# 2007 U.S. Department of State Internship Program

Seoul, South Korea | Manama, Bahrain | Washington, D.C. | Cairo, Egypt | Djenné, Mali | Dhaka, Bangladesh

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# 2006 Internship Program Information

**To apply, just visit our web site at http://careers.state.gov/ and click on "*Student Programs*" to access "*Gateway to State*." It's that easy!**

## DEADLINES

**Applications must be *received* by the appropriate deadline below:**

**SUMMER INTERNSHIP - NOVEMBER 1**
**FALL INTERNSHIP - MARCH 1**
**SPRING INTERNSHIP - JULY 1**

**The U.S. Department of State is committed to equal opportunity and fair and equitable treatment of all without regard to race, color, ethnicity, sex, religion, age, sexual orientation, disabling condition, political affiliation, marital status, or prior statutory, constitutionally protected activity. The Student Programs office at the U.S. Department of State provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify our office at this e-mail address: *StudentPrograms@state.gov*. Decisions on granting reasonable accommodation will be made on a case-by-case basis.**

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# Part I Internship Information

# AN INTRODUCTION TO THE U.S. DEPARTMENT OF STATE INTERNSHIP PROGRAM

**Who We Are**

The U. S. Department of State is the official international relations arm of the President of the United States. The Department is responsible for formulating, implementing and supporting U.S. foreign policy, assisting U.S. citizens abroad and managing the human and material resources that provide the platform for U.S. foreign policy. Members of the Department's Foreign Service and Civil Service are engaged in issues such as conflict resolution, nuclear nonproliferation, human rights and democracy, environmental issues, world trade, public diplomacy, and the promotion of the interests of Americans and their businesses abroad. Department of State employees are also involved in support and management issues—improving logistical systems to get the best possible value for tax dollars.

As you will see on pages 17 – 38, the Department of State is composed of many different bureaus, some "regional" (for example, the Bureau of African Affairs), others "functional", dealing with specific external issues or internal responsibilities (such as the Bureau for Democracy, Human Rights and Labor; the Bureau of Administration; and the Bureau of Economic and Business Affairs).

**The State Department's Mission**

To administer U.S. foreign policy and maintain diplomatic relations throughout the world.

**The Objectives of the Internship Program**

- To encourage students to consider careers in foreign affairs
- To provide students with valuable work experience in a foreign affairs agency
- To aid the Department in achieving its mission

# THE INTERNSHIP PROGRAM

**You are eligible to apply if you are:**

- A U.S. citizen
- A student. A student is an individual who has been accepted for enrollment, or who is enrolled, as a degree-seeking student in an accredited college or university.
- A full- or part-time continuing college or university junior, senior, or graduate student. An applicant is considered a junior if he/she will have completed all sophomore credits (60 or more semester hours or 90 quarter hours) by the time the internship begins and will be entering at least the junior year immediately following completion of the internship.
- In good academic standing in an accredited institution

**IMPORTANT: You may apply for the Department's internship program if you have not yet completed your registration at a college or university or are awaiting an admissions determination. However, if selected for an internship, you may not begin your internship until you provide proof that you have registered, or have been accepted for enrollment, for studies in the semester or quarter immediately following the internship.**

*In accordance with the Federal Equal Opportunity Recruitment Program, the Department encourages women and minority students to apply for these positions.*

**Types of Internships**

There are two different types of internships: domestic and overseas.

- **Domestic –** About half of the internships are in Washington, D.C. A limited number of intern positions are available at Department offices in other large cities in the United States.
- **Overseas** – The remaining internships are at our embassies and consulates abroad. Not all overseas posts are able to participate in the program, and participation may vary from year to year. For more information, please refer to the descriptions of participating bureaus that begin on page 17.

**NOTE:** In recognition of the fact that world conditions may change, the Department reserves the right to reassign interns should circumstances warrant.

## THE INTERNSHIP PROGRAM, Cont.

**Length of Internships**

Students must be available to begin their internship within the timetable described on page 13. Interns usually serve for one semester or quarter during the academic year, or for a minimum of 10 consecutive weeks during the summer; they are expected to work a 40-hour week.

**Salary and Benefits**

- The majority of all internships are **UNPAID.**
- Pending the availability of funding, a limited number of **PAID** internships are available to students who can demonstrate financial need. These positions are centrally funded by the Bureau of Human Resources. Students selected for these paid positions serve in bureaus throughout the Department of State and overseas. The decision to award funding is based solely on financial need and is not influenced by the bureau(s) to which a student may apply, regardless of what is stated on pages 17-38.
- All students who wish to be considered for a paid internship must include in their internship application package their current Student Aid Report (SAR), which indicates their EFC (Expected Family Contribution) number. (This report is generated from the submission of the Free Application for Federal Student Aid form.) **Only the Student Aid Reports issued by the Department of Education will be accepted. In addition, Student Aid Reports submitted without the EFC number will not be considered.**
- Students are paid for a maximum of 10 consecutive 40-hour weeks, starting the first day of their internship, at the GS-4, 5, or 7 level, based on their level of education at the time they apply. Centrally funded interns are not eligible for overtime.
- If the appointment is for 90 days or more, the intern earns annual and sick leave at the rate of four hours per bi-weekly pay period plus paid Federal holidays during the period worked. Paid interns contribute to Social Security.
- Unless otherwise stipulated in the bureau descriptions, which begin on page 17, transportation to and from Washington or overseas posts is the responsibility of the intern.
- Although unpaid interns are not Federal government employees, and are not entitled to any employee benefits, they are protected in the event of job-related injuries under the Federal Torts Claims Act.
- Many educational institutions grant academic credit for internships and/or offer financial aid for internships.

### Medical Insurance for Overseas Internships

**IMPORTANT:** Applicants who wish to intern abroad must present evidence of medical insurance coverage that is valid abroad, to include medical evacuation and repatriation of remains coverage. Interns may not travel to post without completing and submitting a copy of the Verification of Medical Coverage form to the Department's Student Programs office.

### Housing

Housing is not provided for domestic internships. Arrangements and associated costs are the responsibility of the interns. A listing of suggested housing options in Washington, D.C. is provided to students selected as interns and alternates.

Abroad, every effort is made to provide housing at no cost to interns, but, because circumstances may vary at different posts, this cannot be guaranteed. The bureau descriptions, which begin on page 17, include available guidance on bureau housing policies. Before accepting an overseas internship, students may wish to confirm with the selecting bureau whether housing will be provided.

### Metrochek Transit Benefit Program

The Federal government provides transportation benefits to qualified Federal employees to encourage the use of mass transportation domestically to conserve energy, improve air quality and reduce traffic congestion on U.S. roads and highways. All paid and unpaid interns assigned to Washington, D.C. and using public transportation are eligible for the Metrochek Transit Benefit program that helps to defray the cost of traveling to and from work. The benefit is based on actual commuting costs and, as of July 2006, cannot exceed $105 per month.

# THE SELECTION / CLEARANCE PROCESS

**How Interns are Selected**

All applications are submitted online through the ***"Gateway to State"*** system, which also screens them to make sure that they are complete and that applicants meet the eligibility criteria. Once that process is completed, the bureau will have access to those applications submitted to them. Bureau representatives evaluate applicants based on the application materials. For many internships, foreign language ability is an important factor in placement for internships abroad. Completing some academic studies relevant to the type of work you wish to perform increases your competitiveness.

The bureau(s) or office(s) to which you have applied may make a verbal offer to you. However, the offer is not "official" until selectees receive written notification from the Student Programs office. This notification is a tentative offer to participate in the internship program. A final offer is contingent upon complete investigation and issuance of a security clearance. Those who are not selected for internships will also be notified. So that we may contact you as soon as possible, **please make sure that any changes of address are updated immediately in your applicant profile.**

**Security Clearance Process**

Students tentatively selected for the internship program must undergo a background investigation and receive either a Secret or Top Secret security clearance. The clearance process takes approximately 90-120 days to complete from the time the forms are received by the Bureau of Diplomatic Security (DS). Investigations may take substantially longer than 120 days if you have had extensive travel, education, residence and/or employment overseas, or if you have dual citizenship, foreign contacts, immediate family or relatives who are not citizens of the United States and/or a foreign born spouse or if there is a security, suitability, or medical issue to resolve. These issues could include a current or past history of drugs or alcohol abuse, as well as a recent history of credit problems. Further information regarding issues of dual citizenship and foreign influence is available at **careers.state.gov**. Although these problems will not necessarily preclude you from receiving a security clearance, they will lengthen the time required to complete the clearance process. Your preliminary notification of acceptance will include instructions on how to initiate your security clearance electronically. When you receive this letter, **please complete the online clearance process by the date indicated in the letter.** ***This is important!*** **DS may be unable to process your security clearance if you fail to meet that deadline.**

## THE SELECTION / CLEARANCE PROCESS, Cont.

**Random Drug Testing**

All interns serving in positions that require a clearance for access to information classified as "Secret" or above, will be subject to the Department's random employee drug testing program.

**Final Offer of Appointment**

After all procedures are completed and clearances obtained, interns assigned domestically will be contacted by the Student Programs office with an official, final offer of appointment. The Bureau Coordinator normally contacts interns assigned abroad. **Travel to Washington, D.C. or abroad for purposes of reporting for duty should not be done until you receive an official offer of appointment from either the Student Programs office (for domestic assignments) or the Bureau Coordinator (for overseas assignments) confirming the granting of your security clearance and permission to report for duty. The office or post to which you are assigned will be unable to employ you until you have received the appropriate clearance.**

**Note:** Federal law requires denial of a passport to any spouse certified by the Department of Health and Human Services as being more than $5,000 in arrears on child support.

# WHAT TO EXPECT AS A STATE DEPARTMENT INTERN

## Duties of an Intern

Internships are excellent preparation for future careers in both the Civil Service and the Foreign Service. The Department is looking for students with a broad range of majors, such as Business or Public Administration, Social Work, Economics, Information Management, Journalism, and the Biological, Physical and Engineering Sciences, as well as those majors more traditionally identified with international affairs.

Intern duties and responsibilities may vary according to the post or office of assignment. For instance, interns may write reports on human rights issues, assist with trade negotiations, assist with citizen's services or visa work, help Americans in distress abroad, or organize conferences or visits of high-level officials. Others may research economic or environmental issues, write news stories, work on web pages or help produce electronic journals.

Interns with scientific and technical backgrounds might work with issues such as arms control, genetically modified organisms (GMOs), infectious diseases, and remote sensing.

Those interested in management may use their expertise working on projects involving budgets, human resources, information systems, or general logistical support to posts abroad. Some may be involved in educational and cultural exchange activities. Interns are also instrumental in the recruiting of U.S. speakers and specialists for overseas programs.

## Intern Activities

Your summer experience at the Department of State not only includes the exceptional knowledge and work experiences that you will gain in your office setting, but also offers the opportunity to explore the Washington Metropolitan Area. During each intern session, a Student Activities Coordinator is assigned to the Student Programs staff to plan activities that will enhance your internship. These activities include brown bag lunches with senior Department officials, tours, and social activities. The tours allow students to get better insight into the daily functioning of other government organizations. Examples of past tours include the Bureau of Engraving and Printing, the Pentagon, and the Capitol, as well as tours of various embassies. Guest speakers include some of the top managers in the Department, who share their career experiences and give students a better understanding of the Department's objectives.

The social activities (during work and after-hours) allow networking and socializing with other student employees.

Interns assigned overseas and in field offices can expect to get involved with embassy functions or events appropriate to the area in which they are assigned.

## WHAT TO EXPECT AS A STATE DEPARTMENT INTERN, Cont.

**Appropriate Attire**

The Department of State does not have an official dress code; however, as the leading U.S. foreign affairs agency, the Department of State is in the front line of customer service to the public at home and abroad. This mission requires that our employees project competence and professionalism. Therefore, the appearance of employees should also be professional in a way that conveys respect for colleagues, customers, and the work environment and should not pose a safety or health hazard or distraction from work.

The Department welcomes the cultural diversity of its workforce, and seeks to maintain freedom for personal expression without sacrificing the professional image essential to the performance of its mission.

**Other Student Employ-ment Programs**

Find out more about other student employment program opportunities such as Cooperative Education Program, Stay-in-School, Student Disability Program, Summer Clerical Program, Fascell Fellowship Program, Thomas R. Pickering Foreign Affairs Fellowship, and Presidential Management Fellows Program by visiting our web site at **careers.state.gov.**

# APPLICATION INSTRUCTIONS

## Apply Online

Applications for the U.S. Department of State's intern program **must** be submitted online, using the ***"Gateway to State"*** system.

To access ***"Gateway to State"***, visit our website at **careers.state.gov/student** and click on Student Programs. Then click the ***"Gateway to State"*** button. If you are a new user, follow the instructions to create a new user account. Please remember to write down and save your user ID and password.

Now you are ready to begin your internship application.

## Your Application Package

There are three parts to the application process:

- Applicant Profile
- Application, including Statement of Interest
- Transcripts and optional Student Aid Report (SAR)

In the first part of the application process, you will create your applicant profile by providing biographic and prior Federal government employment information. This section will determine if you meet application eligibility requirements. You must answer all "required" fields in order to proceed through the application process. (If you are not new to "Gateway to State," you can proceed directly to the intern application.)

The second part of the online application process is specific to the internship program. In this section, you will:

- Identify up to two bureaus for which you wish to be considered for an internship assignment

- Answer questions regarding your personal, academic and employment credentials to be used by bureau representatives in making their selections

- Submit a one-page **Statement of Interest** that describes your objectives and motivation in seeking an internship. Since bureau representatives use this statement in making their selections, you should use the statement to explain how your academic courses and other personal experiences relate to the bureau(s) or office(s) to which you are applying. Please use this opportunity to tell us about any specific disadvantages you may have overcome. You may also use this section to expand upon any of your answers to questions asked in the application, such as language ability or other special skills.

# APPLICATION INSTRUCTIONS, Cont.

**Your Application Package, Cont.**

The third part of the application process is the submission of your **transcript** and, if you're applying for a paid internship, your current **Student Aid Report (SAR).** Your application is not considered complete until these documents have been received using the following procedures:

- Once you have completed the online questionnaire and Statement of Interest, you will be prompted to print out cover sheets that will be used to fax your transcripts and your current SAR. You will only be allowed to print your cover sheets after successfully submitting your online application**.** **It is extremely important that only these cover sheets be used for faxing these documents.** The cover sheets are coded to insure that your documents will be included in your online record. Please ensure that each document is faxed separately with the appropriate cover sheet.

- Transcripts: Both official and unofficial transcripts are acceptable as part of the application process. However, if you are selected for a paid internship, you will be asked to provide official transcripts before you can receive your final offer of employment. If you are a first year graduate student, you must submit a copy of your most recent undergraduate transcript.

- OPTIONAL – Student Aid Report (SAR). If you wish to be considered for a paid internship, you must use the above procedures to fax a copy of your Student Aid Report (SAR). The SAR must include your Expected Family Contribution number (EFC). You will not be considered for a paid internship if you do not submit a SAR or if the EFC number is not indicated on your SAR.

- If a document is faxed successfully, you will receive a system-generated e-mail confirming receipt. We strongly recommend that you retain a copy of this e-mail in case verification of your submission is required.

## APPLICATION INSTRUCTIONS, Cont.

**Submitting Your Application**

When you have completed the online questionnaire and the Statement of Interest and have printed out the fax cover sheets, you will be ready to complete you application. You should remain in the program until you have received an **application confirmation screen**. Print this screen for verification of you application. If you do not receive the confirmation screen, you must assume your application was not complete. Follow the instructions, which will indicate which section (s) of the application you must still complete. **Please remember that your application is not considered complete until you have transmitted your transcript and, as appropriate, your SAR.**

**Accessing Your Application**

You may stop working on your application at any time and return later to resume its completion or to update any biographical, student, or employment data. To do this, you should:

1. Retain your User ID and Password for future use
2. Save your application
3. Return to the Student Programs web page, click on the ***"Gateway to State"*** button, enter your user ID in the login field, and enter your password to access your individual application and data.

# *Gateway to State*

## Application Checklist

**Check off each item to make sure everything has been done.**

## Reminder ! ! !

- o Did you receive and print out an application confirmation screen after submitting your application?

- o Did you use the appropriate system-generated cover sheet to fax your transcript?

- o Did you use the appropriate system-generated cover sheet to fax your Student Aid Report (SAR) showing your Expected Family Contribution (EFC) number? (Optional)

- o Did you receive verification that faxed items were successfully transmitted?

  To verify your fax transmission, you can do the following:
  1. At the Gateway to State login page, enter your username and password.
  2. Select the "Generate Fax Cover Sheet" option and click "Next".
  3. If we have received your fax, the status of your fax will say "Received".

- o Did you keep copies of *everything* for your records?

# Application Processing Timetable

**The following chart is provided to help applicants track their application during the months of the selection process. Please be patient and follow guidelines on notifications below. Keep this form handy for future reference.**

| Activity in Intern Program | Summer Internship | Fall Internship | Spring Internship |
|---|---|---|---|
| **I.** Intern Brochure Distributed to Colleges and Universities | August | August | August |
| **II. Application Deadline (including all supporting documents)** | **November 1** | **March 1** | **July 1** |
| **III.** Selections Made by Bureaus; Selectees Notified in Writing by Intern Coordinator's Office | November - December | March – April | July -August |
| **IV.** Non-Selects Notified in Writing by Intern Coordinator's Office | December – January | April | August |
| **V.** Forms Received from Selectees to Initiate Security Clearances* | January | April | August |
| **VI.** Security Clearances Completed. Official Offers of Appointment Made | March - April | June - July | September - October |
| **VII. Interns Enter on Duty** | **May – July** | **September – October** | **January – February** |
| **VIII.** Internship Ends | September | December | April |

***Security clearance processing takes approximately 90-120 days, so it is important to complete the online clearance process by the date indicated in the letter. Either the Student Programs office or the Bureau Coordinator will notify you when the security clearance is issued.**

# Fellowship Opportunities

**The Council Of American Ambassadors Fellowship Program**

The Council of American Ambassadors fellowship program combines mentoring by former U.S. ambassadors, practical training through internships at the Department of State and, in cooperation with The Fund for American Studies, academic studies in international affairs at Georgetown University, as well as residential housing on campus. The Fellowship provides a $5,000 award to each student that is applied to cover the cost of the program.

The Fellowships are open to undergraduate students who will be entering their senior year in the semester following their internships and are available only during summer sessions.

Applications of persons chosen by the Department of State for internships in Washington, DC and who have authorized the Department to provide their information to other organizations will be forwarded to the Council and The Fund for consideration. Eligible candidates will be contacted by the Council of American Ambassadors with instructions to apply for the Fellowship. For more information about this program, please visit **www.americanambassadors.org**. Email inquiries may be sent to council@americanambassadors.org.

**The Pamela Harriman Foreign Service Fellowship Program**

**The Pamela Harriman Foreign Service Fellowships**, sponsored by the College of William and Mary, will provide a $5,000 award for two U.S. college students to work in the U.S. embassies in Paris and London and one U.S. college student to work in a component of the Office of the Secretary. The fellowships are available during summer sessions only. Applications of persons chosen by the Department of State for internships in London or Paris or in a component of the Office of the Secretary and who have authorized the Department to provide their information to other organizations, will be forwarded to The Pamela Harriman Foreign Service Fellowship Program for consideration. Eligible candidates will be contacted with instructions on applying for a Harriman Fellowship. The Harriman Board has determined that only undergraduate students entering their junior or senior year and graduating seniors continuing their studies will be considered for a Fellowship. E-mail inquiries on the Fellowship Program should be addressed to: harriman@wm.edu. All written inquires should be addressed to:

**The Pamela Harriman Foreign Service Fellowship Program**
**PO Box 8795**
**The College of William and Mary**
**Williamsburg, VA 23187**

# Part II Bureau Information

**The chart on pages 15 and 16 is to be interpreted as a guideline only.** It is intended to help applicants in identifying bureaus to which their majors may be commonly related. Bureaus require a broad range of skills and academic backgrounds to accomplish their goals, and do not limit their selections to only those majors indicated on the chart.

| Bureau/Office | Major | Accounting | Adult Education/Training | African Studies | Agriculture | Architecture | Art History/Art Studies | Biological/Physical Sci | Business | Communications | Computer Science | Criminal Justice | Construction Mgt. | East Asian Studies | Economics | Engineering | Environmental Studies | European Studies | Facility Management | Finance | Geography |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Administration | | ✸ | ✸ | | | ✸ | ✸ | ✸ | ✸ | ✸ | ✸ | | ✸ | | ✸ | ✸ | ✸ | | ✸ | ✸ | ✸ |
| African Affairs | | ✸ | | ✸ | ✸ | | | | ✸ | ✸ | ✸ | | | | ✸ | | | | | | |
| Art Bank Program | | | | | | ✸ | ✸ | | | | | | | | | | | | | | |
| Art in Embassies | | | | | | | ✸ | | | | | | | | | | | | | | |
| Chief of Protocol | | | | | | | | | | | | | | | | | | | | | |
| Consular Affairs | | ✸ | | | | | | | ✸ | | ✸ | ✸ | | | | | | | | | |
| Diplomatic Security | | | | | | | | | | | ✸ | ✸ | | | | ✸ | | | | | |
| East Asian & Pacific Affairs | | ✸ | | | | | | | ✸ | ✸ | ✸ | ✸ | | ✸ | ✸ | | | | | ✸ | ✸ |
| Economic & Business Affairs | | | | | | | | | ✸ | | | | | | ✸ | | | | | | |
| Educational & Cultural Affairs | | ✸ | ✸ | ✸ | | | | | ✸ | ✸ | ✸ | ✸ | | ✸ | ✸ | | ✸ | ✸ | | ✸ | ✸ |
| Equal Employment Opport. Office | | | | ✸ | | | | | | ✸ | | | | | | | | | | | |
| European and Eurasian Affairs | | ✸ | | | | ✸ | | ✸ | ✸ | | ✸ | ✸ | | | ✸ | ✸ | ✸ | ✸ | | ✸ | ✸ |
| Family Liaison Office | | | | | | | | | | | | | | | | | | | | | |
| Resource Management | | ✸ | | | | | | | ✸ | | | | | | ✸ | | | | | ✸ | |
| Overseas Building Operations | | ✸ | | | | ✸ | ✸ | | ✸ | | ✸ | | ✸ | | ✸ | ✸ | ✸ | | ✸ | ✸ | |
| Foreign Service Institute | | | ✸ | ✸ | | | ✸ | | ✸ | ✸ | ✸ | | | ✸ | ✸ | | ✸ | ✸ | | | ✸ |
| Human Resources | | | | | | | | | | ✸ | | | | | | | | | | | |
| Information Resource Mgt | | | | | | | | | ✸ | | ✸ | | | | | | | | | | |
| Intelligence & Research | | | | | | | | | | | | | | | ✸ | | | | | | ✸ |
| Int'l Communication & Info Policy | | | | | | | | | | ✸ | | | | | | | | | | | |
| Int'l Narcotics & Law Enforcement | | | | | | | | | | | | ✸ | | | | | | | | | |
| International Organizations | | ✸ | | | | | | | | | | | | | ✸ | | | | | | |
| Legal Adviser | | | | | | | | | | | | | | | | | | | | | |
| Legislative Affairs | | | | | | | | | | | | | | | | | | | | | |
| Near East Asian Affairs | | ✸ | | | | | | | ✸ | | | | | | ✸ | | | | | | |
| Democracy, Human Rights & Labor | | | | | | | | | | | | | | | | | | | | | |
| Oceans & Int'l Environmental | | | | | | | | ✸ | | | | | | | ✸ | | ✸ | | | | |
| & Scientific Affairs | | | | | | | | | | | | | | | | | | | | | |
| Office of Foreign Missions | | | | | | | | | ✸ | | | | | | | | | | | | |
| Office of the Inspector General | | ✸ | | | | | | | ✸ | | | ✸ | | | | | | | | | |
| Ofc of the U.S. Global Aids Coord. | | ✸ | | ✸ | | | | ✸ | | ✸ | | | | ✸ | ✸ | | | ✸ | | | |
| Policy Planning Staff | | | | | | | | | | | | | | | | | | | | | |
| Political-Military Affairs | | | | ✸ | | | | | | | | | | ✸ | ✸ | ✸ | | ✸ | | ✸ | |
| Population, Refugees, & Migration | | | | | | | | | | | | | | | | | | | | | |
| International Information Programs | | | ✸ | ✸ | | | | | ✸ | ✸ | ✸ | | | ✸ | ✸ | | ✸ | ✸ | | | |
| South Central Asian Affairs | | | | | | | | | ✸ | | | | | | ✸ | | | | | | |
| Under Secretary For Arms Control | | | | | | | | | | | | | | | | | | | | | |
| & International Security Affairs | | | | | | | | | | | | | | | | | | | | | |
| Under Secretary for Global Affairs | | | | | | | | | | | | | | | ✸ | | | | | | |
| United States Mission to the UN | | | | | | | | | | ✸ | | | | | ✸ | | | | | ✸ | |
| Western Hemisphere Affairs | | ✸ | | | | | | | ✸ | ✸ | ✸ | | | | ✸ | | ✸ | | | | |

| Bureau/Office | Major | Government | History | Humanities | Human Resources | Information Systems | Interior Design | International Relations | Journalism | Latin American Studies | Law | Library Science | Linguistics | Middle Eastern Studies | Political Science | Print Making | Public Administration | Public Affairs | Real Estate | South Asian Studies | Any Majors |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Administration | | ✸ | ✸ | | ✸ | ✸ | ✸ | ✸ | ✸ | | | ✸ | ✸ | | ✸ | ✸ | ✸ | ✸ | ✸ | | ✸ |
| African Affairs | | ✸ | ✸ | ✸ | | | | ✸ | | | | | | | ✸ | | ✸ | | | | |
| Art Bank Program | | | ✸ | | | | ✸ | ✸ | | | | | | | | ✸ | | | | | |
| Art in Embassies | | | | | | | | | | | | | | | | | | | | | |
| Chief of Protocol | | | | | | | | | | | | | | | | | | | | | ✸ |
| Consular Affairs | | ✸ | | | ✸ | ✸ | | | ✸ | | ✸ | | | | | | ✸ | ✸ | | | |
| Diplomatic Security | | | | | | ✸ | | ✸ | | | ✸ | | | | | | | | | | |
| East Asian & Pacific Affairs | | ✸ | ✸ | | ✸ | ✸ | | ✸ | ✸ | | ✸ | | ✸ | | ✸ | | ✸ | ✸ | | | |
| Economic & Business Affairs | | | | | | | | | | | | | | | | | | | | | |
| Educational & Cultural Affairs | | ✸ | ✸ | ✸ | ✸ | | | ✸ | ✸ | ✸ | ✸ | | | ✸ | ✸ | | ✸ | ✸ | | ✸ | |
| Equal Employment Opport. Office | | ✸ | | | ✸ | ✸ | | ✸ | | | | | | | ✸ | | ✸ | ✸ | | | |
| European and Eurasian Affairs | | ✸ | ✸ | ✸ | | ✸ | | ✸ | ✸ | | | | ✸ | | ✸ | | ✸ | ✸ | | | |
| Family Liaison Office | | | | | ✸ | | | | | | | | | | | | | | | | ✸ |
| Resource Management | | | | | | | | | | | | | | | | | ✸ | | | | |
| Overseas Building Operations | | ✸ | | | ✸ | ✸ | ✸ | | | | | ✸ | | | ✸ | | ✸ | | ✸ | | |
| Foreign Service Institute | | ✸ | ✸ | ✸ | | ✸ | | ✸ | ✸ | ✸ | | ✸ | ✸ | ✸ | ✸ | | ✸ | ✸ | | ✸ | ✸ |
| Human Resources | | | | | ✸ | ✸ | | | ✸ | | | | | | | | ✸ | | | | ✸ |
| Information Resource Mgt | | | | | | | | | | | | | | | | | ✸ | | | | ✸ |
| Intelligence & Research | | | | | | | | ✸ | | | | | | | ✸ | | | | | | |
| Int'l Communication & Info Policy | | | | | | | | ✸ | | | | | | | ✸ | | ✸ | | | | |
| Int'l Narcotics & Law Enforcement | | | | | | | | ✸ | | ✸ | | | | | | | ✸ | | | | |
| Legal Adviser | | | | | | | | | | | ✸ | | | | | | | | | | |
| Legislative Affairs | | | | | | | | | | | | | | | | | | | | | ✸ |
| Near East Asian Affairs | | | | | ✸ | | | ✸ | | | | | | ✸ | ✸ | | ✸ | | | | |
| Democracy, Human Rights & Labor | | | | | | | | | | | | | | | | | | | | | ✸ |
| Oceans & Int'l Environmental | | | | ✸ | | | | ✸ | | | ✸ | | | | | | | | | | |
| & Scientific Affairs | | | | | | | | | | | | | | | | | | | | | |
| Office of Foreign Missions | | | | | ✸ | | | ✸ | | | | | | | ✸ | | ✸ | ✸ | | | |
| Office of the Inspector General | | | | | ✸ | | | | | | ✸ | | | | | | ✸ | | | | |
| Ofc of the U.S. Global Aids Coord. | | ✸ | | ✸ | | | | ✸ | ✸ | ✸ | | | | | ✸ | | ✸ | ✸ | | ✸ | ✸ |
| Policy Planning Staff | | | | | | | | | | | | | | | | | | | | | ✸ |
| Political-Military Affairs | | ✸ | ✸ | | | | | ✸ | | ✸ | | | | ✸ | ✸ | | ✸ | | | ✸ | |
| Population, Refugees, & Migration | | | | | | | | | | | | | | | | | | | | | ✸ |
| International Information Programs | | ✸ | ✸ | | ✸ | ✸ | | ✸ | ✸ | ✸ | ✸ | ✸ | | ✸ | ✸ | | ✸ | ✸ | | ✸ | |
| South Central Asian Affairs | | ✸ | | | | | | ✸ | | | | | | | ✸ | | ✸ | | | ✸ | |
| Under Secretary For Arms Control | | | | | | | | | | | | | | | | | | | | | ✸ |
| & International Security Affairs | | | | | | | | | | | | | | | | | | | | | |
| Under Secretary for Global Affairs | | | | | | | | | ✸ | | | | | | | | | | | | ✸ |
| United States Mission to the UN | | | | | | | | ✸ | ✸ | | ✸ | | | | ✸ | | ✸ | | | | |
| Western Hemisphere Affairs | | | | | | | | ✸ | | ✸ | | | | | ✸ | | ✸ | | | | |

## PARTICIPATING BUREAUS/OFFICES

The following is a brief overview of each participating bureau or office that offers internships at various times during the year. You may apply for an internship in **two (2) bureaus or offices**. If you wish to be considered for an overseas internship, at least one of your bureau choices must be one of the following: AF, EAP, EUR, IO, NEA, SA, or WHA. You will also have the opportunity to indicate the specific country in which you would like to intern. Please note that some bureaus offer internships in domestic locations other than Washington, D.C. If you are interested in working at one of these locations, you will have the opportunity to express your preference.

### Bureau of Administration *(A)*

#### Diplomatic Reception Rooms *(M/FA)*

The Diplomatic Reception Rooms and State Rooms are 18th-century style rooms located in the Main State Department building. They are used for official functions hosted by the Secretary of State and other high-level government officials. The Office of Fine Arts (M/FA) manages the collection of 5000 museum-caliber objects of American furniture, paintings, and decorative arts of the period 1750 to 1825. An intern in the office can expect to assist with various aspects of registrarial and collections management, including maintaining computer databases, constructing photography files, and inter-relational records in object, conservation, publicity and research files. Graduate students in decorative arts or museum studies would gain registrarial experience.

Additional opportunities are available for graduate interns in American fine and decorative arts history, museum studies and library science/special collections/archives to assist with collections registration, management and conservation activities.

Unpaid internships are available for graduate students in Washington, D.C. throughout the year.

#### Art Bank Program *(A/AB)*

- Acquires and manages a permanent collection of more than 2,000 limited edition prints and original works on paper by contemporary American artists
- Exhibits artwork in offices of Department officials, reception areas, and conference rooms in the Department of State and the Agency for International Development in Washington, D.C.

Unpaid internships are available in Washington, D.C. throughout the year.

#### Office of the Executive Director *(A/EX)*

Supports the Assistant Secretary of Administration and the Under Secretary for Management through the provision of executive management and administrative services, including management analysis, strategic planning, presidential travel support, financial management, human resources management, and information resources management for the Bureau of Administration. Within the A Bureau, the Office of the Executive Director provides services to the organizations under the direction of the Deputy Assistant Secretaries for Operations, Logistics Management, and Information Sharing Services. Service is also provided to the Offices of Emergency Management, Global Support Services and Innovation, Small and Disadvantaged Business Utilization, M/Fine Arts (Diplomatic Reception Rooms), S/Coordination for Reconstruction and Stabilization, the Bureau of Oceans and International Environmental and Scientific Affairs, including the Office of the Science and Technology Adviser to the Secretary, and the Bureau of Democracy, Human Rights and Labor.

Unpaid internships are available throughout the year in Washington, D.C.

**Office of Global Support Services and Innovation** ***(A/GSSI)***

Supports management professionals, both overseas and domestic, with innovative methods of transforming support services for the U.S. Government to be more efficient, effective, and customer-oriented. A/GSSI uses rightsizing, IT solutions (e.g. PASS), quality management (e.g. ISO 9000), and performance metrics to provide the best support services. A/GSSI offers tools on their intranet site -- including Ask Admin, motor pool driver utilization studies, and other services -- to help management professionals identify good ideas and trends to solve problems. It is also a great group of people and a fun place to work.

Paid internships are available during the summer in Washington, D.C. Unpaid internships are available throughout the year in Washington, D.C.

**Office of the Procurement Executive** (***A/OPE***)

The Office of the Procurement Executive formulates, establishes and reviews policy governing federal contracting and procurement, federal assistance and competitive sourcing activities for domestic and overseas missions. Interns working in A/OPE can expect to work on numerous cross cutting issues, such as researching legislation or federal regulations and drafting policy. They may have direct contact with overseas missions and domestic bureaus in support of the A/OPE mission. Students interested in program and project management, drafting substantive communications, and Department of State activities would find an internship in A/OPE beneficial and rewarding.

Unpaid internships are available throughout the year in Washington, D.C.

**Office of Operations** (***A/OPR***)

Manages, directs, and establishes policies for diverse administrative programs including domestic real property and facility management, centralized acquisition, worldwide supply and transportation, assistance to overseas schools, language services, and the administration of foreign allowances. A/OPR offices that typically participate in the intern program are:

- **A/OPR/ALS** - Develops and coordinates policies and regulations, standards and procedures for the administration of the government-wide allowances, post differentials and representational expenses for government employees assigned to foreign countries; sets rates for overseas per diem and other allowances.
- **A/OPR/LS** - The **Office of Language Services** provides interpreting, translating, and other language services needed to conduct foreign relations with the non-English-speaking nations and peoples of the world. LS responds to the language needs of both the Department of State and the White House. Paid summer translating internships are available for graduate students with good writing skills and mastery of English and at least one of the following languages: Arabic, Russian (and languages of the former USSR), Spanish, or French. Interns spend 10 weeks working under the tutelage of State Department translators. To be selected, applicants must be U.S. citizens and pass a translating test given at the Office of Language Services in Washington, D.C.
- **A/OPR/FMSS** - Responsible for the management and administration of domestic building operations and maintenance. FMSS is also responsible for all domestic energy, en8vironmental, fire and life safety programs.

Paid and unpaid internships are available in Washington, D.C. throughout the year.

**Office of Records and Publishing Services *(A/RPS)***

Provides executive direction and policy guidance on substantive activities to ensure that the Department and other foreign affairs agencies receive the full range of classified and unclassified information and multi-media publishing services in a cost-effective customer service-oriented manner.

- **A/RPS/MMS -** Provides centralized editorial, graphics, multi-media publishing, and distribution services, and prescribes standards for Departmental editorial, printing, and photocopier activities throughout the Department
- **A/RPS/DIR -** Manages the Department's directives program, the articulation and collection of departmental organizational and functional policies, standards, and procedures (often referred to as regulations). In cooperation with program offices, incorporates statutes, Executive Orders, and other agency directives into Department policy and procedures.
- **A/RPS/IPS** - Serves as the primary point of contact and principal adviser on all matters concerning the management of information as a critical resource, specifically relating to records life cycle management; public and need-to-know access to information, classification management and declassification, privacy, research of official record and public information resources, and corporate records archives.

Unpaid internships are available in Washington, D.C. throughout the year.

**Office of Logistics Management *(A/LM)***

Provides Department of State logistics supply chain management activities including acquisition, warehousing and distribution, transportation, and property management support domestically and to every American embassy and consulate worldwide. Our clients both overseas and domestic are primarily from the Department of State but may also be personnel of other U.S. government agencies involved in foreign affairs and overseas operations.

Our services include:

- Procuring goods and services of all types, including all contract activities and vendor management
- Implementing an Integrated Logistics Management System (ILMS), and business processes to ensure "best practices" are followed in the Department. These practices include e-commerce, supply chain management and performance-based and customer-focused management
- Supporting nearly 4,000 officers in the foreign affairs community worldwide to relocate to their next assignment and transport their household effects and privately owned vehicles to their assigned posts
- Shipping all types of materials, whether the possessions of employees or supplies and equipment worldwide
- Warehousing of goods and inventory management
- Managing the Department's worldwide vehicle fleet
- Providing Diplomatic Pouch and Mail services to embassies and consulates worldwide
- Developing and implementing cross-functional logistics policy
- Recruitment, career development and training of logistics personnel worldwide

Paid internships are available during the summer only. Interns will work on projects in one or more of the logistics functional areas.

**Office of Small and Disadvantaged Business Utilization** ***(A/SDBU)***

Ensures that the Department of State effectively utilizes U.S. small businesses (Small Disadvantaged, Woman-owned, Veteran-owned, Service Disabled Veteran-owned, HUBZone) in its prime contracts and subcontracts. Provides training and counseling to:

- The small business (SB) community about doing business with the Department; facilitates SB access to contract opportunities within the Department
- Department personnel about contracting with small businesses. Assists them in identifying resources, resulting in increased opportunities for small businesses

Interns working in A/SDBU can expect to work on market research, as well as assist the webmaster in updating our web site. Interns may also be assigned special projects. Prospective interns must possess good organizational and computer skills.

Unpaid internships are available during the summer in Rosslyn, Virginia.

**Bureau of African Affairs** ***(AF)***

- The Bureau conducts the full range of U.S. foreign relations with the countries of sub-Saharan Africa, providing staffing and resource support to our embassies in challenging environments.
- Major objectives for U.S. diplomacy in Africa include fostering democracy and free markets, addressing the HIV/AIDS pandemic, and assisting Africa's millions of refugees and internally displaced persons (IDPs).
- Of the 15 countries covered by the President's multi-billion dollar Emergency Plan for AIDS Relief (PEPFAR), 12 are in Africa, meaning our embassies in these countries coordinate delivery of millions of dollars in prevention, care, and treatment for targeted populations.
- The Africa Bureau also works closely with African governments in the war on terror, while reaching out to Muslim populations to explain American values with intensive public diplomacy programs.
- A central thrust of U.S. diplomacy is conflict mitigation, ranging from resolution of the Darfur conflict and implementation of recent peace accords in Sudan, to defusing the festering ethnic conflicts in Africa's Great Lakes region which includes Rwanda, Burundi, and Democratic Republic of Congo.
- The Africa Bureau and its missions coordinate major U.S. humanitarian assistance to address suffering from war, famine, and drought.
- The opportunities and challenges in Africa provide countless opportunities for hands-on diplomacy and richly rewarding experiences.

Unpaid internships are available for both undergraduate and graduate students in Washington, D.C. throughout the year. Interns posted abroad are provided with housing and transportation to and from post. Internships abroad are available during the summer only.

**Bureau of Consular Affairs** ***(CA)***

- Directs consular services relating to the protection, assistance, and documentation of American citizens abroad
- Conducts all passport activities, including documentation and control of travel of U.S. citizens and nationals
- Administers laws, formulates regulations, and implements policies relating to the determination of U.S. citizenship and nationality
- Oversees the issuance of immigrant and non-immigrant visas to the U.S.

- Provides guidance and leadership on consular aspects of children's services and fulfills U.S. treaty obligations relating to children

Unpaid internships are available throughout the year in Washington, D.C. and Passport Agencies located in the following cities: Washington, D.C. (PPT/WN and PPT/SIA), Aurora, CO (PPT/CO), Boston (PPT/BN), Charleston (PPT/CPC), Chicago (PPT/CG), Honolulu (PPT/HH), Houston (PPT/HN), Los Angeles (PPT/LA), Miami (PPT/MM), New Orleans (PPT/NO), New York (PPT/NY), Norwalk, CT (PPT/CT), Philadelphia (PPT/PA), Portsmouth, NH (PPT/NCP), San Francisco (PPT/SF), and Seattle (PPT/SE).

**Office of the Chief of Protocol** ***(S/CPR)***

- Provides the President and the Secretary of State with advice on fulfilling the government's obligations relating to national and international protocol
- Plans, arranges, and executes programs for visiting chiefs-of-state and heads of government, foreign ministers, and other high-level officials
- Coordinates with the White House on the presentation of credentials of foreign ambassadors to the President
- Accredits foreign ambassadors and other diplomatic and consular officers
- Registers employees of foreign governments and determines their eligibility for rights and immunities
- Manages the operation of the Blair House
- Plans and executes arrangements for official functions hosted by the Secretary of State

Paid and unpaid internships are available in Washington, D.C. throughout the year.

**Bureau of Democracy, Human Rights and Labor** ***(DRL)***

- Develops and implements U.S. policy on democracy, human rights, international labor, and religious freedom
- Helps build global consensus in support of democratic rule and universal human rights principles
- Publishes the annual *Country Reports on Human Rights Practices*, which provide a comprehensive assessment of human rights around the world today
- Conducts dialogues on human rights and democracy with other nations, both bilaterally and through multilateral forums
- Works closely with members of Congress and their staffs, non-governmental human rights organizations, and the media
- Reviews political asylum requests
- Monitors key issues like religious freedom, labor, and women's rights

Unpaid internships are available in Washington, D.C. throughout the year. Interns work closely with office directors on special projects and the bureau's normal operations.

**Bureau of Diplomatic Security** ***(DS)***

The Bureau of Diplomatic Security (DS) is responsible for providing a safe and secure environment for the conduct of U.S. foreign policy. Every U.S. diplomatic mission in the world operates under a security program designed and maintained by the Bureau of Diplomatic Security. In the United States, DS investigates passport and visa fraud, conducts personnel security investigations, and protects the Secretary of State and high-ranking foreign dignitaries and officials visiting the United States. Within the bureau, there are several divisions that provide administrative services such as automated systems support, financial and personnel management, and other general services. DS has several engineering divisions.

The Bureau has field offices in various cities throughout the U.S. staffed with special agents and criminal investigators. DS Field Offices are located in the following U.S. cities: Atlanta, Miami, Boston, New Orleans, Chicago, New York, Denver, San Francisco, Houston, Seattle, Los Angeles, and Washington, D.C.

Unpaid internships are available throughout the year. The majority of the internships available are located in offices within the Washington, D.C. metropolitan area. Very few intern positions may possibly be available in one or more of the Field Offices within the Bureau of Diplomatic Security. DS cannot guarantee that there will be positions in every Field Office during any given intern session.

**Office of Foreign Missions** ***(DS/OFM)***

Mandated by Congress, the Office of Foreign Missions' (OFM), which falls under the Bureau of Diplomatic Security, responsibility is to protect the interests of the United States and its citizens from foreign diplomats' abuses of privileges and immunities; to improve the treatment of U.S. personnel assigned abroad by imposing reciprocal treatment on foreign diplomats assigned to the United States; and to provide service to the foreign diplomatic and consular community in matters relating to motor vehicles, tax, customs, property, and travel. OFM also provides the legal foundation to facilitate secure and efficient operations of U.S. missions abroad, and of foreign missions and international organizations within the United States. There are several divisions that provide administrative, financial, procurement, and management analysis activities, as well as information systems technologies within OFM.

OFM Regional Offices are located in Washington, D.C., New York City, Chicago, San Francisco, Los Angeles, Miami, and Houston.

Unpaid internships are available throughout the year. There may be intern positions available in one or more of the above OFM Regional Offices within the Bureau of Diplomatic Security. DS/OFM cannot guarantee that there will be positions in every Regional Office.

**Bureau of East Asian and Pacific Affairs** (***EAP)***

- Conducts U.S. foreign relations with countries in the East Asian and Pacific region
- Directs, coordinates, and supervises U.S. government activities with interest in political, economic, consular, and administrative matters in those countries
- Analyzes and prioritizes U.S. private sector trade and investments
- Researches and analyzes political and economic issues

Unpaid internships are available throughout the year in Washington, D.C. and abroad at most U.S. embassies and consulates. Under limited circumstances, housing may be available abroad. For students applying for internships abroad, please specify in your Statement of Interest the embassy or consulate for which you wish to be considered.

**Bureau of Economic and Business Affairs** (***EB)***

Develops and implements U.S. international economic policy relevant to protecting and advancing U.S. economic, political, and security interests. Pursues objectives by managing bilateral and multilateral relationships in the areas of trade, energy, transportation, communications, finance, and food resources policy.

- **Office of the Coordinator for Business Affairs** ***(EB/CBA)***
  Advises the Under Secretary for Economic, Agricultural, and Business Affairs, as well as the Assistant Secretary for Economic and Business Affairs, on foreign policies affecting U.S. international economic competitiveness and ensures that the interests of the U.S. business community are properly considered in the formulation and implementation of U.S. foreign policy

- **International Communications and Information Policy *(EB/CIP)***
  Coordinates development and implementation of policy in international telecommunications with both bilateral and multilateral organizations
- **Energy, Sanctions and Commodities *(EB/ESC)***
  Formulates and manages overall U.S. government economic sanctions policy and strategy; coordinates the use of economic sanctions as a tool of foreign policy, ensuring that U.S. commercial and competitiveness issues are factored into U.S. government sanctions and export control decisions
- **Policy Analysis and Public Diplomacy *(EB/PAPD)***
  Coordinates public affairs/public diplomacy activities: prepares press guidance, providing media support for policy initiatives, responding to media requests and supporting public diplomacy initiatives for foreign audiences on economic issues
- **International Finance and Development *(EB/IFD)***
  IFD is intricately involved in the United States government's effort to promote global economic growth and development. Our activities include:
  - Negotiating treaties to protect U.S. investors abroad, encouraging foreign nations to adopt market-oriented policies, and working to encourage resolution of investment disputes
  - Strengthening international anti-bribery enforcement and measures to enhance fiscal transparency
  - Monitoring changes in global macroeconomic conditions, identifying financial trends and potential crises that impact U.S. interests
  - Formulating debt-relief policies and negotiating agreements
  - Coordinating international donor policy for reconstruction in selected post-crisis or disaster areas
  - Providing guidance on economic development policy at the UN, the G-8, the World Bank Development Committee, and the OECD Development Assistance Committee
- **Trade Policy and Programs *(EB/TPP)***
  Advances economic prosperity by increasing trade through the opening of overseas markets and freeing the flow of goods, services, and capital. Promotes U.S. trade interests within the World Trade Organization *(WTO)* and regional trade organizations such as the Asia-Pacific Economic Cooperation (APEC), the North American Free Trade Agreement Secretariat (NAFTA), and the Free Trade Area of the Americas (FTAA)
- **Transportation Affairs *(EB/TRA)***
  Provides the fullest possible commercial support for the global aviation industry, which is uniquely dependent upon U.S. government leadership to ensure its rights and market access in foreign countries; serves as the chief aviation negotiator for the United States. Under the 1958 Federal Aviation Act, the Department carries out its aviation responsibility with the direct involvement of airlines, communities, and labor.

Unpaid internships are available in Washington, D.C. throughout the year. For further information on each office, please see the Department of State web site: www.state.gov.

**Bureau of Educational and Cultural Affairs** (***ECA)***

The Bureau of Educational and Cultural Affairs supports the long-term national interest by fostering mutual understanding between the people of the United States and other countries. Bureau academic and professional exchange programs identify future leaders and build a foundation of trust with current and potential leaders throughout the world. Bureau programs and activities include the Fulbright Exchange Program, the International Visitor Program, Citizen and Professional Exchange Programs, English Language Programs, Cultural Programs, Educational Advising, Humphrey Fellowships and College and University Affiliations Programs.

- The **Office of Academic Exchange Programs** plans and manages a wide spectrum of merit-based educational programs from Fulbright exchanges to a range of special programs for Russia and the New Independent States

- The **Office of Global Educational Programs** administers professional and teacher exchanges, institutional linkages, and programs and services designed to support and promote the international exchange of student and scholars
- The **Office of English Language Programs** conducts a variety of activities to promote the teaching and learning of English overseas
- The **Office of Citizen Exchanges** manages programs in professional, cultural and youth programs. Grants are used to strengthen public-private partnerships with American universities, community organizations, professional groups and other non-profit institutions
- The **Office of International Visitors** brings current and emerging foreign leaders to the U.S. to meet and confer with professional counterparts and to gain a more complete understanding of the U.S.
- **Cultural Programs** emphasize fostering long-term relationships between artists, institutions and audiences, stimulating self-sustaining networks

Specific skill sets which would be well-applied in the Bureau of Educational and Cultural Affairs (ECA) also include web design and management, and organizational development to include training, group facilitation, conflict management and surveying/polling.

Unpaid internships are available in Washington, D.C. throughout the year. For more information see the Bureau of Educational and Cultural Affair's web site: http://exchange.state.gov

**Bureau of European and Eurasian Affairs *(EUR)***

- Conducts U.S. foreign relations with countries in Europe.
- Directs, coordinates, and supervises U.S. government activities within these regions, including consular and administrative management issues, and U.S. assistance.
- In addition to working on country-specific issues, the bureau offers the opportunity to do multilateral work related to the European Union, NATO, the OSCE, the OECD, the G-8, and the Council of Europe. Applicants interested in these multilateral positions should specifically note such interest in their Statement of Interest.

Unpaid internships are available in Washington, D.C., and abroad at certain U.S. embassies and consulates throughout the year. When available, housing is provided to interns assigned abroad. For students applying for an internship abroad, you will have an opportunity to specify the country in which you are willing to pursue your internship. You may elaborate on your choices in your Statement of Interest. Duties of both domestic and overseas interns are similar in nature to that of an entry-level professional.

**Family Liaison Office (*M/FLO)***

- Serves all U.S. government employees and family members assigned to, serving at, or returning from a U.S. embassy or consulate abroad deal with the challenges of a mobile lifestyle
- Advocates for programs to improve quality of life by identifying issues and solutions
- Provides high volume of client services in the areas of Family Member Employment (including job availability at an embassy or consulate abroad and opportunities for working on the local economy overseas), Education and Youth (including boarding school options, youth programs, and support for families with special needs children), and Support Services for those experiencing a personal change (including divorce, eldercare, adoption) or post crisis
- Assists employees and family members evacuated from post due to political unrest or natural disasters
- Manages the Community Liaison Office (CLO) program with 160 field offices worldwide
- Manages the expeditious naturalization process for foreign born spouses of Department of State employees

- Delivers services through individual counseling, training and presentations, publications and the FLO web site

Please visit FLO's web site: http://www.state.gov/www/flo/

Unpaid internships are available in Washington, D.C. during the summer. Interns will work on special projects in one or more of the above areas.

**Foreign Service Institute (*FSI*)**

- Trains Department of State and other U.S. government agency employees involved in foreign affairs
- Encourages research and other studies of new and developing areas of foreign policy concerns
- Develops training materials for total curriculum including video and multimedia based training courses
- Provides intensive instruction in over 60 languages
- Offers a variety of area studies courses that familiarize Foreign Service personnel in the specific geographic/cultural area to which they are assigned
- Assists personnel and their families going to, or returning from, overseas assignments in cross-cultural and lifestyle adaptation, in addition to family and work adjustment/ readjustment

Unpaid internships are available in Washington, D.C. throughout the year.

**Bureau of Legislative Affairs *(H)***

The Bureau of Legislative Affairs (H) coordinates legislative activity for the Department of State and advises the Secretary and her team on legislative strategy. The H staff advises individual Bureaus on their legislative and outreach strategies and coordinates those efforts with the Secretary's priorities.

H facilitates effective communication between the diplomatic professionals of the State Department and Members of Congress and their staffs. H manages Department testimony before House and Senate hearings, organizes Member and staff briefings, and facilitates Congressional travel abroad for Members and staff. The bureau reviews proposed legislation and coordinates the Department's positions on legislation affecting the conduct of U.S. foreign policy, seeks passage of relevant foreign policy legislation and appropriations, and obtains advice and consent to treaties as well as Senate confirmation of the President's Ambassadorial and Department of State nominees.

Interns assist the Bureau's Legislative Management Officers in setting up briefings, coordinating policy statements with other Bureaus, facilitating trip itineraries for Congressional delegations, etc.

Unpaid internships are available in Washington, D.C. throughout the year.

**Bureau of Human Resources *(HR)***

- Carries out recruitment and examination for the Foreign Service, including administration of the Foreign Service Written Examination and Oral Assessment
- Develops and administers personnel policies and procedures of the Department, including assignments, career development, employee relations and retirement programs for both Foreign and Civil Service
- Coordinates the Department's student employment programs
- Publishes the Department's monthly magazine for employees worldwide

Unpaid internships are available in Washington, D.C. throughout the year.

**Bureau of International Information Programs** (***IIP)***

IIP is the principal international strategic communications service for the foreign affairs community. Using public diplomacy tools, IIP reaches out to key foreign audiences to improve their understanding of U.S. foreign policy and society.

The Office of International Programs is a reinvention lab, built on team-based management and cutting-edge technology. The IIP staff:

- Writes and edits materials to explain U.S. policy to overseas audiences in such fields as foreign policy, military and economic affairs
- Prepares stories, web pages and electronic journals aimed at foreign readers in various subject areas including human rights, narcotics, terrorism, American society, democracy, and information technology
- Recruits and schedules U.S. officials, persons from the academic community and subject specialists for overseas speaking and training programs
- Publishes pamphlets in paper and electronic versions on a variety of topics on American society and government, foreign policy and global issues
- Provides, through the Public Diplomacy Research Center, information services to IIP and to overseas programs

Specific skill sets, which would be well-applied in the Office of International Information Programs (IIP), also include web design and management, and organizational development to include training, group facilitation, conflict management and surveying/polling.

Unpaid internships are available in Washington, D.C. throughout the year.

**Bureau of International Narcotics and Law Enforcement Affairs** ***(INL)***

Within the Department of State, INL has primary responsibility for developing and implementing bilateral and multilateral drug and crime control programs to accomplish goals and objectives in support of the Administration's comprehensive strategy in the international arena.

This Bureau:

- Monitors the narcotics and crime control programs of different countries;
- Plans, implements, and oversees international narcotics and crime control activities;
- Provides program direction to U.S. missions abroad;
- Negotiates cooperative agreements with foreign governments;
- Represents the United States at the United Nations, and other International Organizations on narcotics and crime matters;
- Works closely with other government agencies on domestic drug issues;
- Assists foreign governments to combat narcotics and crime activities, e.g., eradicate narcotic crops, destroy illicit laboratories, train interdiction personnel, prevent money laundering and other organized crime, and develop anti-crime and counter-narcotics education programs;
- Coordinates U.S. efforts to conduct Civilian Policing operations throughout the globe, to include Afghanistan and Iraq.

Unpaid internships are available in Washington, D.C. during the fall and summer only.

**Office to Monitor and Combat Trafficking in Persons** ***(G/TIP)***
Works to combat modern-day slavery. The office produces the Secretary of State's annual Trafficking in Persons Report, coordinates anti-trafficking program funding, chairs an interagency task force, and conducts extensive outreach to non-governmental organizations, Congress, multilateral organizations, and the news media.

Unpaid internships are available in Washington, D.C. throughout the year.

**Bureau of Intelligence and Research** ***(INR)***

- Directs the Department's program of intelligence analysis and research
- Conducts liaison with the Intelligence Community
- Represents the Department in interagency intelligence groups and on committees

**INR's Humanitarian Information Unit** ***(INR/GGI/HIU)***
A part of INR's Office of the Geographer and Global Issues, the HIU serves as a U.S. Government interagency center to identify, collect, analyze and disseminate unclassified information critical to decision makers and partners in preparation for, and in response to, humanitarian emergencies worldwide. The HIU also promotes best practices in humanitarian information management. Candidates with experience using Geographic Information Systems (GIS), remote sensing software, and/or experience in international humanitarian relief operations are particularly welcome.

All other offices in INR can **only** accept applications from individuals who hold both a Top Secret clearance and clearance for access to Sensitive Compartmented Information (SCI). Previous applicants who had these clearances have held them through their participation in U.S. military reserve units.

Unpaid internships are available in Washington, D.C. throughout the year.

**Bureau of International Organization Affairs** ***(IO)***

- Provides guidance for U.S. participation in international organizations and conferences
- Acts as the channel between the U.S. government and international organizations
- Builds coalitions necessary to advance U.S. policies in the United Nations and specialized agencies
- Scope of interest includes the U.N. Security Council, the U.N. General Assembly, and the maintenance of international peace and security

Unpaid internships are available all year in Washington, D.C. and overseas in Rome, Vienna and Geneva.

**Bureau of Information Resource Management** ***(IRM)***

The mission of IRM is to ensure that all of the Department of State's information resource management requirements are met in the areas of:

- voice communications
- transmission networks
- personal computers
- electronic media products
- information processing/retrieval systems
- telecommunications
- automated data processing
- local area network systems
- mass data storage
- fifth generation computing

IRM is responsible for providing services in these areas to the entire Department of State, including its diplomatic missions abroad, and to other foreign affairs agencies abroad.

Unpaid internships are available in Washington, D.C. throughout the year.

**Bureau of International Security Negotiations (ISN)**

- Spearheads efforts to promote international consensus on WMD proliferation through bilateral and multilateral diplomacy;
- Addresses WMD proliferation threats posed by non-state actors and terrorist groups by improving physical security, using interdiction and sanctions, and actively participating in the Proliferation Security Initiative (PSI);
- Coordinates the implementation of key international treaties and arrangements, working to make them relevant to today's security challenges and works closely with the UN, the G-8, NATO, the Organization for the Prohibition of Chemical Weapons (OPCW), the International Atomic Energy Agency (IAEA) and other international institutions and organizations to reduce and eliminate the threat posed by WMD;
- Supports efforts of foreign partners to prevent, protect against, and respond to the threat or use of WMD by terrorists.

Unpaid internships are available in Washington, D.C. throughout the year.

**Office of the Legal Adviser *(L)***

Furnishes legal advice on all legal policy issues, domestic and international, arising in connection with U.S. foreign policy and the activities of the Department. This includes the formulation and implementation of U.S. foreign policy and promoting the development of international law and its institutions as a fundamental element of those policies.

*Summer internships*: Paid internships are offered to applicants who are at least second year law students. If you are interested in a summer internship, you need to complete the application process described in this brochure. You must **also** submit your resume and a copy of your law school transcript directly to the bureau by e-mail legaljobs@state.gov, fax (202-736-7508), or by mail to the following address:

**Personnel Officer**
**Office of the Legal Adviser - Room 5519**
**U.S. Department of State**
**Washington, DC 20520-6419**

*Fall and spring internships*: Unpaid internships (externships) are available for both the fall and spring semester for second year law students. Unpaid internships (externships) are also available for the fall semester for third year law students. Applications should be submitted according to the process described in this brochure. You must **also** submit your resume and a copy of your law school transcript directly to the bureau by e-mail legaljobs@state.gov, fax (202-736-7508), or by mail to the address listed above.

**Bureau of Near East Asian Affairs (NEA)**

- Manages U.S. foreign policy toward countries in the Middle East and North Africa.
- Directs, coordinates, and supervises diplomatic activities within those countries, including consular and administrative management issues

Duties of interns, both domestic and abroad, are similar in nature to that of a Junior Foreign Service Officer. These can include: reading/answering cable traffic, attending meetings, escorting visitors, compiling briefing books, conducting special research projects, and a host of other duties. Overseas interns, once selected, are provided with briefing materials, and an outline of specific duties and projects. Domestic interns are provided with duty statements and a handbook.

Unpaid internships are available in Washington, DC, and abroad at certain U.S. Embassies and Consulates throughout the year. Because dangerous conditions exist in a number of NEA countries,

the number of posts participating in the internship program may be limited and may be subject to change as circumstances warrant.

Internships are offered in the political, economic, consular, public diplomacy and administrative sections in U.S. Embassies and Consulates abroad. For students applying for an internship abroad, please specify in your Statement of Interest the Embassy or Consulate at which you wish to pursue your internship. When available, housing is provided to interns assigned abroad, but not for those working in Washington, D.C.

**Bureau of Overseas Buildings Operations (*OBO)***

Assists the Secretary of State and the Under Secretary for Management with formulating policy on the worldwide buildings program abroad for the Department of State (DOS) and the U.S. government community serving abroad under the authority of the chiefs of mission. This bureau:

- Formulates and directs the implementation of buildings policies abroad to provide safe, secure, and functional facilities for the conduct of U.S. diplomacy and the promotion of U.S. interests worldwide
- Acts as the Single Real Property Manager for U.S. government diplomatic and consular real property abroad
- Advises the Secretary and the Under Secretary for Management on buildings operations matters abroad and supervises the Department's Bureau of Overseas Buildings Operations
- Establishes building program priorities abroad in accordance with Congressional mandates, program objectives, and policies of the President, the Secretary, the Department, and the bureaus
- Develops and defends buildings abroad appropriations and authorization requests in the Department and before the Office of Management and Budget (OMB) and Congressional committees
- Decides on the worldwide priorities for the design, construction, acquisition, maintenance, utilization, and sale of real properties and use of sales proceeds
- Develops a Long-Range Overseas Buildings Plan (LROBP)
- Establishes and directs the implementation of an energy conservation program for posts abroad
- Provides direction and guidance on buildings matters abroad to regional bureaus and other agencies

Paid and unpaid internships are available in Washington, D.C. throughout the year.

**Bureau of Oceans and International Environmental and Scientific Affairs *(OES)***

The Bureau of Oceans and International Environmental and Scientific Affairs is the Department of State's focal point for foreign policy development in the areas of:

- U.S. policy on environment and development
- Terrestrial conservation affairs
- Global climate change
- Oceans and fisheries affairs
- Marine conservation
- International science and technology cooperation programs
- Emerging and infectious diseases and HIV/AIDS
- Science and Technology
- Public outreach on environmental diplomacy

Unpaid internships are available in Washington, D.C. throughout the year.

**Office of the Inspector General** ***(OIG)***

OIG inspects each of the approximately 260 embassies, diplomatic posts, and international broadcasting installations throughout the world, to determine whether policy goals are being achieved and whether the interests of the United States are being represented and advanced effectively. Additionally, OIG performs specialized security inspections and audits in support of the Department's mission to provide effective protection to our personnel, facilities, and sensitive intelligence information. OIG also audits Department and BBG operations and activities to ensure that they are as effective, efficient, and economical as possible. Finally, OIG investigates instances of fraud, waste, and mismanagement that may constitute either criminal wrongdoing or violation of Department and BBG regulations.

Unpaid internships are available in Washington, D.C., throughout the year. The OIG's Office of Counsel encourages second-year law students to apply.

**Bureau of Public Affairs** ***(PA)***

The Bureau of Public Affairs' mission is to help make foreign policy less foreign to people around the globe by reaching out to the media and the public. The Bureau also provides guidance and direction to the Department on the communication of foreign policy. The following offices work within the bureau to accomplish these goals in many different ways:

- **Strategic Communications *(PA/SCP)*:** Develops strategic communication plans for Department initiatives, programs and policies and produces communication products such as focused "one-pagers" on a wide range of international affairs topics.
- **Press Office *(PA/PRESS)*:** With primary focus on the Washington, D.C. press corps, but with frequent contact with nationwide and international media, the Office prepares the Department Spokesperson for the daily briefing; facilitates media coverage of the Secretary of State's public events; issues statements, media notes, and fact sheets to articulate a hot topic or policy position; facilitates special media briefings for specific issues or events. The Press Office at USAID explains USAID's mission and programs and coordinates media and press advance for trips, events, and interviews by the USAID Administrator and its other principal officers.
- **Regional and Press Outreach *(PA/RPO)*:** Pursues media outreach, enabling Americans everywhere to hear directly from key Department officials through local, regional and national media interviews
- **Public Liaison *(PA/PL)*:** Schedules briefings and conferences in the Department and arranges town meetings and speakers to visit communities to discuss U.S. foreign policy and why it is important to all Americans; reaches out to schools and non-governmental organizations; answers questions from the public about current foreign policy issues by phone, email and letter
- **Intergovernmental Affairs *(PA/IGA)*:** Assists state, county and city governments with foreign policy questions and information concerning their official trips abroad and receiving foreign delegations.
- **Electronic Information *(PA/EI)*:** Manages the State Department's website at http://www.state.gov/, a youth website (www.future.state.gov) develops web pages with up-to-date information about U.S. foreign policy, and prepares special publications
- **Foreign Press Center *(PA/FPC)*:** Helps foreign media to cover the United States; generates programs for foreign journalists and broadcasters to deepen their understanding and the accuracy of their reporting on American society and U.S. foreign policy
- **Broadcast Services *(PA/OBS)*:** Produces audio-visual products and services in the United States and abroad for the public, the press, the Secretary of State, and Department bureaus and offices. Assists in producing live interactive TV programs and short TV feature stories, conducting TV interviews to explain the Department's mission and U.S. foreign

policies to both domestic and foreign audiences. Operates the American Embassy Television Network (AETN), through which key U.S. and foreign policy events are sent via satellite to U.S. embassies and consulates.

- **Office of the Historian *(PA/HO)*:** Prepares the official documentary record of U.S. foreign policy, *The Foreign Relations of the United States;* compiles historical studies on U.S. foreign policy and diplomacy; and responds to public inquiries on foreign policy and diplomatic history.
- **United States Diplomacy Center *(PA/USDC)*:** Plans, develops, and operates the National Museum of American Diplomacy which is dedicated to exploring the work and mission of the Department and the practice and challenges of American diplomacy; engages the public through outreach activities in educational institutions, programs offered at the Department of State, and through the Internet

Unpaid internships are available in Washington, D.C. throughout the year in all of the above offices.

**Bureau of Political-Military Affairs (*PM)***

Supports the Secretary and the Under Secretary in playing a larger role in security and defense policy and will:

- Provide a more informed State voice on Defense policies with major foreign policy implications
- Provide analytic support on defense-related foreign policy issues
- Contribute to the coordination of peacekeeping and related foreign policy issues
- Lead a stronger State effort on regional security issues
- Assume greater responsibilities in crisis management
- Be responsible for arms transfers, defense trade controls, and political-military and Defense cooperation in critical infrastructure protection

Unpaid internships are available in Washington, D.C. throughout the year.

**Bureau of Population, Refugees, and Migration *(PRM)***

- Develops and implements U.S. policies on international population, refugee and migration matters
- Advances U.S. humanitarian principles by providing assistance to victims of persecution and civil strife
- Administers the U.S. refugee admissions program that processes and resettles refugees in the United States.

Unpaid internships are available in Washington, D.C. throughout the year.

**Bureau of Resource Management (*RM)***

Headed by the Department's Chief Financial Officer, RM carries out a variety of resource management functions for the Department of State:

- **Resource Planning *(RM/SPP)*:** The Office of Strategic and Performance Planning (SPP) brings dedicated focus to the Department's strategic, program, and performance planning activities. RM/SPP is responsible for the Department's Mission Performance Plan (MPP) process, the Bureau Performance Plan (BPP) process, the annual Performance Plan, the coordination of all activities associated with the development of the Department of State Strategic Plan, and participates in the preparation of the combined Performance and Accountability Report. RM/SPP coordinates the annual Senior Reviews chaired by the Deputy Secretary, leads the inter-agency effort to update the International Affairs Strategic Plan

(IASP), and ensures Department-wide compliance with the Government Performance and Results Act (GPRA). RM/SPP is also working to implement the President's Management Agenda initiative on Budget and Performance Integration.

- **Resource Programming and Budgeting *(RM/BP & RM/FA)***: These offices are the two Department Budget shops. One focuses on State Programs and Operations the other focuses on all Foreign Assistance Programs. These shops are the first stop for any Department funding. They review the requirements, develop the budget, presenting appropriations requests and financial plans to OMB, the President, and the Congress and then ensuring available resources are optimally allocated to achieve Department-wide strategic goals. They manage a network of Department budget and financial management processes and activities involving Department principals, other Department resource management offices, all Department bureaus, and other government agencies to operate a worldwide program for budget formulation, presentation and execution.
- **Resource Systems, Accountability and Policy *(RM/DCFO)*:** This Office does the primary technical and policy advising to the Assistant Secretary and Chief Financial Officer on matters relating to financial management and provides guidance and coordination to the Department's financial management program. The DCFO manages the Financial Policy, Reporting and Analysis Directorate, the Global Financial Management Systems Directorate, and the Global Financial Systems Support Directorate. The DCFO advises the Chief Financial Officer, and provides technical guidance on matters relating to financial management systems for the Department's worldwide activities, including, strategic planning for financial management, policy, procedures, and management controls.
- **Resource Execution *(RM/GFS)***: Global Financial Services is located in Charleston, South Carolina at the Charleston Financial Services Complex. The Managing Directors for the Charleston Financial Service Center, the Paris Financial Service Center, the Bangkok Financial Service Center, the Domestic Financial Services Directorate, and the Customer Support, Training & Global Disbursing Operations Directorate all report to GFS. With approximately 600 government and contract employees, GFS provides financial services not only to the Department of State's domestic and worldwide offices, but also a myriad of other federal agencies with overseas presence.

Paid and unpaid internships are available in Washington, D.C. and Charleston, SC throughout the year.

**Office of the Secretary of State *(S)***

**Office of the Under Secretary for Public Diplomacy and Public Affairs *(R)***

- Coordinates overall U.S. public diplomacy in support of U.S. strategic interests and foreign policy objectives, using the tactics of engagement, exchanges, education and empowerment.

- Oversees the Bureau of Public Affairs, the Bureau of Educational and Cultural Affairs, and the Bureau of International Information Programs. Serves as the Secretary's representative on the Broadcasting Board of Governors which ensures and safeguards the integrity, quality and effectiveness of U.S. government international broadcasting.

Unpaid internships are available in Washington, D.C. throughout the year. Selections will be made from applicants with knowledge of, and interest in, public diplomacy.

**Office of the Under Secretary for Democracy and Global Affairs and Coordinator for Tibetan Issues *(G)***

- Coordinates U.S. foreign relations on a variety of global issues, including democracy, labor and human rights, population and the environment, international scientific affairs, migration, and refugees.
- Oversees U.S. participation in the Community of Democracies, U.S.-Afghan Women's Council and U.S.-Iraq Women's Network initiatives
- Oversees activities of three Bureaus: Democracy, Human Rights and Labor; Oceans and International Environmental and Scientific Affairs; and Population, Refugees, and Migration
- Oversees the Office of International Women's Issues, the Office of the Science and Technology Adviser, the Avian Influenza Action Group and the Office to Monitor and Combat Trafficking in Persons
- The Under Secretary serves as the Special Coordinator on Tibetan issues.

Unpaid internships are available in Washington, D.C. throughout the year. Selections will be made from applicants with demonstrable knowledge of, and interest in, one or more Global issues.

**Office of the Senior Coordinator for International Women's Issues *(G/IWI)***

- Reports directly to the Under Secretary for Democracy and Global Affairs
- Recommends, advises, and participates in programs that promote women's political participation, expand their economic opportunities, increase awareness of their basic human rights, and reinforce their position in civil society across the globe
- Committed to raising public awareness, nationally and internationally, of U.S. Government policy on women through media, outreach efforts, and other public diplomacy tools
- Oversees the Iraqi Women's Democracy Initiative.
- Website: www.state.gov/g/wi/

Unpaid internships are available in Washington, D.C. throughout the year.

**Office of the Under Secretary for Arms Control and International Security Affairs *(T)***

The Under Secretary's office provides policy direction in the following areas:

- Nonproliferation, including missile and nuclear, as well as chemical, biological, and conventional weapons
- Arms control, including negotiation, ratification and implementation of agreements on strategic, non-conventional and conventional forces
- Regional security and defense relations, which involve policy regarding U.S. security commitments worldwide as well as use of U.S. military forces in unilateral or international peacemaking roles
- Export control policy, e.g., the U.S. government controls exports that might contribute to proliferation or otherwise harm U.S. interests, while at the same time allowing legitimate exports that help U.S. business

Unpaid internships are available in Washington, D.C. throughout the year.

**Office of the Coordinator for Reconstruction and Stabilization** (***S/CRS)***

This new office oversees and coordinates civilian response activities of the U.S. government in key states making the transition out of civil strife.

- The office prepares, plans, and supports U.S. government stabilization and reconstruction activities in a range of situations that require the capabilities of multiple U.S. government agencies, including: complex emergencies, failing states, failed states, post-conflict environments, and/or situations involving peacekeeping or other international interventions.
- The office provides the Secretary of State and other U.S. government decision-makers with clear options; is developing an Operational Readiness Corps and Reserve for "surge" capacity; and serves as an internal expert consulting group, which either can support regional bureaus in coordinating, or can itself directly coordinate, the U.S. government response as the situation warrants.
- The office seeks to monitor "hot spots," plans responses, conducts exercises, and pre-identifies people and funds for rapid response.
- The office aims to become a catalyst for applying lessons learned in sectors like governance, civil society, rule of law, democratization, transitional security, public safety, humanitarian relief, refugee resettlement, infrastructure reconstruction, education, community outreach, banking, debt, trade, privatization, economic stabilization, and multilateral diplomacy regarding failing and failed states.
- The office works with key private sector groups like Non-Governmental Organizations, Private Voluntary Organizations, contractors, think tanks and universities in order to develop expertise and build institutional response capacity.

Paid and unpaid internships are available in Washington, D.C. throughout the year.

**Office of the Coordinator for Counterterrorism** (***S/CT)***

- Coordinates the USG's international counterterrorism policy to build the political will of foreign partners to combat terrorism and to assist our partners to develop the practical capacities - in law enforcement, border control, and banking regulation, among others - to identify, interdict and defeat terrorists. We accomplish this by: engaging with foreign governments and publics to reinforce policy goals; providing practical assistance to build law enforcement capacity (the Anti-Terrorism Assistance program), counterterrorism finance skills (Counterterrorism Finance Program), border control (the Terrorist Interdiction Program); and, building and sustaining USG counterterrorism capabilities through the Foreign Emergency Support Team (FEST) and Technical Support Working Group (TSWG).
- Established a new Homeland Security Unit to coordinate cross-cutting policy issues within State regarding homeland security; it will also facilitate State's coordination with the Department of Homeland Security (DHS). This will strengthen our links with the DHS and reinforce State's coordinating lead on international counterterrorism policy.
- Engages in bilateral, multilateral, and public diplomacy to deter terrorism through a firm policy of no concessions to terrorists, prosecution or extradition of international terrorists, and vigorous opposition to state-sponsored terrorism.
- Identifies and develops justification for the U.S. government's biennial designation of foreign terrorist organizations.
- Coordinates U.S. counterterrorism research and development including consultations and cooperation with selected countries.
- Leads interagency Foreign Emergency Support Team that stands ready to deploy overseas on four hours notice in the event of an international terrorist incident.

Paid and unpaid internships are available in Washington, D.C. throughout the year.

**Foreign Service Grievance Board** (***S/FSGB)***

Congress established the Foreign Service Grievance Board as an independent adjudicatory body to ensure procedural protections for Foreign Service employees of the six Foreign Affairs agencies. The Board must resolve the tensions that sometimes develop between the need to protect employee rights and the desire to enhance Foreign Service efficiency. The major function of the Board is to provide a forum for the fair review and adjudication of grievance appeals. The Board's jurisdiction extends to any grievance, as defined in Section 1101 of the Foreign Service Act, and to any separation for cause proceeding initiated pursuant to Section 610(a) (2). The jurisdiction of the Foreign Service Grievance Board is limited to current and former members of the Foreign Service who are U.S. citizens. The Board also has jurisdiction over labor-management implementation disputes and certain retirement annuity pension claims. Its decisions generally are binding on the grievant and the agency alike subject only to judicial review.

Unpaid internships are available in Washington, D.C. throughout the year. Those interested in a broad view of the practical problems of the Foreign Service, personnel management and/or computer database management, are encouraged to apply. Interested persons are welcome to visit the Board's website at www.fsgb.gov.

**Office of the U.S. Global AIDS Coordinator (*S/GAC)***

- Implements the President's $15 billion Emergency Plan for AIDS Relief - largest commitment ever by a single nation toward an international health initiative
- Oversees and directs all resources and international activities of the U.S. Government to combat the global HIV/AIDS pandemic, including U.S. contributions to the Global Fund to Fight AIDS, Tuberculosis, and Malaria.
- Under the Emergency Plan, life-saving medical treatment will be provided to two million people living with HIV/AIDS, seven million new HIV infections will be prevented, and care will be provided to ten million people infected and affected by HIV/AIDS, including orphans and vulnerable children.
- Additional information about the Office of the U.S. Global AIDS Coordinator may be found at www.state.gov/s/gac.

Paid and unpaid internships are available in Washington, D.C. throughout the year.

**Office of Civil Rights (*S/OCR)***

- Manages all Department of State programs and activities which promote equal employment opportunity (EEO) and affirmative action for employees and applicants for employment
- Directs a complaints processing program which addresses complaints of discrimination based on race, color, national origin, sex, religion, age, sexual orientation, disabling condition, or prior statutory, constitutionally protected activity
- Advises the Secretary of State and senior Departmental managers on affirmative action and diversity issues and develops and implements policies and procedures to eliminate barriers to equal employment opportunity
- Conducts briefings and training sessions on EEO, diversity management, and diversity for departmental components worldwide

Unpaid internships are available in Washington, D.C. throughout the year to undergraduate, graduate, and law students with an interest in public service, equal employment opportunity and civil rights issues.

**Office of the Secretary, Policy Planning Staff *(S/P)***

The Policy Planning Staff (S/P) serves as a source of independent policy analysis and advice for the Secretary of State. S/P's mission is to take a longer-term, strategic view of global trends and frame recommendations for the Secretary of State to advance U.S. interests and American values. Fulfilling this mission entails:

- Undertaking broad analytical studies of regional and functional issues
- Taking the lead on certain issues as tasked by the Secretary of State
- Engaging functional and regional bureaus within the Department and relevant government agencies to ensure coordination and integration of policy with longer-term objectives
- Holding policy planning talks with major allies
- Acting as liaison to the non-governmental, think-tank and academic communities
- Articulating policy through the Secretary's speechwriters who are members of the staff

Unpaid internships are available in Washington, D.C. throughout the year.

**Office of War Crimes Issues (*S/WCI)***

- Advises the Secretary of State on U.S. efforts to address serious violations of international humanitarian law committed anywhere in the world including the Balkans, Africa and Asia
- Consults with other U.S. government agencies, Congress, foreign governments, the United Nations and other government and non-governmental organizations on international tribunals and other mechanisms designed to address mass atrocities
- Works with U.S. government offices, foreign governments and non-governmental organizations on post-conflict transitions, including justice and accountability mechanisms
- Work involves significant focus on legal issues

Unpaid internships are available in Washington, D.C. throughout the year. There is a preference for law students.

**Bureau of South and Central Asian Affairs *(SCA)***

- Conducts U.S. foreign relations with countries in the South Asian countries of India, Nepal, Sri Lanka, Bhutan, the Maldives, Pakistan, Afghanistan, and Bangladesh.
- Conducts U.S. foreign relations with countries in the Central Asian countries of Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, and Uzbekistan.
- Directs, coordinates, and supervises diplomatic activities within those countries, including consular and administrative management issues.

Duties of interns, both domestic and abroad, are similar in nature to that of a Junior Foreign Service Officer. These can include: reading/answering cable traffic, attending meetings, escorting visitors, compiling briefing books, conducting special research projects, and a host of other duties. Overseas interns, once selected, are provided with briefing materials, and an outline of specific duties and projects. Domestic interns are provided with duty statements and a handbook.

Unpaid internships are available in Washington, D.C., and abroad at certain U.S. Embassies and Consulates throughout the year. Because dangerous conditions exist in a number of SCA countries, the number of posts participating in the internship program may be limited and may be subject to change as circumstances warrant.

Internships are offered in the political, economic, consular, public diplomacy and administrative sections in U.S. Embassies and Consulates abroad. For students applying for an internship abroad, please specify in your Statement of Interest the Embassy or Consulate at which you wish to pursue your internship. When available, housing is provided to interns assigned abroad, but not for those working in Washington, D.C.

**Office of the Science and Technology Adviser to the Secretary (*STAS)***

Appointed in September 2000, the Adviser and STAS lead an initiative to:

- Strengthening the S&T literacy and capacity of the Department as a whole - both by increasing the number of scientists in the Department and by increasing training and exposure of diplomatic and civil service personnel to S&T issues
- Building a partnership with the outside S&T community - academia, technical agencies, associations, industry - particularly in the U.S., but also abroad
- Providing advice to the Secretary and other senior Department officials, and catalyzing initiatives for greater State leadership in international S&T cooperation and related policy developments for new and emerging S&T issues

STAS can accommodate up to two interns during any internship period, but also will assist in identifying regional and functional bureaus, as well as embassies abroad, that may require S&T interns. The positions may or may not be paid, depending on bureau policy. Accordingly, applicants should also indicate their field(s) of concentration as well as any preferences for overseas locations. See the STAS website: www.state.gov/g/stas/.

**United States Mission to the United Nations *(USUN)***

The United States Mission to the United Nations was established in 1947 by the United Nations Participation Act to assist the President and the Department of State in conducting U.S. policy at the United Nations.

- Carries out our nation's participation in the world body
- Recommends what course of action the United States should pursue in the world organization

Unpaid internships are available in New York City throughout the year. Internships may be in: Political Affairs, Economic and Social Affairs, UN Resource Management, Military Staff Committee, Research and Reference, Legal Section, Host Country Affairs, Press and Public Affairs, Protocol, Management Affairs, and Regional Security Office.

**Bureau of Verification, Compliance, and Implementation *(VCI)***

- The Verification, Compliance, and Implementation (VCI) Bureau's core mission is to ensure that appropriate verification requirements and capabilities are fully considered and properly integrated throughout the development, negotiation, and implementation of arms control, nonproliferation, and disarmament agreements and commitments, and to ensure that other countries' compliance is carefully watched, rigorously assessed, appropriately reported, and resolutely enforced. In this regard, the Bureau is responsible, *inter alia*, for preparing verifiability assessments on proposals and agreements, and reporting these to Congress, as required. The Bureau also prepares the President's annual report to Congress on *Adherence to and Compliance with Arms Control, Nonproliferation, and Disarmament Agreements and Commitments*.

- As required by statue, the Bureau is responsible for ensuring that U.S. intelligence capabilities to collect, analyze, and disseminate precise and timely information bearing

upon matters of verification and compliance – *e.g.,* on the nature and status of foreign governments' Weapons of Mass Destruction (WMD) and delivery system programs – are effectively acquired, maintained, and enhanced. VCI is designated by law as the principal policy community representative to the Intelligence Community with regard to verification and compliance matters, and uses this role – and the access to and interaction with the Intelligence Community that it entails – both to promote, preserve, and enhance key collection and analytic capabilities and to ensure that verification, compliance, and implementation intelligence requirements are met.

- Finally, the Bureau has the lead within the State Department on all issues related to missile defense and national security space policy. In this regard, the Bureau plays a special role in the interagency community with regard to the international aspects of missile defense (*e.g.*, cooperation with foreign governments and the diplomatic aspects of U.S. missile defense decisions) and the development of U.S. and multinational policies related to actual or potential military uses of space and the protection of the United States' space-related infrastructure.

Unpaid internships are available in Washington, D.C. throughout the year.

**Bureau of Western Hemisphere Affairs *(WHA)***

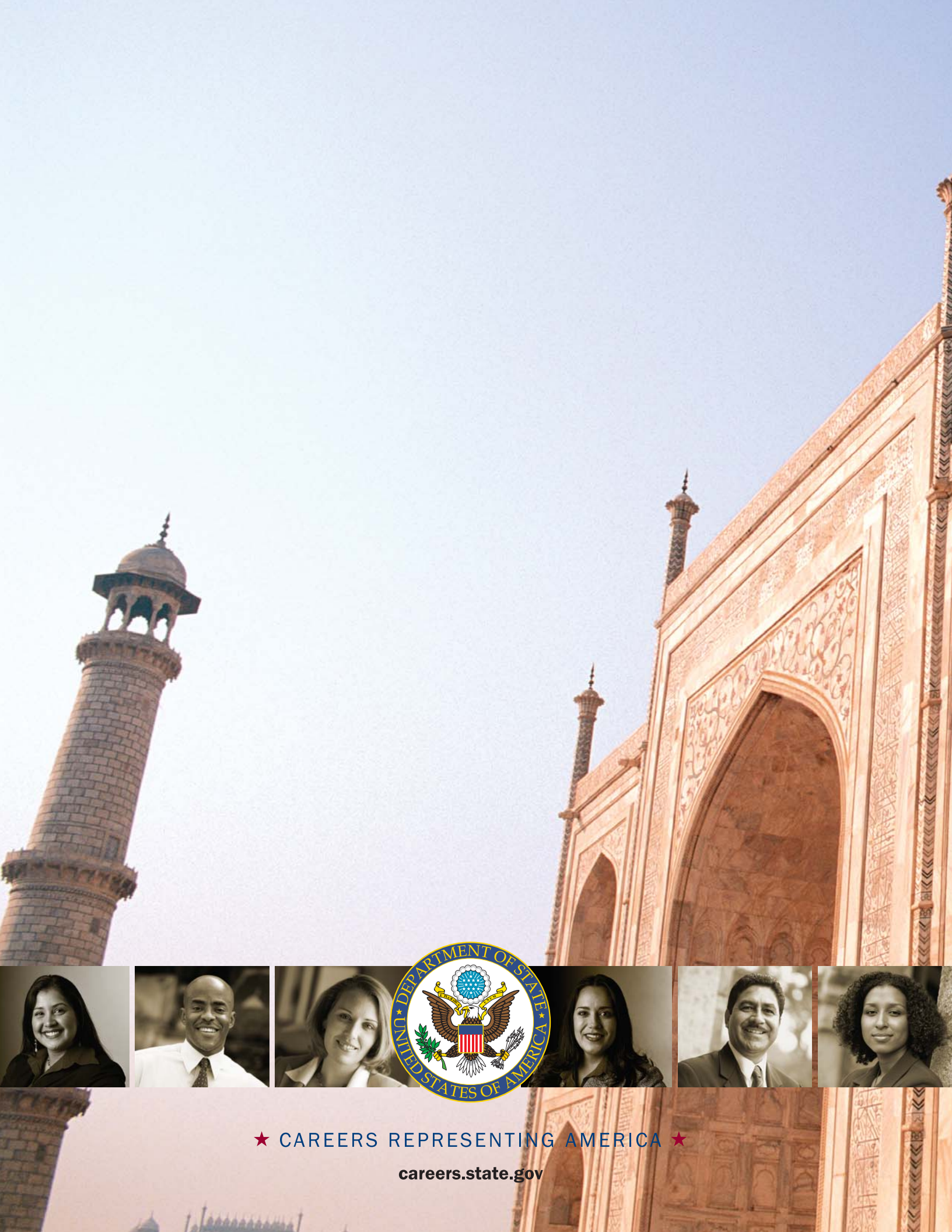
- Conducts foreign relations with Mexico, Canada, Central and South America and the Caribbean
- Directs, coordinates, and supervises U.S. government activities within this region, including political, economic, consular, public diplomacy and administrative management issues
- Prefers Spanish, French, Portuguese speaking/reading applicants

Unpaid internships are available in Washington, D.C. and abroad at certain U.S. embassies and consulates throughout the year. When available, housing is provided to interns assigned abroad. Internships are offered in the political, economic, consular, public diplomacy and administrative sections of embassies abroad. **For students applying for an internship abroad, please specify in your Statement of Interest the embassy or consulate at which you wish to pursue your internship.** Duties of interns, both domestic and abroad, are similar in nature to that of a Junior Foreign Service Officer. These can include: reading/answering cable traffic, attending meetings, escorting visitors, compiling briefing books, conducting special research projects, and a host of other duties. Once selected, overseas interns are provided with an outline of specific duties and projects. Domestic interns are provided with duty statements and a handbook.

**U.S. Mission to the Organization of American States (*WHA/USOAS)***

The United States Mission to the Organization of American States was formally established in 1948, and is the only embassy located within the Department of State in Washington, D.C. The Organization of American States (OAS) is the world's oldest regional organization, dating back to the First International Conference of American States held in Washington, D.C. in October 1889. It is the premier multilateral forum for dealing with political issues in the Western Hemisphere.

Unpaid internships are available in Washington, D.C. throughout the year.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