



# FOREIGN AFFAIRS MANUAL

## VOLUME 6 – General Services

Transmittal Letter: GS-124

Date: April 16, 2004

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### 6 FAM 1720

## USE OF AUDITORIUMS, CONFERENCE ROOMS, AND OTHER MEETING PLACES

### CHANGES

1. **6 FAM 1721:** Smoking is prohibited throughout U.S. Government buildings. The Delegates Lounge may be reserved for a separate function; however, the reservation for this room will be cancelled if a meeting in the Loy Henderson Conference Room requires use of the Delegates Lounge.

2. **6 FAM 1726.2:** To cancel reserved rooms, call the Operations Support Branch, Special Services Division, Office of General Services Management (A/OPR/GSM/SS).

3. **6 FAM 1729:** Room reservations can also be made by submitting a request via email to [ConfRmGSM@state.gov](mailto:ConfRmGSM@state.gov). All reservations shall be confirmed in writing by the Office of General Services Management.

4. 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.

5. 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.

6. 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 1720 (issued under TL:GS-1, 08-22-1991; 2 pages) and replace it with revised 6 FAM subchapter 1720 (4 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-124, and initial.

## DISTRIBUTION NOTICE

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

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 A/RPS/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/OPR/GSM)**