



Foreign Affairs Manual

2 FAM – General

Change Transmittal: GEN-354

Date: March 9, 2009

2 FAM 1210 GENERAL PROCESSING

Changes

1. **2 FAM 1210** issues updates on miscellaneous action and clearing procedures from the Executive Secretariat or an originating office; the methods and operation of obtaining clearances; the process of resolving clearance differences; and the responsibility for review and approval of correspondence.
2. **Change Transmittal** has replaced the term Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission.
3. Revisions since the last update appear in *italic* and *dark magenta*. Other than formal titles, the italic and dark magenta will be removed the next time the material is updated. Only current changes will appear in italic and dark magenta. Italic and dark magenta provide an 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 2 FAM 1210 (CT:GEN-316, 2-1-2005; 5 pages) and insert the revised 2 FAM 1210 (5 pages).
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:GEN-354 and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version

can be found on the 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).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/ISS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this change transmittal.

(S/ES-EX)