed Benefit Costs.
50. **H-620 (6 of 11)**—Establish a revenue source code ADBI for Coalition Provisional Authority (Iraq).
51. **H-730 (1 & 2 of 2)**—The entire subchapter was changed and the alphabetical and numerical listing of checking account symbols was deleted.

**FILING INSTRUCTIONS (Paper copy only)**

1. Remove and destroy subchapters H-220, 280, 310, 420, 430, 450, 520, 610, 620, and 730 and replace with the attached subchapters (474 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-33, 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 *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, HST Room B-934, (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).
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**(RM/DCFO/FPRA/FPMC)**