



FOREIGN AFFAIRS MANUAL

Volume 13

Training and Professional Development

Change Transmittal: TPD-001

Date: May 20, 2004

13 FAM TRAINING AND PROFESSIONAL DEVELOPMENT VOLUME ISSUANCE

CHANGES

1. This transmittal letter is the issuance of the new Volume 13 for the *Foreign Affairs Manual*, which is managed by the Foreign Service Institute (FSI).

2. This volume contains all the material that was formerly in:

- 3 FAM 2700, subchapters 2710 through 2740; and
- 3 FAH-1 H-2700, subchapters 2710 through 2740.

3. The text is not new. The only changes have been in renumbering and inclusion of the new CT (formerly TL) line identification, and some minor re-titling to prevent duplication.

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 (Paper Copies Only)

1. Insert the new material in an appropriate BAM binder.

2. After inserting the material in the binder, insert this change transmittal immediately following the CT Checklist, then fill in the entry line for CT:TPD-001, and initial.

DISTRIBUTION NOTICE

1. The *Foreign Affairs Manual* and its supplemental handbook series official version (unclassified) can be found on State Department's Intranet 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 Room B934, 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.

(FSI)