



# Foreign Affairs Handbook

## 5 FAH-1 – Correspondence Handbook

**Change Transmittal:** CH-20

**Date:** August 1, 2007

---

## 5 FAH-1 CORRESPONDENCE HANDBOOK

### Changes

1. **Subchapters H-110, H-120, H-210, H-220, H-230, H-240, H-410, H-420, H-510, H-520, H-610, H-620, H-710, and H-910** have been revised to change the office symbol from IRM/BPC/PRG to IRM/BPC/RG in a section title, CT line, or text of the regulations.
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 a 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 (Paper Copies)

Remove the old subchapters and insert the new subchapters.

<b>Subchapter</b>	<b>Version Replaced (CT no. and date)</b>
110	(CT CH-14; 03-28-2007)
120	(CT CH-11; 05-18-2005)
210	(CT CH-14; 03-28-2007)
220	(CT CH-12; 09-23-2005)
230	(CT CH-12; 09-23-2005)
240	(CT CH-13; 08-15-2006)
410	(CT CH-14; 03-28-2007)
420	(CT CH-14; 03-28-2007)
510	(CT CH-14; 03-28-2007)
520	(CT CH-14; 03-28-2007)
610	(CT CH-14; 03-28-2007)
620	(CT CH-14; 03-28-2007)
710	(CT CH-15; 04-25-2007)
910	(CT CH-14; 03-28-2007)

## **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/PRG)**