



# FOREIGN AFFAIRS MANUAL

## VOLUME 6 – General Services

Change Transmittal: GS-137

Date: August 18, 2004

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### 6 FAM 120

## AUTHORIZATION AND PROCUREMENT OF TRAVEL AND RELATED ITEMS

### CHANGES

1. **6 FAM 125.6-3, Prohibitions Against Official and Personal Travel to Posts under Authorized/Ordered Emergency Evacuation; and 6 FAM 125.24-2, Prohibition Against Personal Travel to Posts Designated as Unaccompanied:** In accordance with 2 FAM 1115.2, these two new 6 FAM sections codify the interim issuance of these directives in ALDAC 03 State 347833. The sections clarify Department policy on travel to posts in evacuation and unaccompanied status.

2. **Change Transmittal** has replaced the term, Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission. The FAM volume's transmittal acronym and numerical series remains in place.

3. 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.

4. 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 subchapter 6 FAM 120 (issued under CT:GS-125, 05-07-2004; 68 pages) and replace it with revised subchapter 6 FAM 120 (70 pages).

2. After inserting the material in the binder, insert this change transmittal immediately following the CT (formerly TL) checklist, then fill in the entry line for CT:GS-137, 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 and your message center if you need to have your distribution reduced (this generally applies only to time-sensitive paper issuances). A/RPS/MMS/P, 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/LM/OPS/TTM/TM)**