



United States Department of State

*Office of Policy Coordination and
Public Affairs for Consular Affairs*

Washington, D.C. 20520

December 9, 2011

Mr. Peter Van Buren
Department of State
Washington, D.C.

Dear Mr. Van Buren:

As you begin your detail in CA/P, I would like to take the opportunity to remind you of your obligation as a Department of State employee to abide by Department regulations and policies. Specifically, as is the case with other Department employees, you must comply fully with applicable policies and regulations regarding official clearance of public speeches, writings and teaching materials, including blogs, tweets and other communications via social media, on matters of official concern, whether prepared in an official or private capacity. In addition, you must comply fully with Department decisions granting or denying clearance to release or publish any materials on matters of public concern. I know you have been made aware of these requirements in the past, I want to reiterate the need for you to comply with them given the Public Affairs-related nature of your duties at CA/P. Such policies and regulations include, but are not limited to, the requirements in 3 FAM 4170 for Department review of materials on matters of official concern prior to release or publication. A copy of 3 FAM 4170 is attached, and any amendments are incorporated by reference.

Failure to comply with the requirements of 3 FAM 4170 referred to above may result in a written notification by CA/P to the Bureau of Human Resources. Such failure to comply may also result in termination of the detail to CA/P.

Please let me know if you have any questions about this matter.

Sincerely,

Stuart M. Hatcher

Director

Office of Policy Coordination
and Public Affairs

Seen and acknowledged:

Peter Van Buren
Special Projects Officer