



FOREIGN AFFAIRS HANDBOOK

6 FAH-6 – Acquisition Career Management Program

Transmittal Letter: AQM-1

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6 FAH-6 ACQUISITION CAREER MANAGEMENT PROGRAM HANDBOOK

CHANGES

1. This handbook was issued initially as a guidebook by the Office of the Procurement Executive (A/OPE) in January 1993 with subsequent revisions in 1997, 2000, and 2002. It has just been revised again and is now officially a new handbook under Volume 6 – General Services of the *Foreign Affairs Manual*. The purpose of this handbook is to implement the Department of State Acquisition Career Management Program as required by 41 U.S.C. 414(4); Section 4307 of the Federal Acquisition Reform Act (FARA); Executive Order 12931, sections (h) and (i); and Office of Federal Procurement Policy (OFPP) Letters 92-3 and 97-01. The goal of the program is to increase the proficiency and facilitate the career development of Department of State acquisition professionals through a multi-faceted program built on assessment of employee skills, implementation of individual development plans covering competency-based training supplemented by on-the-job training, and adherence to minimum standards of education, training and experience for top-level acquisition positions.

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).

DISTRIBUTION NOTICE

1. The *Foreign Affairs Manual* and *Handbooks* (unclassified) official version can be found on the State Department's Open Net site.

2. All posts and offices keeping paper versions of *Foreign Affairs Handbooks* are responsible for maintaining the 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 B-934, 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 the office indicated at the end of this transmittal letter.

(A/OPE)