



FOREIGN AFFAIRS MANUAL

VOLUME 6 – General Services

Transmittal Letter: GS-99

Date: January 22, 2003

6 FAM 240 UNIFORMS AND PROTECTIVE CLOTHING

CHANGES

1. **6 FAM 241.2, Applicability:** Employees (direct-hire and PSA) and non-PSC contractors.

2. **6 FAM 241.5, Maximum Amounts:** The employee uniform maximum allowance, per authorized individual, has increased from \$360 to \$400 per fiscal year. Diligence must be applied when purchasing uniforms and officers charged with that responsibility must ensure that reasonably priced sources are used for the purchase of uniforms.

3. **6 FAM 242.3, Determination of Requirement to Wear Protective Clothing:** U.S. Government departments and agencies may furnish employees with protective clothing if the department or agency head determines that it is necessary under OSHA and its implementing regulations.

4. **6 FAM 243.2, Custody:** Uniforms and protective clothing must be clean and in good repair when returned by employees who have separated or transferred to duties not requiring such items.

5. **6 FAM 244, Procurement:** Procurement of uniforms and protective clothing is accomplished in accordance with the Federal Acquisition Regulation (FAR), in addition to the Department of State Acquisition Regulation (DOSAR).

6. Legal authority and additional reference materials can be found at the following web sites:

- Code of Federal Regulations (CFR)—
<http://frwebgate.access.gov/egi-bin/get-cfr;>

- 5 United States Code (U.S.C.)—
<http://www4.law.cornell.edu/uscode>; and
- Office of Personnel Management—
<http://www.opm.gov>.

7. Revisions since the last update appear in italics. Other than formal titles, the italics will be removed the next time the material is updated. Only current changes will appear in italics. Italics provide a historical record of changes.

8. 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.

9. 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 FOR PAPER COPIES

1. Remove and discard old 6 FAM subchapter 240 (issued under TL:GS-1, 08-22-1991; 5 pages) and replace it with revised 6 FAM subchapter 240 (6 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:GS-99, and initial.

DISTRIBUTION NOTICE

1. The *Foreign Affairs Manual* (unclassified) official version can be found on the State Department's Open Net site at <http://arpsdir.a.state.gov>.

2. All posts and offices keeping paper versions of the *Foreign Affairs Manual* are responsible for maintaining the FAM 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 B935, 202-736-7470, FAX 202-647-4535, handles all requests for paper copies, including non-Government

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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)