



# Foreign Affairs Manual

2 FAM – General

**Change Transmittal:** GEN-355

Date: March 26, 2009

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## 2 FAM 810 POLICY, OBJECTIVE, SCOPE AND APPLICABILITY

### Changes

1. **2 FAM 810, Policy, Objective, Scope and Applicability:** Formerly, this subchapter was unassigned. The new subchapter outlines the responsibilities and procedures for implementing the Department's policy for managing aircraft: buying, maintaining, or operating an aircraft; establishing cost-effective management control systems; requirements for contracting for commercial aviation services; and accounting for the operations and ownership costs of aircraft.
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. Because this is a new subchapter, changes do not appear in *italic* and *dark magenta* but will in the next update.
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 page 2 FAM 800 Unassigned (TL:GEN-290, 10-20-1995; 1 page) and replace it with new subchapter 2 FAM 810 (11 pages).
2. After inserting the material in the binder, insert this Change Transmittal letter immediately following the CT Checklist, then fill in the entry line for CT: GEN-355 and initial.

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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 letter.

**(INL/A)**