



# FOREIGN AFFAIRS MANUAL

## VOLUME 12 – Diplomatic Security

Transmittal Letter: DS-63

Date: November 26, 1999

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### SUBCHAPTER 12 FAM 440 POST SECURITY FUNCTIONS

#### MAJOR CHANGES

1. The Bureau of Diplomatic Security (DS) concluded the drafting and clearance of 12 FAM 443 in the Department and among the member agencies of the Overseas Security Policy Board (OSPB). Major changes include:

- Incorporation of text applying to locally hired personnel, previously located in 12 FAM 443.2, is now located in 12 FAM 443.1;
- Deletion of 12 FAM 443 Exhibit 443.1; and
- Security clearance requirements for temporary duty personnel, previously set forth in 12 FAM 443.3, that have been renumbered as 12 FAM 443.2, and revised to delete the provision that the level of clearance may be stated in a “travel authorization.”

2. 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.

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).

#### FILING INSTRUCTIONS FOR PAPER COPIES

1. Remove and discard the text of old 12 FAM 440 (issued under TL:DS-59, dated 11-19-1997; 12 pages) as well as all of its accompanying old exhibits (12 FAM 443 Exhibit 443.1, issued under TL:DS-50, dated 02-14-1996 (2 pages); and 12 FAM 446 Exhibits 446.1, 446.3-2, and 446.4, issued

under TL:DS-59, dated 11-19-1997 (3 pages)) and replace these materials with the attached revised 12 FAM 440 and accompanying exhibits (15 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:DS-63, and initial.

## **DISTRIBUTION NOTICE**

1. The *Foreign Affairs Manual* (unclassified) official version can be found on the State Department's Intranet site at <http://99.1.1.27>.

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 1853, 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.

**(DS/PPB/PPD)**