

United States Department of State



Foreign Affairs Handbook

5 FAH-3-TAGS/Terms Handbook

Transmittal Letter: TAGS-13

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TAGS/TERMS UPDATES

MAJOR CHANGES:

1. This Handbook replaces the information issued under TLs TAGS 11 and 12. This Handbook is in the CD-ROM format. The sections have been renumbered to comply with the format for the CD-ROM. Future updates will appear quarterly on the CD-ROM.
2. The TAGS/Terms Handbook will no longer be issued in paper, it will be on the CD-ROM, however, if you desire a paper copy, copies can be purchased from Publishing Services, OIS/PS. They are located in Room 1853 and can be reached on (202) 647-1632.
3. The following K TAGS were added: KCSY, KGHA, KICA, KLRP, KMSG, KOCI, KPKO, KRIM, KUNR, and KVPR.
4. The following terms were added: Court Order, Name Change, and Sex Change. The terms were added to CPAS. CLASS and Child Custody were added to CPAS.
5. Two organizations were added: MAB and WHC.

NOTE: Officers are reminded that Department-issued materials not codified directly or by approved reference in the *Foreign Affairs Manual* or its supplemental *Foreign Affairs Handbook* series generally have no regulatory validity (see 2 FAM 1110).

FILING INSTRUCTIONS:

Discard all previous copies of the Handbook and insert this one (280 pages).

For funds obligation/purchase purposes, this Transmittal Letter is costed at \$70.50.

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1. All posts and offices receiving the Foreign Affairs Manual/Handbooks are responsible for maintaining them on a current basis [see 2 FAM Section 111.5], and for ensuring that all copies (including binders) are either retained or returned to OIS/RA/DIR if no longer needed.

2. The Foreign Affairs Manual (unclassified) and Handbooks are also being issued internally in CD-ROM format. For information on this program, please contact the INFOEXPRESS Coordinator, A/IM/IS/OIS/ISG directly. The Coordinator is located in Room 1659 Main State; FAX (202) 736-4924 or E-Mail via DOSNET: INFOEXPRESS. Public inquires should also be addressed to A/IM/IS/OIS/ISG.

3. All posts and offices receiving the *Foreign Affairs Handbook* are responsible for maintaining the FAH on a current basis [see 2 FAM Section 1116.5].

4. Use KFAM and AINF TAGS on all communications. Direct questions concerning issuance, validity, and updating to OIS/RA/DIR. Direct questions concerning substance and interpretations to A/IM/SO/TO/SI.

(A/IM/IS/OIS/RA/DIR)