



Foreign Affairs Manual

2 FAM – General

Change Transmittal: GS-165

Date: June 23, 2011

6 FAM 1520 OBTAINING LANGUAGE SERVICES

Changes

1. **6 FAM 1520** contains a number of outdated references. The Office of Directives Management (A/GIS/DIR) has made the following nonsubstantive administrative changes in *italic dark magenta* that correct the following form numbers:
 - **6 FAM 1522:**
Form DS-434, Request for Document Translation—Changed to Form DS-4088, Request for Translation Service.
 - **2 FAM 1523.1:**
Form OF-263, Requisition for Equipment, Supplies, Furniture, Furnishings, or Services—Changed to Form DS-2092, Requisition for Equipment, Supplies, Furniture, Etc.
2. **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.
3. Revisions are shown in *italic dark magenta*. *Italic dark magenta* provides a historical record of changes and is used in subchapter issuances where less than 50 percent of the text has been revised.
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 6 FAM 1520 (CT:GS-136, 08-13-2004; 4 pages) and replace it with revised subchapter 6 FAM 1520 (4

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:GS-165 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/GIS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this change transmittal letter.

(A/GIS/DIR)