



# Foreign Affairs Manual

## 5 FAH-1 –Correspondence Handbook

**Change Transmittal:** CH-19

**Date:** July 27, 2007

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### **5 FAH-1 H-1010 CORRESPONDENCE WITH FOREIGN GOVERNMENTS**

### **5 FAH-1 H-1020 COUNTRIES, OFFICIALS, DESIGNATIONS, AND CAPITALS**

### **5 FAH-1 H-1030 THE UNITED STATES OF AMERICA**

#### **Changes**

1. This Change Transmittal issues changes to subchapters 5 FAH-1 H-1010, 5 FAH-1 H-1020, and 5 FAH-1 H-1030.
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 Change Transmittal acronym and numerical series remains in place.
3. Darkmagenta text in 5 FAH-1 H-1010 and 5 FAH-1 H-1030 indicates changes from the previous CT. Darkmagenta is not used to indicate changes in 5 FAH-1 H-1020, since most of the text of 5 FAH-1 H-1020 has been changed.
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)**

1. Remove 5 FAH-1 H-1010 (TL:CH-4; 07-31-2002, 1 page), 5 FAH-1 H-1020 (TL:CH-04; 07-31-2002, 21 pages), and 5 FAH-1 H-1030

(TL:CH-04; 07-31-2002, 2 pages) and insert the revised 5 FAH-1 H-1010 (1 page), 5 FAH-1 H-1020 (2 pages), and 5 FAH-1 H-1030 (2 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:CH-19 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 letter.

**(IRM/BPC/RG)**