



# FOREIGN AFFAIRS MANUAL

## VOLUME 5 – Information Management

Transmittal Letter: IM-24

Date: January 30, 1998

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## CHAPTER 300 DIPLOMATIC POUCH AND MAIL

### MAJOR CHANGES

1. Chapter 300 has been completely revised and updated and replaces the previous version published 11-30-94.

2. The chapter includes additional policy that addresses the Department's policy on abuse and the regulation governing abuse.

3. Chapter 300 clarifies the policy for using the Diplomatic Pouch and Mail Service for sending unsolicited advertisements and clarifies responsibilities for implementing Diplomatic Pouch and Mail policies.

4. Normally, revisions since the last update appear in italics, but since this update is so extensive, italics will not be used to indicate changes.

5. 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

1. Remove and destroy the text of 5 FAM Chapter 300 (issued under TL:IM-13, dated 11-30-94; 10 pages total) and replace it with the attached revised Chapter 300 (17 pages total).

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:IM-24, and initial.

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