



## Foreign Affairs Handbook

### 4 FAH-1 - Financial Management Handbook

Transmittal Letter: FMH-17

Date: November 24, 2000

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#### 4 FAH-1 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 updated chapters and/or subchapters are: H-200 subchapters H-220 and H-280; H-300 subchapter H-310; H-400 subchapters H-410, H-420, H-430, and H-450; H-500 subchapter H-520; H-600 subchapter H-610 and H-620; and H-700 subchapter H-710.

5. **H-220 (8 of 16)**—New coordinator for 199/10120-VC—IRM.
6. **H-220 (9 of 16)**—New fund 190/20209 codes for ECA—ECA.
7. **H-280 (7 of 10)**—New fund 19-720/11037—FMP.
8. **H-310 (6 of 47)**—Rename allotment 1084-Diplomatic Reception Room Fees—OPR.
9. **H-310 (7 of 47)**—New allotment 1090—OPR.
10. **H-310 (7 of 47)**—Discontinue allotment 1098 as of 9/30/99—FMP.
11. **H-310 (entire subchapter)**—Change PER to HR—HR.

12. **H-310 (15 of 47)**—Change 1712 title to read ICASS Service Center—FMP.
13. **H-310 (15 of 47)**—New allotment 1714 ICASS Info Tech Committee—FMP.
14. **H-310 (17 of 47)**—Miscellaneous changes—FMP.
15. **H-310 (22 of 47)**—Discontinue allotment 3229 7/00—CA.
16. **H-310 (24 of 47)**—New allotment 3535 Accra, Ghana—PRM.
17. **H-310 (24 of 47)**—New allotment 3565 Lusaka, Zambia—PRM.
18. **H-310 (26-31 of 47)**—New CA allotments for Consular Administrative Support Abroad—CA.
19. **H-310 (27 of 47)**—Combine Belfast and London under M232—CA.
20. **H-410 (2 of 8)**—Assign new location-Lincoln, Nebraska XXXX74—FMP.
21. **H-410 (3 of 8)**—Assign new location-Opana, Hawaii XXXX92—FMP.
22. **H-420 (6 of 67)**—Change POLAD Org codes—PM.
23. **H-420 (12 of 67)**—OES reorganization—OES.
24. **H-420 (37 of 670)**—Change organization symbol 175620—DS.
25. **H-420 (40 of 67)**—New organization code 183356—IRM.
26. **H-420 (42 of 67)**—New organization code 190074—AC.
27. **H-420 (45-47 of 67)**—Change PER to HR—HR.
28. **H-420 (66-67 of 67)**—Change PER to HR—HR.
29. **H-430 (26 of 79)**—New organization codes for Santa Cruz 310403 and Trinidad 310405—EUR.
30. **H-430 (53 of 79)**—Delete Santa Cruz from Non-Post Code—WHA.
31. **H-430 (64 of 79)**—Change organization code 310402; remove asterisk—WHA.
32. **H-430 (75 of 79)**— Change organization code 310403; remove asterisk—WHA.
33. **H-430 (77 of 79)**—New org code 310405—WHA.

34. **H-450 (7 of 7)**—New organization code 524700—IO.
35. **H-520 (14 of 117)**—Change definition of function code 2301—ECA.
36. **H-520 (18 of 117)**—New function codes 2334, 2335, 2336, 2337, 2338, and 2339—ECA.
37. **H-520 (46 of 117)**—New function codes 3584 and 3585—IO.
38. **H-610 (7 and 30 of 75)**—New BOC 1250 Professional Liability Insurance Premiums—FMP.
39. **H-620 (3 of 8)**—New Revenue Source Codes for the WCF—FMP.
40. **H-710 (11 of 11)**—Change service codes for The Hague 193—FMP.

### **FILING INSTRUCTIONS (Paper copy only)**

1. Insert this Transmittal Letter (4 pages) immediately following the Transmittal Letter Checklist, and initial the entry for FMH-17. Remove and destroy Subchapters H-220, H-280, H-310, H-410, H-420, H-430, H-450, H-520, H-610, H-620, and H-710, and replace with the attached subchapters (445 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-17, and initial.

### **DISTRIBUTION NOTICE**

1. The *Foreign Affairs Handbooks* (unclassified) official version can be found on State Department's Intranet site at <http://99.1.1.27>.
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 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 FMP/F/FMS/FPMC. FPMC may be reached at (202) 261-8654.

**(FMP/F/FMS/FPMC)**