



# Foreign Affairs Manual

## 1 FAM – Organization and Functions

**Change Transmittal:** ORG-210

**Date:** May 1, 2009

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# 1 FAM 210

## BUREAU OF ADMINISTRATION (A)

### Changes

- 1 FAM 210, Bureau of Administration (A):** This subchapter has been revised throughout. As a result, changes will not be shown in italic and dark magenta in this issuance. Some major changes are the following:
  - 1 FAM 211.2, Assistant Secretary Responsibilities:** Responsibilities of this position have increased.
  - 1 FAM 212.1-3, Human Resources Division (A/EX/HR):** Responsibilities of this division have expanded.
  - 1 FAM 212.4, Commercial Services Management (A/CSM):** Responsibilities of this office have grown.
  - 1 FAM 214, Deputy Assistant Secretary for Global Information Services (A/GSI):** The name of this A sub-bureau has changed and the responsibilities of some of its component divisions have changed and broadened.
  - 1 FAM Exhibit 211.3, Bureau of Administration (A):** The organization chart of the bureau has changed with some office name changes and the addition of new offices.
- 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.
- Changes in the next revision will appear in *italic* and *dark magenta*. Italic and dark magenta provide a historical record of changes.
- 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 1 FAM 210 (CT:ORG-165, 02-23-2007; 56 pages) and insert revised subchapter 1 FAM 210 (73 pages).
2. After inserting the material in the binder, insert this transmittal letter immediately following the CT Checklist, then fill in the entry line for CT:ORG-210, 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 transmittal letter.

**(A/EX)**