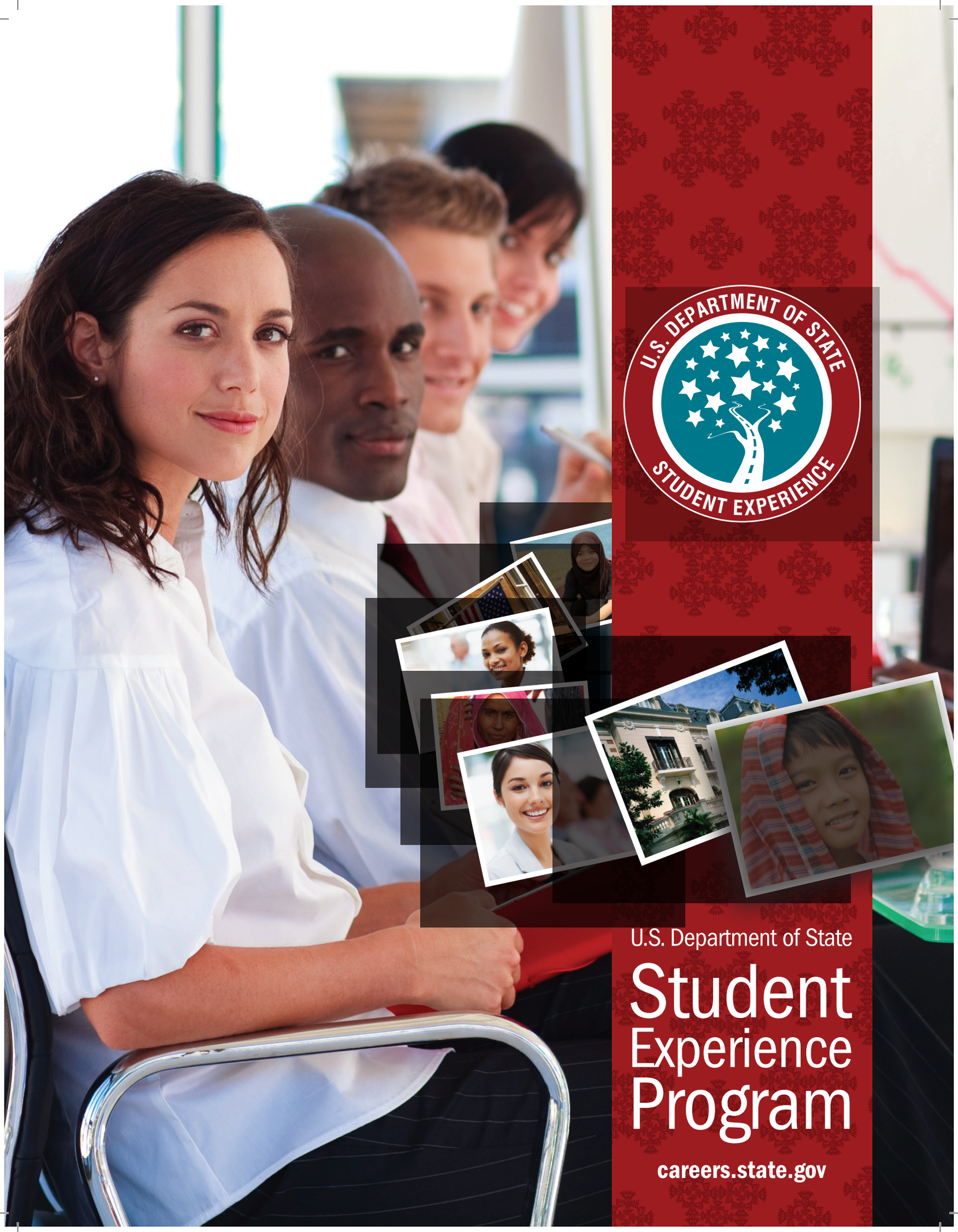

U.S. Department of State

Student Experience Program

careers.state.gov

The U.S. Department of State

The U.S. Department of State is the leading U.S. foreign affairs agency responsible for advancing freedom for the benefit of the American people and the international community. The Department's employees, Foreign Service Officers and Specialists, Civil Service professionals and Foreign Service Nationals work at over 265 locations overseas, and throughout the United States. Together, they help to build and sustain a more democratic, secure, and prosperous world composed of well-governed states that respond to the needs of their people, reduce widespread poverty, and act responsibly within the international system.

The Department selects and hires employees who can accomplish America's mission of diplomacy at home and around the world, including Foreign Service Officers (FSO), Foreign Service Specialists (FSS) and Civil Service (CS) professionals. For those pursuing undergraduate, graduate or other advanced degrees, and professionals who are interested in an executive development program in public service, the Department offers a number of internships and fellowships.

The U.S. Department of State's Mission

Shape and sustain a peaceful, prosperous, just, and democratic world and foster conditions for stability and progress for the benefit of the American people and people everywhere.

U.S. Department of State Structure

The U.S. Department of State is made up of bureaus with responsibility for the many aspects of U.S. foreign policy and the general operations and administration of our diplomatic missions abroad. There are two types of bureaus: Geographic and Functional.

- **Geographic Bureaus:** Oversee policies for a given region of the world. Geographic bureaus include African Affairs (AF), East Asian and Pacific Affairs (EAP), European Affairs (EUR), South and Central Asian Affairs (SCA), and Western Hemisphere Affairs (WHA).
- **Functional Bureaus:** Focus on specific issues and are responsible for policy areas which affect all regions and countries. These bureaus include the Bureau of Democracy, Human Rights and Labor (DRL), International Narcotics and Law Enforcement (INL), International Organizations (IO), Political Military Affairs (PM), and Oceans and International Environmental Affairs (OES). Other functional bureaus have responsibility for different critical operations and aspects of the administration of the Department of State, including Administration (A), Consular Affairs (CA), Diplomatic Security (DS), Legislative Affairs (H), Human Resources (HR), and Overseas Buildings and Operations (OBO).

There are five Under Secretaries: Arms Control and International Security Affairs (T); Economic Growth, Energy and the Environment (E); Civilian Security, Democracy, and Human Rights (J); Management (M); Political Affairs (P); Public Diplomacy and Public Affairs (R)

Each bureau is led by an Assistant Secretary. Assistant Secretaries are Senate confirmed career and political appointees responsible for serving as senior advisors to the Secretary of State on the issues falling with the authority of their bureau. Assistant Secretaries report to the next level of senior leadership, the Under Secretaries. U.S. embassies, consulates, and diplomatic missions to international organizations fall under the authority of their respective geographic bureau (AF, EAP, EUR, SCA, and WHA) or functional bureau (IO).

Most U.S. Department of State Student Experience opportunities are offered at the bureau level. Students can work in one of the many offices which make up the respective geographic or functional bureaus. U.S. Department of State Student Experience opportunities are also offered at U.S. embassies, consulates, and diplomatic missions abroad.

The Bureau of Consular Affairs and the Bureau of Diplomatic Security offer a limited number of these opportunities, located at domestic offices and facilities outside of Washington D.C.

The U.S. Department of State Student Experience

Unpaid Internship Program

The U.S. Department of State Student Experience is an unpaid, intensive internship offering U.S. citizen undergraduate and graduate students a chance to witness and participate in the formulation and implementation of U.S. foreign policy, working closely with representatives of the U.S. Department of State's Foreign and Civil Services. The program is both professionally and academically beneficial, providing participants with hands-on experience in a Federal agency setting, and insight into the substance and daily operations of U.S. foreign policy.

It is considered an intensive educational and experiential learning experience, which provides professional experience and personal growth and development within a foreign affairs environment.

The U.S. Department of State Student Experience is also the only program within the agency that offers U.S. citizen undergraduate and graduate students the opportunity to work at a U.S. Embassy or Consulate overseas, or in the Washington, D.C. headquarters location.

About half of U.S. Department of State Student Experience participants serve in Washington, D.C., with a limited number of opportunities available at Department field offices and facilities in other cities in the United States. Approximately half of these opportunities are offered in many of the over 265 U.S. embassies, consulates and missions to international organizations around the world.

As part of the U.S. Department of State Student Experience, participants will:

- Gain practical, professional experience in a foreign affairs environment
- Serve in any one of three program seasons: Spring, Summer, and Fall. Each season lasts approximately 10 weeks. At a minimum, eight (8) weeks must be completed and it must be completed with the time frame of the application season
  - Spring: January – April
  - Summer: May – August
  - Fall: September – December
- Work full-time, 40 hours a week
- Obtain educational credit - Applicants who are selected for a U.S. Department of State Student Experience can contact the selecting bureau, or the central Student Programs office, if they require further details about the program to support their request for academic credit

• Experiential Learning

While the duties of U.S. Department of State Student Experience program participants vary from bureau to bureau, office to office, and embassy to embassy, it is not uncommon for these students to:

- Participate in meetings with senior level U.S. government or foreign government officials
- Draft, edit, or contribute to cables, reports, communications, talking points, or other materials used by policy makers in furthering U.S. foreign policy objectives
- Support events, including international and/or multi-lateral meetings and conferences or
- Engage directly with U.S. audiences in helping to explain the work of the Department of State or foreign audiences in helping to promote U.S. foreign policy and improve understanding of U.S. culture and society

• Eligibility Requirements

- U.S. citizenship
- Undergraduates (juniors and seniors) and Graduate Students
  - A student is an individual who is enrolled as a degree-seeking program in an accredited college or university
  - 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
  - An individual is still considered a student if they have been out of school, between semesters or school years, for not more than 5 months
  - An individual enrolled in school and receiving credit toward their degree for participating in the Student Experience Program, is also considered a student

• Other Requirements

- Minimum 2.5 GPA
- Ability to obtain and maintain a security clearance

The U.S. Department of State Student Experience is not part of the Pathways Program. The U.S. Department of Student Experience program does not provide for non-competitive conversion to Pathways Internships or to career positions in the U.S. Department of State's Foreign or Civil Services.

IMPORTANT NOTES:

(1) Not all posts abroad participate in the program every season. A given geographic bureau, covering several overseas posts, may or may not choose to accept Student Experience Interns during a specific period of the year. And, individual posts may also decline to accept students for various reasons, including conditions on the ground. Finally, a bureau may be listed as potentially available, but the post may decline to select a student.

(2) The U.S. Department of State does not enter into contracts or formal agreements with individual colleges or universities in order for their students to participate in the U.S. Department of State Student Experience Program. All eligible students with U.S. citizenship are welcome to apply and participate.

• Online Application Process

Those interested in applying for the U.S. Department of State Student Experience must begin by visiting the Student Programs section of careers.state.gov, clicking "The U.S. Department of State Student Experience" and continuing through the "Gateway to State". The "Gateway to State" button will only be available when an application is open and active. Applicants can also go directly to USAJOBS*, and search for The U.S. Department of State Student Experience.

There are five (5) sections to the online application, including a Statement of Interest:

1. Eligibility
2. Series Grade Questions
3. All Grade Questions
4. Documents
5. Application Review

• Navigating the USAJOBS Application

An applicant is in the actual online application when they see "The U.S. Department of State" and "Diplomacy in Action" at the top of the screen.

Applicants must complete all sections, attach all required documents, and submit their application in order to be considered for the U.S. Department of State Student Experience program.

To qualify, applicants must be certain to:

- Select up to two (2) bureaus or posts abroad
- Specify a country or countries
- Include a well-written statement of interest
- Provide all required documents

Bureau Selection: Applicants must select up to two (2) bureaus or posts abroad to which they would like to be assigned. An applicant will only be considered by the bureaus or posts specified in the application.

Country Selection: Select the geographic bureau with responsibility for the country in which you are interested in working. For example, if you are interested in interning at the U.S. Embassy in Dakar, Senegal, first select the Bureau of African Affairs (AF). Later in the application, you will be prompted to choose the country in which the Embassy or Consulate is located. Applicants are considered only for the country/countries they select. Some countries host multiple diplomatic facilities, including embassies, consulates general, and missions to international organizations. In such cases, an application may be reviewed by multiple posts within a given country, however this is not a guarantee. Each geographic bureau and overseas post determines how best to review applications and make their selections.

If a country is not listed in the application, it is not accepting students for that season.

Statement of Interest: Applications include space for a short Statement of Interest (maximum 2500 characters, spaces included). Selecting officials rely heavily on the Statement of Interest. Applicants should:

- Ensure that their statements are well written and free of spelling and grammatical errors
- Include any academic or personal areas of interest, foreign languages, or other skill sets that make them particularly useful to a given bureau, office, or overseas posts
- Consider including information about any specific disadvantages they may have overcome, or personal experience that makes them unique

Required Documents: Applicants must provide proof of student status in the form of an official or unofficial transcript. The transcripts must be attached to the submitted application. If using official transcripts, open them and attach them to their application per the instructions provided in the application. The application offers candidates two methods to attach their transcript to their application: by fax or by upload.

Applicants are strongly encouraged to upload their transcript to their application. Technical difficulties tend to arise through the faxing process that lead to applications being received as incomplete after the closing of the announcement.

Eligibility: Some eligibility questions are exclusionary. The application does not automatically stop candidates who do not meet program eligibility requirements from continuing with the application. Applicants will only be notified after the closing of the announcement if their application is disqualified based upon responses to these questions. Therefore, applicants are encouraged to carefully read the program eligibility requirements before applying.

Domestic: Applicants for domestic U.S. Department of State Student Experience opportunities apply to work in the offices that make up the Department's functional and geographic bureaus. Some bureaus have individual offices to which interested participants can apply. In such cases, if an applicant selects a specific office, they will only be considered by that office. Other bureaus allow students to apply to the entire bureau, and an application can be reviewed by multiple offices.

**** New USAJOBS users must create a USAJOBS account, and build a resume using the USAJOBS Resume Builder. Applicants must create (not upload) a USAJOBS resume in order to move forward to the actual application. Once a profile has been created and a resume built, they can click the "Apply Online" button on the right hand side of the vacancy announcement.***

Applicants will be taken to another screen, which will require them to identify and highlight their USAJOBS resume, to verify that they have reviewed the resume, and to certify that information submitted is true and made in good faith. Applicants must then click on "Apply for this position now!"

Once applicants have started an application, they can access and edit that application at any time up to the closing of the vacancy announcement.

• The Selection Process

There are several steps in the selection process; students should understand the following:

- **Completed Applications:** The Student Programs office receives the full application package of those eligible and then forwards to the bureaus/posts the applicants have selected
- **Bureau/Post Selections:** Individual bureaus/posts make their selections and then submit the request to the Student Programs office. Bureaus/posts often:
  - contact students directly for interviews
  - seek confirmation of acceptance of an internship offer
  - All offers, made via phone or e-mail, directly from the bureaus/posts are considered tentative until verified by the central Student Programs Office.
- **Student Programs Office:** Reviews and clarifies the bureau/post selections and coordinates the official notification to students selected
- **Primary/Alternate Selections:** The Student Programs Office first notifies selected candidates via e-mail, informing them of whether they have been selected as a primary or alternate and initiating the security clearance process. Primary selectees are the bureau's or post's first choice. An alternate is chosen to replace a primary selectee in the event that a primary declines the offer or does not receive their clearance.
- **Selection Letters:** The Student Programs Office sends both primary and alternate selectees hard-copy selection letters, providing the specific selecting bureau/post. The letters also provide students a bureau point of contact, and a set of finger print cards which are required to complete the security clearance process.
- **Security Clearance Process:** Students tentatively selected for the program must undergo a background investigation and receive a security clearance. The clearance process generally takes approximately 60-90 days to complete from the time the forms are received by the Bureau of Diplomatic Security (DS). Investigations may take substantially longer than 90 days if a candidate:
  - has had extensive travel, education, residence and/or employment overseas
  - has dual citizenship, foreign contacts, immediate family or relatives who are not citizens of the United States
  - has a foreign-born spouse
  - has 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.

A candidate's preliminary notification of acceptance will include instructions on how to initiate the security clearance electronically. ***When this letter is received, please complete the online clearance process by the date indicated. This is important! Diplomatic Security may be unable to process your security clearance if you fail to meet that deadline***.

- **Dual Nationality/Close Family Ties:** Dual nationals, recently naturalized, and applicants who have significant and close family ties to a particular country are encouraged NOT to seek an internship in that country. In such cases, there is a strong possibility that the applicant will either not receive the clearance in time to participate in the program, or that they may be denied clearance all together.
- **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.

Start Dates

Domestic Opportunities: U.S. Department of State Student Experience participants working in Washington D.C. are expected to attend an orientation session which is offered weekly during the season to which they have applied. Participants are able to select an orientation date/program start date, once they have been notified of their security clearance.

Opportunities Abroad: Participants working abroad negotiate their start dates directly with the selecting post. Overseas Student Experience Interns can only coordinate a start date once they have successfully received the necessary clearance and provided Student Programs with a medical insurance verification form. (See page 11.)

Travel Requirements for Opportunities Abroad

U.S. Department of State Student Experience program participants serving at posts outside of the United States are responsible for obtaining a U.S. passport with validity at least six (6) months beyond their proposed stay and a travel visa as required by the country. They are also responsible for purchasing overseas medical insurance that will cover repatriation of remains and medical evacuation overseas.

Application Processing Timetable

	Summer Internship	**Fall Internship**	**Spring Internship**
Application Opens	September	January	May
Application Deadline (including all supporting documents)	**November 1st**	**March 1st**	**July 1st**
Selection Process—Student contacted for interviews and receive offers directly from bureaus/posts	November/December	March/April	July/August
Selectees Notified of selection by Student Programs Office via e-mail and in writing	January	May	September
Non-Selects Notified by e-mail by Student Programs Office	January	May	September
Security Clearances. Official Offers of Appointment Made	February/April	June/August	October/ December
Interns Enter on Duty	**Mid to Late May - early July**	**September - October**	**January - February**
Internship Ends	August/September	December/January	April/May

• Preparing for Your U.S. Department of State Experience

Housing: Housing is not provided for domestic U.S. Department of State Student Experience Program participants. Students selected for domestic placement are responsible for identifying their own housing.

When serving abroad, many U.S. Embassies and consulates make every effort to provide housing for students at no cost. However, because circumstances and post resources vary from country to country, housing is not guaranteed. Some U.S. embassies and consulates are able to provide housing, while others cannot. Some posts can provide housing for limited periods, or they may offer housing options that require the participant to move one or more times during the course of the program.

Students selected for placement abroad are responsible for discussing the possibility of post-provided housing with the selecting post or bureau representative.

- Regions where embassies/consulates often can provide housing: Africa, Latin America, Middle East, South and Central Asia, East Asia
- Regions with limited opportunities for embassy/consulate housing: Western Europe

Transportation: For domestic and placements abroad, travel expenses and all travel arrangements are the responsibility of the participant.

Visas: Some countries have visa requirements. If chosen for an opportunity abroad, the selecting bureau or post will provide the student with further details about country entry requirements.

Legal Status: U.S. Department of State Student Experience participants are considered student volunteers. Per 5 CFR § 308.102 **(b):** *A student participating under an agency volunteer program is not considered to be a Federal employee for any purposes other than injury compensation or laws related to the Tort Claims Act. Service is not creditable for leave accrual or any other employee benefits.*

Medical Insurance for Participants Abroad: Students placed overseas are responsibility for having medical insurance coverage that is valid abroad, to include medical evacuation and repatriation of remains coverage.

• Networking with other U.S. Department of State Student Experience Participants

Students selected for a U.S. Department of State Student Experience Internship are able to begin connecting to one another almost immediately, through the professional networking site created exclusively for them: INTERNational Connections.

The Department also offers the opportunity to explore the Washington Metropolitan Area. During each session, an Intern Activities Coordinator is assigned to the Student Programs staff to plan activities that will enhance your experience. These activities include brown bag lunches with senior Department officials, educational 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.

U.S. Department of State Student Experience participants who are assigned abroad, and in field offices, can expect to get involved with embassy functions or events appropriate to the area in which they are assigned.

• Appropriate Attire

The U.S. Department of State does not have an official dress code; however, as the leading U.S. foreign affairs agency, the U.S. Department of State is on the front lines 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. Flip flops should be worn only when walking to and from the office.

The U.S. 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.

The chart on pages 14 and 15 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	Chemistry	Communication	Computer Science	Criminal Justice	Construction Mgt.	East Asia Studies	Economics	Engineering	Enviromental Studies	European Studies	Facility Management	Finance
Administration (A)		●	●			●	●	●	●		●	●		●		●	●	●		●	●
African Affairs (AF)		●		●	●				●		●	●				●					
Arms Control Verification/Complaince (AVC)								●													
Budget and Planning (BP)		●							●							●					●
Consular Affairs (CA)		●							●			●	●								
Comptroller and Global Financial Services (CGFS)		●							●							●					●
Conflict and Stabilization Operations (CSO			●												●				●		
Counter Terrorism (CT)									●												
Democracy, Human Rights & Labor (DRL)																					
Diplomatic Security (DS)												●	●				●				
Economics, Energy & Ag. Affairs (E)									●							●					
East Asian & Pacific Affairs (EAP)		●							●		●	●	●		●	●					●
Economic and Business Affairs (EB)																●		●			
Educational & Cultural Affairs (ECA)		●	●	●					●		●	●	●		●	●		●	●		●
Energy Resources (ENR)				●												●		●			
European and Eurasian Affairs (EUR)		●				●		●	●			●	●			●	●	●	●	●	
Office of U.S. Foreign Assistance Resources (F)			●							●						●		●	●		
Family Liaison Office (FLO)																					
Foreign Service Institute (FSI)			●	●			●		●		●	●			●	●		●	●		
Bureau of Legislative Affairs (H)																					
Human Resources (HR)											●										
Bureau of International Information Programs (IIP)											●										
Int'l Narcotics & Law Enforcement (INL)												●									
Intelligence & Research (INR)															●						●
International Organizations (IO)		●																			●
Information Resource Mgt (IRM)									●			●									
Civilian Security, Democracy, and Human Rights (J)																					
Undersecretary for Management (M)																					
Art Bank Program (M/FA)						●	●														
Near East Asian Affairs (NEA)		●							●							●					
Overseas Building Operations (OBO)		●				●	●		●			●		●		●	●	●		●	●
Chief Economist (OCE)																●					
Oceans & Int'l Environmental (OES)								●								●		●			
Office of Foreign Missions (OFM)									●												
Office of the Inspector General (OIG)		●							●				●								
Public Affairs (PA)											●										
Political-Military Affairs (PM)				●											●	●	●		●		●
Population, Refugees, & Migration (PRM)																					
South Central Asian Affairs (SCA)									●							●					
Chief of Protocol (S/CPR)											●										
Office of Civil Rights (S/CRS)		●		●				●			●				●	●			●		
Ofc of the U.S. Global Aids Coord. (S/GAC)																					
Policy Planning Staff (S/P)																					
Science and Technology Advisor (STAS)										●							●	●			
Arms Control and International Security Affairs(T)																					
United States Mission to the UN											●					●					●
Western Hemisphere Affairs		●							●		●	●				●	●				

(Chart continues on next page)

Bureau/Office	Major	Geography	Government	History	Humanities	Human Resources	Information Systems	Interior Design	International Relations	Journalism	Latin American Studies	Law	Library Science	Linguistics	Middle Eastern Studies	Physics	Political Science	Print Making	Public Administration	Public Affairs	Real Estate	Science	South Asian Studies	Any Major
Administration (A)		●	●	●		●	●	●	●	●			●	●			●	●	●	●	●			●
African Affairs (AF)			●	●	●				●								●		●					
Arms Control Verification/Complaince (AVC)									●			●					●							
Budget and Planning (BP)																								
Consular Affairs (CA)		●				●	●			●		●							●	●				
Comptroller and Global Financial Services (CGFS)																			●					
Conflict and Stabilization Operations (CSO					●				●		●				●		●						●	●
Counter Terrorism (CT)		●	●		●				●						●		●							●
Democracy, Human Rights & Labor (DRL)																								●
Diplomatic Security (DS)							●		●			●												
Economics, Energy & Ag. Affairs (E)																								
East Asian & Pacific Affairs (EAP)		●	●	●		●	●		●	●		●		●			●		●	●				
Economic and Business Affairs (EB)									●															
Educational & Cultural Affairs (ECA)		●	●	●	●	●			●	●	●	●			●		●		●	●			●	
Energy Resources (ENR)		●	●			●				●								●						
European and Eurasian Affairs (EUR)		●	●	●	●		●		●	●				●			●		●	●				
Office of U.S. Foreign Assistance Resources (F)									●								●							
Family Liaison Office (FLO)					●																			●
Foreign Service Institute (FSI)		●	●	●	●		●		●	●	●		●	●	●		●		●	●			●	●
Bureau of Legislative Affairs (H)				●	●					●										●	●			
Human Resources (HR)						●	●												●					●
Bureau of International Information Programs (IIP)					●					●									●					
Int'l Narcotics & Law Enforcement (INL)									●		●								●					
Intelligence & Research (INR)		●							●								●							
International Organizations (IO)						●																		
Information Resource Mgt (IRM)																			●					●
Civilian Security, Democracy, and Human Rights (J)																								●
Undersecretary for Management (M)																								
Art Bank Program (M/FA)				●				●	●									●						
Near East Asian Affairs (NEA)						●			●						●		●		●					
Overseas Building Operations (OBO)			●			●	●	●					●				●		●		●			
Chief Economist (OCE)																								
Oceans & Int'l Environmental (OES)					●				●			●												
Office of Foreign Missions (OFM)							●			●							●		●	●				
Office of the Inspector General (OIG)						●					●								●					
Public Affairs (PA)									●								●		●					
Political-Military Affairs (PM)			●	●					●		●				●		●		●				●	
Population, Refugees, & Migration (PRM)																								●
South Central Asian Affairs (SCA)			●						●								●		●				●	
Chief of Protocol (S/CPR)																								●
Office of Civil Rights (S/CRS)			●			●	●		●								●		●	●				
Ofc of the U.S. Global Aids Coord. (S/GAC)		●		●				●	●	●							●		●	●			●	●
Policy Planning Staff (S/P)																								●
Science and Technology Advisor (STAS)																●						●		
Arms Control and International Security Affairs(T)																								●
United States Mission to the UN									●	●		●					●		●					
Western Hemisphere Affairs									●		●						●		●					

(Continuation of chart from previous page)

U.S. DEPARTMENT OF STATE BUREAUS/OFFICES

The following is an overview of the U.S. Department of State's many bureaus and offices. These descriptions will help you better understand the work and organization of the Department of State.

Not every bureau or office listed in this section will select an intern for a given season. Nor will you always be able to select the specific office in which you would prefer to work.

Students must select up to two bureaus, offices, or overseas locations. Here we provide some useful information when looking to identify either a domestic or an overseas Student Experience Internship.

Domestic Internship Opportunities: Most domestic internships require the student to apply to the overall bureau. In such cases, an eligible student's application will be available for most or all of the offices within the bureau to consider. Therefore, many of the descriptions below only provide applicants with a greater understanding of the bureau's mission and organization, and do not to indicate a specific choice that will appear on the application.

If a specific office does appear in the application, you can apply directly to that office. In such cases, the office counts as one of your two internship selections.

Overseas Internship Opportunities: In order to apply to a U.S. embassy or consulate overseas, you must select the responsible geographical bureau as one of your internship selections. Geographical bureaus include AF, EAP, EUR, NEA, and WHA. In the application, after selecting the geographical bureau, you will be able to select the specific country in which you would like to work.

Some countries host multiple diplomatic facilities. In such cases, a candidate may be considered by more than one post in the same country.

■ BUREAU OF ADMINISTRATION (A)

The Bureau of Administration provides support programs to the Department of State and U.S. embassies and consulates. These programs include: real property and facilities management; procurement; supply and transportation; diplomatic pouch and mail services; official records, publishing, and library services; language services; setting allowance rates for U.S. Government personnel assigned abroad and providing support to the overseas schools educating their dependents; overseeing safety and occupational health matters; small and disadvantaged business utilization; and support for both White House travel abroad and special conferences called by the President or Secretary of State.

- **Office of the Executive Director (A/EX):** supports the Assistant Secretary for Administration through the provision of executive management and administrative services, including management analysis, strategic planning, financial management, human resources management, procurement, and information technology services for the Bureau of Administration. A/EX also provides some of these services to several other Department of State bureaus. Internship possibilities in A/EX could encompass any of these functions.
- **Office of the Procurement Executive (A/OPE):** establishes and reviews cutting edge policy governing federal acquisitions and federal assistance such as grants for domestic and overseas missions. Interns working in A/OPE can expect to work on numerous challenging issues, such as researching legislation or federal regulations, drafting policy and answering relevant questions from stakeholders, including senators, congressmen, auditors, and direct contact with overseas missions and domestic bureaus.
- **Commercial Services Management (A/CSM):** develops policies for acquisition initiatives dealing with the balance of the workforce between government employees and contractors. Implements reporting requirements for the Office of Management and Budget (OMB) dealing with the composition of the workforce, including the Federal Activities Inventory Reform (FAIR) Act report and the Service Contract Inventory.
- **Office of Emergency Management (A/OEM):** provides planning, training, exercises to ensure preparedness for the Department's leadership and workforce to respond to and recover from all domestic hazards affecting the Department and to ensure continuation of the Department's mission in conjunction with its partners. A/OEM is comprised of the Diplomatic Continuity Programs Division and the Planning and Preparedness Division.
- **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.
  - **Office of Allowances (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.
  - **Office of Language Services (A/OPR/LS):** provides interpreting (spoken word), translating (written word), and other language services needed to conduct foreign relations with the non-English-speaking nations and peoples of the world. A/OPR/LS responds to the language needs of both the Department of State and the White House.

- **Office of Facilities Management Services (A/OPR/FMS):** is responsible for the management and administration of domestic building operations and maintenance. FMS is also responsible for all domestic energy, environmental, occupational health, fire, and life safety programs.
- **Office of Real Property Management (A/OPR/RPM):** is responsible for managing the Department of State's domestic real estate assets. A/OPR/RPM provides a complete and comprehensive range of real property management services including space assignments, leasing, office and building design and construction, furniture selection, and architectural and engineering services for all domestic offices and bureaus at the Department.

• **Office of Global Information Services (A/GIS):** 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.

- **Office of Global Publishing Solutions (A/GIS/GPS):** provides centralized editorial, graphics, multi-media publishing, and distribution services, and prescribes standards for Departmental editorial, printing, and photocopier activities throughout the Department.
- **Office of Directives Management (A/GIS/DIR):** manages a number of programs that have agency- and worldwide effects, among them: internal policies, procedures and guidance (directives); forms management; information collections (Paperwork Reduction Act - PRA); rulemaking coordination; delegations of authority; Presidential determinations; and liaison with the Office of Management and Budget (OMB), Office of the Federal Register (OFR), General Services Administration (GSA), and other U.S. Government agencies.
- **Office of Information Programs and Services (A/GIS/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.

• **Office of Logistics Management (A/LM):** provides 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.

- **Office of Acquisitions Management (A/LM/AQM):** provides a full range of professional contract management services. The office plans and directs domestic and overseas Department of State acquisition programs. These activities include acquisitions planning, contract negotiations, cost and pricing analysis, and contract administration to customers in support of procurement activities worldwide.
- **Office of Logistics Operations (A/LM/OPS):** offers technical guidance on transportation and travel procedures, manages official travel services, coordinates the transport of household effects (HHE) and personally owned vehicles (POV) to and from posts, provides storage for personal HHE and POVs, provides material management services, and manages the overseas motor vehicles program.

- **Office of Program Management and Policy (A/LM/PMP):** is responsible for worldwide management and oversight of the Department's personal property program; Diplomatic Pouch and Mail service; professional development and implementation of logistics systems, including the Integrated Logistics Management System (ILMS); logistics policy; and purchase card operations. The Office also promotes and guides business process improvements for the Department's logistics service providers.
- **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.

■ Bureau of African Affairs (AF)

The Bureau of African Affairs (AF) works to foster a dynamic of development and democracy that builds on Africa's traditions and advances U.S. interests by creating an environment in which freedom, prosperity and security become the benchmarks for success in the U.S.-African partnership of the 21st century. 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. Offices include:

- **Office of East African Affairs (AF/E):** oversees policy for the Central African Region, and liaises with the U.S. embassies in Comoros, Djibouti, Eritrea, Ethiopia, Kenya, Madagascar, Mauritius, Seychelles, Somalia, Tanzania, and Uganda
- **Office of Central African Affairs (AF/C):** oversees policy for the Central African Region, and liaises with the U.S. Embassies in Burundi, Cameroon, Central African Republic, Chad, Democratic Republic of Congo, Republic of Congo, Equatorial Guinea, Gabon, Rwanda, and Sao Tome and Principe
- **Office of South African Affairs (AF/S):** oversees policy for the Central African Region, and liaises with the U.S. Embassies in Angola, Botswana, Lesotho, Malawi, Mozambique, Namibia, South Africa, Swaziland, Zambia, and Zimbabwe
- **Office of West African Affairs (AF/W):** oversees policy for the Central African Region, and liaises with the U.S. Embassies in Benin, Burkina Faso, Cape Verde, Cote d'Ivoire, The Gambia, Ghana, Guinea, Guinea-Bissau, Liberia, Mali, Mauritania, Niger, Senegal, Sierra Leone, and Togo.
- **Office of Economic Policy and Staff (AF/EPS):** advises on critical economic issues and programs such as the African Growth and Opportunities Act (AGOA)
- **Office of the Executive Director (AF/EX):** coordinates logistics, management, budget, and human resources for the bureau
- **Office of Public Diplomacy and Public Affairs (AF/PDPA):** is responsible for Public Diplomacy and Public Affairs coordination for the Africa Bureau
- **Office of Regional and Security Affairs (AF/RSA):** coordinates policies relating the African Union (AU) and other regional multi-lateral and security focused issues

■ Bureau of Arms Control, Verification and Compliance (AVC)

The Arms Control, Verification and Compliance (AVC) 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. 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. AVC has the lead within the Department of State on all issues related to missile defense and national security space policy.

■ Bureau of Budget and Planning (BP)

The Bureau of Budget and Planning carries out the principal responsibilities of preparing and submitting the Department's budget requests, managing the Department's operational resource requirements, and ensuring that operational planning and performance management is synchronized with the Department's resource requirements. This shop is the first stop for any Department funding. It reviews the requirements and develops the budget, presenting appropriations requests and financial plans to OMB, the President, and Congress and then ensures available resources are optimally allocated to achieve Department-wide strategic goals. It manages 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.

■ Bureau of Consular Affairs (CA)

The Bureau of Consular Affairs 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; and, administers laws, formulates regulations, and implements policies relating to the determination of U.S. citizenship and nationality. At U.S. embassies and consulates abroad, Consular Officers are responsible for issuance of immigrant and non-immigrant visas to foreign nationals seeking to travel or immigrate to the U.S. In addition, CA provides guidance and leadership on consular aspects of children's services and fulfills U.S. treaty obligations relating to children.

Key Consular Offices outside of Washington D.C. include passport offices in the following locations: Aurora, CO; Boston, MA; Charleston, SC; Chicago, IL; Honolulu, HI; Houston, TX; Los Angeles, CA; Miami, FL; New Orleans, LA; New York, NY; Norwalk, CT; Philadelphia, PA; Portsmouth, NH; San Francisco, CA; and, Seattle, WA.

- **Office of Consular Systems and Technology (CA/CST):** The office of Consular Systems and Technology (CST) exists to develop, install, provide training for, manage and support CA-automated information processing systems. Through its seven branches, CST provides a full range of technology lifecycle development activities, and project management from inception through development.

- **Office of Executive Director (CA/EX):** The Office of the Executive Director is responsible for providing the full range of management support for the Bureau of Consular Affairs, including management of the bureau's budget, IT systems and infrastructure, human resources, and controlled consular supplies.
- **Office of Fraud and Prevention Programs (CA/FPP):** The Office of Fraud Prevention Programs is dedicated to providing resources, tools and information that will enhance Consular Officers' ability to detect and deter passport and visa fraud.
- **Overseas Citizens Services (CA/OCS):** Overseas Citizens Services (OCS) in the State Department's Bureau of Consular Affairs is responsible for the protection and safety of U.S. citizens traveling and residing abroad. OCS has three offices: the Office of American Citizens Services and Crisis Management (OCS/ACS), the Office of Children's Issues (OCS/CI), and the Office of Legal Affairs (OCS/L).
- **Passport Services (CA/PPT):** Passport Services is charged with issuing passports to U.S. citizens, providing information and services to American citizens about how to obtain, replace or change a passports, and validating the identity and citizenship of applicants. Only the U.S. Department of State has the authority to issue or verify U.S. passports.
- **Visa Services (CA/VO):** Visa Services Office functions and responsibilities encompass all aspects of visa policy, procedures and information related to U.S. visa issuance to foreign citizens, who are applying at U.S. embassies and consulates worldwide, seeking to come to America.

■ Comptroller and Global Financial Services (CGFS)

The Bureau performs all corporate financial management services, programs, and systems activities, including delegated financial management authorities from the Chief Financial Officers (CFO) Act of 1990. With offices in Washington D.C. and Charleston, South Carolina, Global Financial Services 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.

- **Office of the Executive Director (CGFS/EX):** The Executive Director is the Bureau of Resource Management's chief internal resource and administrative official responsible for the bureau's resource allocation, planning and management systems that provide administrative support, and management coordination.
- **Government Accountability Office, Liaison Office (CGFS/GAO):** The GAO works directly with the designated lead bureau point of contact to coordinate information-gathering activities. The Liaison advises the Department on the status of an ongoing study, coordinates GAO access to records and documents, and assesses GAO foreign travel.
- **Office of International Cooperative Administrative Support Services (CGFS/ICASS):** ICASS is the principal means by which the U.S. Government provides and shares the cost of common administrative support at its more than 200 diplomatic and consular posts overseas. The ICASS system seeks to provide quality services at the lowest cost, while attempting to ensure that each agency bears the cost of its presence overseas.

■ Bureau of Conflict and Stabilization Operations (CSO)

Formerly the Office of the Secretary's Coordinator for Reconstruction and Stabilization (S/CRS), this bureau oversees and coordinates U.S. government civilian response activities in key states making the transition out of civil strife. CSO 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 bureau monitors "hot spots," plans responses, conducts exercises, and pre-identifies people and funds for rapid response, and oversees the Operational Readiness Corps and Reserve for "surge" capacity.

■ Bureau of Counter Terrorism (CT)

Formerly the Office of the Secretary's Coordinator for Counterterrorism (S/CT), the Bureau of Counterterrorism 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 practical capacities - in law enforcement, border control, and banking regulation, among others - to identify, interdict and defeat terrorists. CSO engages with foreign governments and publics to reinforce policy goals; provides 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, builds and sustains USG counterterrorism capabilities through the Foreign Emergency Support Team (FEST) and Technical Support Working Group (TSWG). CSO engages in bilateral, multilateral, and public diplomacy to deter terrorism, develops justification for the U.S. government's biennial designation of foreign terrorist organizations, and leads interagency Foreign Emergency Support Team that stands ready to deploy overseas on four hours notice in the event of an international terrorist incident.

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

DRL develops and implements U.S. policy on democracy, human rights, international labor, and religious freedom. It leads effort to integrate foreign assistance programming with priority foreign policy objectives and is responsible for the annual distribution of approximately $100 million of democracy and human rights foreign assistance. DRL helps build global consensus in support of democratic rule and universal human rights principles; and, carries out project proposal evaluation, grant administration, budget negotiations, technical coordination, and project performance review and compliance for democracy promotion and human rights grants. Most well known, DRL publishes the annual Country Reports on Human Rights Practices, which provide a comprehensive assessment of human rights around the world today.

- **Office of Country Reports and Asylum Affairs (DRL/CRA):** is responsible for, among other things, preparing the Department's annual Country Reports on Human Rights Practices, Annual Report on International Religious Freedom, and Profiles of Asylum Claims and Country Conditions. The office is solely authorized to coordinate and convey to the Immigration and Naturalization Service (INS) and the Executive Office of Immigration Review (EOIR), which consists of immigration courts and judges, the Department's advisory opinions on case-specific claims to asylum in the United States.

- **Office of International Religious Freedom (DRL/IRF):** supports the Ambassador-at-Large for International Religious Freedom, a position established by law. This office is the principal advisor to the President and the Secretary of State on international religious freedom policy. DRL/IRF develops and implements U.S. policy on religious freedom abroad, including in multilateral forums.
- **Office of Policy Planning and Public Diplomacy (DRL/PPD):** supports bureau principals by providing concrete strategic planning support for all Congressional, public affairs, public diplomacy, and program planning activities. In coordination with the program unit, oversees the compilation, drafting, and submission of all strategic planning documents, including budget proposals and performance assessments for DRL grants programs.
- **Office for Africa (DRL/AF):** responsible for democracy and human rights issues facing the African region.
- **Office for East Asia and Pacific (DRL/EAP):** responsible for democracy and human rights issues facing the East Asian and Pacific region.
- **Office for Near East Asia (DRL/NEA):** responsible for democracy and human rights issues facing the Middle East region.
- **Office for Western Hemisphere (DRL/WHA):** responsible for democracy and human rights issues facing the Western Hemispheric region.
- **Office for South Central Asia (DRL/SCA):** responsible for democracy and human rights issues facing the South Central Asian region.
- **Office of Global Programming (DRL/GP):** manages the Human Rights and Democracy Fund (HRDF), and additional programs and earmarks appropriated in the Democracy Fund, Economic Support Funds, FREEDOM Support Act funds, the Iraq Relief and Reconstruction Fund and other Iraq Supplemental appropriations, Support for East European Democracy Act (SEED) funds, and other such appropriations as deemed necessary to meet DRL foreign policy objectives.
- **Office of Multilateral and Global Affairs (DRL/MLGA):** formulates and implements U.S. Government human rights and democracy policies in multilateral organizations, including the UN Human Rights Council (UNHRC); the UN General Assembly; the UN Security Council; the Office of the UN High Commissioner for Human Rights; the European Union; the Organization of American States; the African Union; the Association of Southeast Asian Nations (ASEAN); and other regional organizations.
- **Office of International Labor Rights (DRL/ILR):** advises on policies and initiatives promoting core worker rights, specifically the four "fundamental rights" identified by the International Labor Organization.

■ 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.

■ 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, Chicago, San Francisco, Los Angeles, Miami, and Houston.

■ Office of the Under Secretary for Economic, Energy, and Agricultural Affairs (E)

The Office of the Under Secretary for Economic Growth, Energy and the Environment oversees the Department's efforts to design and implement policies and better promote U.S. interests around the world in the interconnected areas of Economic growth, global energy security, and the environment policy. The Office of the Under Secretary supervises the Bureau of Oceans and International Environmental and Scientific Affairs (OES), the Bureau of Economic and Business Affairs (EB), the Bureau of Energy Resources (ENR), the Office of the Science and Technology Adviser (S/STAS), and the Office of the Chief Economist (OCE).

■ Bureau of East Asian and Pacific Affairs (EAP)

The Bureau of East Asian and Pacific Affairs is charged with advising the Secretary of State and Under Secretary for Political Affairs on matters of the Asia-Pacific region, as well as dealing with U.S. foreign policy and U.S. relations with countries in that area. EAP Offices include:

- **Office of Australia, New Zealand, and Pacific Island Affairs (EAP/ANP):** informs policy and liaises with U.S. Embassies in Australia, New Zealand, and the Pacific nations Papua New Guinea, Micronesia, The Marshall Islands, Fij, Kiribati, Nauru, Tonga and Tuvalu.
- **Office of Chinese and Mongolian Affairs (EAP/CM):** informs policy and liaises with U.S. Embassy and constituent posts in China and Mongolia.
- **Office of Regional and Security Policy (EAP/RSP):** provides the Bureau of East Asian and Pacific Affairs with expertise on and coordination of a broad spectrum of functional, global, and trans-border issues pertaining to the Asia-Pacific region.

- **Office of Public Affairs (EAP/P):** responsible for and coordinates the Bureau's media engagement and domestic public outreach.
- **Office of Japanese Affairs (EAP/J):** is responsible for U.S. policy with Japan, and liaises with the U.S. Embassy in Tokyo.
- **Office of Mainland South Asia Affairs (EAP/MLS):** informs policy and coordinates with U.S. Missions in Burma, Cambodia, Laos, Thailand, and Vietnam.
- **Office of Maritime South Asia Affairs (EAP/MTS):** informs policy and coordinates with U.S. Missions in Brunei, Indonesia, Malaysia, the Philippines, Singapore, and Timor Lest.
- **Office of Korean Affairs (EAP/K):** is responsible for U.S. policy toward North and South Korea, and liaises with the U.S. Embassy in South Korea.
- **Office of Public Diplomacy (EAP/PD):** integrates public diplomacy planning, programming, and evaluation into the overall work of the EAP Bureau.
- **Office of Multilateral Affairs (EAP/MLA):** coordinates policy and liaises with Asia specific multilateral organizations including ASEAN, CSCAP, and ARF.
- **Office of Taiwan Coordination (EAP/TC):** responsible for U.S. policy to Taiwan and liaises with the U.S. Interest Section in Taiwan.
- **Office of Economic Policy (EAP/EP):** supports Bureau leadership in advancing U.S. economic, trade, security and public health interests In the Asia-Pacific region.
- **Office of the Executive Director (EAP/EX):** responsible for resource management, human resources, and other executive functions for the bureau.

■ 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):** Working closely with the Department of Commerce, advises 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):** Leads policy-making government wide on international telecommunications and information technology issues including the Internet, satellites, wireless spectrum allocations, etc.
- **Energy, Sanctions and Commodities (EB/TFS):** 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/EPPD):** Coordinates public affairs/public diplomacy outreach activities: prepares press guidance, provides media support for policy initiatives, responds to media requests and supports public diplomacy initiatives for foreign audiences on economic issues; does quantitative analyses on economic policy issues and makes policy recommendations based on those analyses.

- **International Finance and Development (EB/IFD):** Works to promote global economic growth, responsible public financial management and development. IFD provides macroeconomic and financial analysis on all regions of the world, coordinates the U.S. Government's agenda on debt restructuring and forgiveness, and interacts with the International Monetary Fund and multilateral development banks.
- **Trade Policy and Programs (EB/TPP):** Advances economic prosperity by increasing trade, addressing and resolving trade disputes, strengthening intellectual property protection and enforcement, and promoting food security through increased agricultural productivity and improving access for U.S. goods and services abroad. Promotes U.S. trade policy objectives within the World Trade Organization (WTO), the Organization for Economic Cooperation and Development (OECD), the World Intellectual Property Organization (WIPO), as well as regional trade organizations.
- **Transportation Affairs (EB/TRA):** Provides commercial support for the U.S. 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 Unites States. Collaborates with other agencies to promote transportation safety, security, and environmental goals. Promotes commercial opportunities for the U.S. maritime industry.

■ Bureau of Educational and Cultural Affairs (ECA)

The Bureau of Educational and Cultural Affairs supports 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 Program, the International Visitor Program, Citizen and Professional Exchange Programs, English Language Programs, Cultural Programs, Educational Advising, the Humphrey Fellowship Program, undergraduate exchanges including the Gilman Scholarship Program, and teacher exchanges. ECA Offices include:

- **Office of Academic Programs (ECA/A):** sponsors and oversees all academic programs funded by the Bureau of Educational and Cultural Affairs and liaises with the higher education community. Academic Programs is comprised of three offices: the Office of Academic Exchange Programs, the Office of Global Educational Programs, and the Office of English Language Programs.
- **Office of Policy and Evaluation (ECA/P):** The Office of Policy and Evaluation includes programs and functions that cut across all ECA programs and exchanges. The Policy Unit represents all of ECA at Department and interagency meetings and discussions, while the Evaluation Division conducts studies and performance measurement of all ECA programs. The Office of Alumni Affairs (ECA/P/A) seeks to engage alumni not only from ECA exchanges, but from other U.S. Government exchange programs as well. Finally, the Cultural Heritage Center (ECA/P/C) supports the foreign affairs functions of the U.S. Department of State related to the protection and preservation of cultural heritage.
- **Office of Professional and Cultural Exchanges (ECA/PE): comprised of two offices:** Citizen Exchanges and International Visitors. These offices conduct a broad range of people-to-people exchanges in support of U.S. foreign policy priorities, and reach out to professionals in government, business, education, and nonprofit organizations, as well as high school students and representatives from the cultural and sports sectors.

- **Office of Citizen Exchanges (ECA/PE/C): comprised of four divisions:** Cultural Programs, Professional Fellows, SportsUnited, and the Youth Programs. These divisions manage a variety of exchange programs which promote mutual understanding between the people of the United States and the people of other countries and support of U.S. foreign policy priorities. The programs provide foreign participants the opportunity to enhance their knowledge and understanding of the United States so they can better address the challenges facing their countries, and offer Americans the opportunity to learn about other cultures while sharing their expertise and experience with their foreign counterparts.
- **Office of International Visitors (ECA/PE/V):** 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.
- **Office of the Deputy Assistant Secretary for Private Sector Exchanges (ECA/EC):** Three offices for Private Sector Designation, Administration and Coordination and Compliance administer all aspects of the Exchange Visitor Program (EVP) to provide foreign nationals with opportunities to participate in educational and cultural programs in the United States and then return home to share their experiences, and to encourage Americans to participate in educational and cultural programs in other countries. The three ECA/EC offices designate over 1,400 U.S. organizations to sponsor EVP exchange activities in 15 program categories, and monitor the sponsors' adherence to federal EVP regulations. Designated EVP sponsors include government agencies, academic institutions, educational and cultural organizations and corporations.

■ Bureau of Energy Resources (ENR)

The Bureau of Energy Resources (ENR) leads the Department of State in the whole of government effort to promote international energy security. This office unites U.S. diplomatic and programmatic efforts to build sustainable, transparent and predictable international markets for traditional hydrocarbons, civilian nuclear power, electricity, renewable energy, and energy efficiency that advance U.S. national security interests, our environmental goals, and a strong national and global economy. The bureau also ensures that energy security is integrated into the nation's foreign policy objectives and serves as the principal advisor to the Secretary of State on energy security strategy, policy, operations and programs.

■ Bureau of European and Eurasian Affairs (EUR)

EUR conducts U.S. foreign relations with countries in Europe. It 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.

- **Office of the Coordinator of the U.S. Assistance to Europe and Eurasia (EUR/ERA):** recommends and coordinates action and positions on Department policies related to the European Union (including the European Commission, European Council, and European Parliament) and the Council of Europe.

- **Office of Caucus Affairs and Regional Conflicts (EUR/CARC):** responsible for Armenia, Azerbaijan, and Georgia, and supports the U.S. Co-Chair of the Minsk Group.
- **Office of Central European Affairs (EUR/CE):** responsible for Austria, Bulgaria, the Czech Republic, Germany, Hungary, Liechtenstein, Poland, Romania, Slovakia, Slovenia, and Switzerland.
- **Office of Nordic and Baltic Affairs (EUR/NB):** responsible for Denmark, Estonia, Finland, Iceland, Latvia, Lithuania, Norway, and Sweden.
- **Office of Policy and Global Issues (EU/PGI):** responsible for policy formulation and substantive expertise about global issues within the EUR region; strategic planning; and Congressional relations.
- **Office of Press and Policy Outreach (EUR/PRESS):** develops strategies for presenting U.S. policies to media and audiences in the United States and articulates and shapes U.S. Government discourse on issues related to Europe and Eurasia.
- **Office of Public Diplomacy (EUR/PD):** involved with strategies for presenting U.S. policies, values, and culture abroad and coordinates with other State Department bureaus and other departments to identify, articulate, and shape U.S. Government discourse for European and Eurasian audiences in support of U.S. policies.
- **Office of Policy and Regional Affairs (EUR/PRA):** coordinates policy on cross-cutting nonproliferation and security issues, nuclear and strategic issues, missile defense, arms control, security assistance, sanctions, Cooperative Threat Reduction (CTR) policy and implementation, and international space cooperation.
- **Office of European Security and Political Affairs (EUR/RPM):** develops and coordinates policy on U.S. security interests in Europe, including those related to NATO, the Organization for Security and Cooperation in Europe (OSCE), and European contributions to multinational military operations.
- **Office of Russian Affairs (EUR/RUS):** responsible for the policy and diplomatic relations with the Russian Federation.
- **Office of South Central European Affairs (EUR/SCE):** responsible for Albania, Bosnia-Herzegovina, Croatia, Kosovo, Macedonia, Montenegro, and Serbia.
- **Office of Southern European Affairs (EUR/SE):** responsible for Cyprus, Greece, and Turkey.
- **Office of Ukraine, Moldova, and Belarusian Affairs (EUR/UMB):** responsible for the policy and diplomatic relations with Ukraine, Moldova, and Belarus.
- **Office of Western European Affairs (EUR/WE):** responsible for Andorra, Belgium, France, Ireland, Italy, Luxembourg, Malta, Monaco, Netherlands, Portugal, San Marino, Spain, The Vatican, and the United Kingdom.

■ Office of U.S. Foreign Assistance Resources (F)

The Director of U.S. Foreign Assistance (DFA) is charged with directing the transformation of the U.S. Government approach to foreign assistance. The office strengthens the Secretary's ability to oversee and coordinate all U.S. foreign assistance. The office provides leadership, coordination and strategic direction within the U.S. Government and with external stakeholders to enhance foreign assistance effectiveness and integrates foreign assistance planning and resource management across State

and USAID. They develop and defend foreign assistance budget requests and allocate State and USAOD foreign assistance funding to meet urgent needs and new opportunities and to ensure long-term sustainable investments. Finally, they promote good stewardship of foreign assistance funds by strengthening oversight, accountability and transparency.

■ Foreign Service Institute (FSI)

Housed at the George P. Schultz National Foreign Affairs Training Center, FSI trains Department of State and other U.S. government agency employees involved in foreign affairs and encourages research and other studies of new and developing areas of foreign policy concerns. FSI develops training materials for total curriculum including video and multimedia based training courses. A critical function of FSI is to provide intensive instruction in over 60 languages, for Foreign Service Officers and other government employees assigned overseas. FSI also offers a variety of area studies courses that familiarize Foreign Service personnel in the specific geographic/cultural area to which they are assigned. The Institute also 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.

- **Leadership and Management School (FSI/LMS):** The Leadership and Management School offers mandatory and elective leadership and management training for supervisors and managers from entry to executive levels; roundtables and policy seminars for senior leaders; and crisis management training overseas and at the Shultz Center. LMS oversees the Leadership and Managing Training Continuum to ensure participation by Foreign Service and Civil Service employees and works with bureaus and overseas missions to improve organizational effectiveness and crisis management.
- **School of Applied Information Technology (FSI/SAIT):** The School of Applied Information Technology provides training for the Department of State's IT workforce, end-user training and IRM Tradecraft training for all levels at the Foreign Service Institute (FSI). In addition, SAIT provides training to users from other Federal agencies and contractor employees on a reimbursement basis.
- **School of Language Studies (FSI/SLS):** The School of Language Studies helps students enhance their language learning skills as an aid in their FSI studies and as a foundation for advancing their learning while at post. In this office, Foreign Service Officers study over 70 languages split into different areas; East and Pacific languages, European and African languages, Near East languages, South and Central Asian languages, Romance languages, Slavic, Pashto, and Persian languages.
- **School of Professional and Area Studies (FSI/SPAS):** The School of Professional and Area Studies offers training in foreign affairs specialties, such as consular affairs, Management Tradecraft Training Division (FSI/SPAS/MTT), political and economic affairs, public diplomacy, Curriculum and staff development (CSD), office management, and orientation programs. It also offers guidance on the socio-cultural patterns, politics, economics, and international relations of world regions and individual countries.
- **Training Center (FSI/TC):** The Transition Center (FSI/TC) helps prepare employees and their family members for effectiveness in the foreign affairs community transitions throughout, and after, their careers. It is comprised of the Training Division (TC/T), the Overseas Briefing Center (OBC), and the Career Transition Center (CTC).

■ 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.

■ Bureau of Human Resources (HR)

Led by the Director General of the Foreign Service and Director for Human Resources, HR carries out recruitment and examination for the Foreign Service, including administration of the Foreign Service Written Examination and Oral Assessment. HR 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 HR also coordinates the Department's student employment programs, including the Department of State Student Experience and Pathways Internships. HR publishes the Department's monthly magazine for employees worldwide.

- **Office of the Director General (HR/DGHR):** supports the DG in accomplishing the mission of the Bureau of Human Resources. The Bureau of Human Resources (HR) has the critical responsibility of hiring, developing, assigning, and supporting the Department of State's greatest assets – our people. The Bureau of Human Resources works to provide the Department of State with fast, fair, transparent, and compassionate service, and continually strives to serve the Department better.
- **Office of Policy Coordination (HR/PC):** supports the Director General on bureau-wide issues and initiatives, serving as incubator, initiator, coordinator, and facilitator for HR policies. The staff works directly with the HR Front Office to identify problems, brainstorm new policy initiatives, prepare for high-level decision making, and manage bureau-wide and department-wide human resources policies from inception to implementation.
- **Executive Office (HR/EX):** serves as the corporate face to a worldwide human resources management effort, providing continuous support to the HR Bureau for budget execution and formulation, travel, general services, personnel, training, internal systems, and priority HR projects.
- **Career Development and Assignments (HR/CDA):** responsible for counseling and assigning over 12,556 Foreign Service generalists and specialists as well as non-FS personnel serving in FS positions overseas.
- **Office of Civil Service Human Resource Management (HR/CSHRM):** primary functions and activities are staffing, career development, performance management, executive resources management, position classification, policy development, and merit systems oversight.
- **Office of Employee Relations (HR/ER):** promotes the effective use of Department human resources by developing, implementing and promoting quality of life policy and programs,

maintaining human resources regulations, administering the discipline process, and communicating to employees on the work of Department people and programs.

- **Family Liaison Office (HR/FLO):** delivers services in the areas of the Community Liaison Office Program, Family Member Employment, Crisis Management, Support for Unaccompanied Tours, Education and Youth Services, and Expeditious Naturalization Support through online and in-office resources, training opportunities, planning seminars, presentations, publications, and the Community Liaison Office (CLO) program at our overseas posts.
- **Grievance Staff (HR/G):** investigates grievances and prepares recommendations, in the form of decision letters and settlement agreements, for the signature of the Deputy Assistant Secretary for Human Resources, for the resolution of grievances submitted under the Foreign Service Grievance System and the Civil Service Administrative Grievance System and the American Federation of Government Employees.
- **Human Resource Service Provider (HR/SP):** works strategically with the Human Resources community in identifying and responding to its changing needs. HR/HRSP provides leadership and guidance in the development, implementation, and equitable administration of policies and procedures, thus promoting a positive work environment.
- **Human Resources Shared Services (HR/SS):** develops, coordinates, and administers the policies and procedures required to establish an integrated human resources tiered service delivery system for the Department. The system focuses on four inter-related tiers of service - online self-service tools, the HR Service Center (HRSC), Bureau HR Service Providers (HRSPs), and the Bureau of Human Resources Corporate Office. It builds on existing HR resources to strengthen and integrate human resources across the Department to better serve employees, enhance support to managers, and more efficiently use increasingly scarce HR resources.
- **Office of Casualty Assistance (HR/OCA):** provides administrative assistance and ongoing support following the death of a direct hire U.S. citizen Department of State employee serving abroad or their family member, or of a Department of State employee in the United States.
- **Office of Overseas Employment (HR/OE):** formulates policies, regulations, systems and programs for the overseas employment of more than 56,000 Locally Employed Staff and family members serving the Department of State and other US Government agencies at 170 US Missions abroad.
- **Office of Performance Evaluation (HR/PE):** administers a Foreign Service performance evaluation system which fairly measures employee performance and potential, encourages honest feedback on employee performance and skills, distinguishes fairly between strong, average and weak performers, fosters tenure and promotion based on merit, rewards meritorious service, and separates employees who fail to meet standards.
- **Office of Recruitment, Examination and Employment (HR/REE):** HR/REE manages and coordinates the recruitment, examination, and selection and hiring of new Foreign Service human resources employees for the Department. Within HR/REE is the Office of Student Programs, which is responsible for managing pre-employment security, internship placements, fellowships, and orientations for all incoming students each season.
- **Office of Retirement (HR/RET):** administers the Foreign Service Retirement and Disability System and the Foreign Service Pension System for participants for the Department of State and other foreign affairs agencies. The Office issues policies and regulations and operates

automated systems to manage these programs. HR/RET determines eligibility for benefits and authorizes payment, adjustment, and termination of benefits under these programs and counsels U.S. Foreign Service employees and their families about these programs.

- **Office of Resource Management and Organization Analysis (HR/RMA):** provides a number of services in the areas of resource management, workforce planning, classification policy and compensation policy. HR/RMA provides overall leadership and coordination in the development and implementation of policies, plans, procedures, and standards for classification of Foreign Service positions domestically and abroad, and for senior Foreign Service positions worldwide.

■ Bureau of International Information Programs (IIP)

IIP is the principal international strategic communications service for the U.S. foreign affairs community. Its products are translated into Persian, Chinese, Arabic, French, Spanish and Russian, and are featured online at http://usinfo.state.gov/. Through daily articles published on USINFO, web chats and digital video conferences (DVCs) between public opinion leaders and overseas audiences, monthly electronic journals, and overseas speaker programs, IIP presents U.S. policy on foreign, economic, security, and global issues, as well as information about American society and values to the rest of the world.

- **Office of Regional Coordination:** serves as the portal to IIP for posts and Regional Bureaus. The office provides information and direct support for traveling and electronic speakers, videos, webchats and DVCs, written and digital content, and social media. Ensures IIP's products and services meet the needs of users.
- **Office of American Spaces:** exemplifies the U.S. commitment to a core tenet of democracy: the citizen's right to free access to information. With over 800 Spaces worldwide, American Spaces provide access to the latest, in-depth information about the United States, connecting Americans and host citizens in engaging discussions on U.S. policy, society and values.
- **Office of Audience Research and Evaluation:** helps public diplomacy professionals craft messages that resonate with foreign audiences and deliver those messages across the platforms that target audiences access. ARE also uses innovative methodologies to evaluate the effectiveness of public diplomacy efforts in the field.
- **Office of Written Content:** this team of writers, editors, graphic designers, and photo researchers provides print and digital products that help posts start, enrich, and sustain conversations with foreign audiences. Publications reach 48 million international readers each year. Titles can be purchased in multiple languages, or translated and printed locally.
- **Office of Video Productions and Acquisitions:** works with posts and functional bureaus to develop, create, and acquire innovative video products that further understanding of and foster conversation about American foreign policy, culture, society, institutions, history and values. The office staff delivers videos worldwide, including in-language, through digital and traditional media outlets, social networks, web-based platforms and mobile.
- **Office of Talent Management and Partnerships:** supports the Department's foreign policy initiatives by collaborating with U.S. Government agencies, recruiting American Experts, and creating public-private partnerships. The U.S. Experts program promotes approximately 1,000

in-country or virtual conversations with foreign professionals, academia, civil society and youth annually. Participants are leaders in their fields and provide a range of opinions on U.S. culture and foreign policy priorities through lectures, workshops, seminars, articles, and/or blogs.

- **Office of CO.NX:** deploys connective technologies such as streaming video, multimedia webchats, video conferencing and social networks to engage foreign audiences. CO.NX facilitates conversations that would never take place otherwise and delivers those conversations to the world.
- **Office of Content Support Services:** manages IIP infrastructure support needs for both the bureau and overseas posts. It maintains the Bureau's expertise in digital search, navigation, and usability design; manages the process and quality of foreign language translations; and handles IIP's logistical support and the majority of its vendor contracts.

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

INL is responsible 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. INL monitors the narcotics and crime control programs of different countries; plans, implements, and oversees international narcotics and crime control activities; negotiates cooperative agreements with foreign governments; and represents the United States at the United Nations, and other International Organizations on narcotics and crime matters.

- **Office of Policy, Planning, and Coordination (INL/PC):** serves sounding board and ideas shop in the areas of both policy and management. It is also the principal go-between linking the bureau to other bureaus within the Department and to other Federal agencies and departments. The office also coordinates legislative, public affairs, public diplomacy and international organization work for the bureau, and has overseen the bureau's rapidly growing police training programs since their inception.
- **Office of the Americas Program (INL/LP):** devoted to carrying out INL's mission in the Western Hemisphere. INL/LP does this through funding and guidance to Narcotics Affairs Sections and, in some cases, individual Narcotics Affairs Officers in U.S. embassies throughout the Hemisphere.
- **Office of Iraq Programs (INL/I):** develops and implements foreign assistance programs that promote stability and strengthen Iraq's criminal justice system to the point that the people of Iraq rely on it – as opposed to militias and sectarian groups – to resolve disputes, maintain order, and seek justice. This assistance seeks to improve Iraq's criminal justice institutions through the provision of technical expertise, training, mentoring, and infrastructure development.
- **Office of Africa and Middle East (INL/AME):** focused on developing, directing and overseeing critical foreign assistance programs which support comprehensive criminal justice sector capacity development in countries throughout Africa and the Middle East.
- **Office of Europe and Asia (INL/EA):** responsible for broad law enforcement, rule of law and counternarcotics policies and program management in accordance with U.S. foreign policy objectives throughout Europe and all of Asia, excluding Afghanistan and Pakistan. INL/EA manages programs in 30 countries, including 15 countries in Europe, 5 countries in Central Asia, 4 countries in South Asia and 6 countries in East Asia and the Pacific.

- **Office of Aviation (INL/A):** supports the curtailment of the supply of illegal drugs from foreign sources into the United States through aerial eradication of drug crops, interdiction of refining laboratories and trafficking activities, and other law enforcement operations as directed by the Secretary.
- **Office of Anticrime Programs (INL/C/CP):** helps fight organized crime, high-level (kleptocracy) and other forms of corruption, money-laundering and terrorist financing, cyber- and intellectual property crimes, and, through efforts to strengthen border security, narcotics trafficking and other smuggling and trafficking crimes.
- **Office of Criminal Justice Assistance and Partnership (INL/CAP):** provides assistance to the Bureau, Department, U.S. government interagency and international partners to build the capacity of host nation justice systems to prevent or eliminate transnational crime, strengthen governance and prevent conflict as part of the U.S. government's mission to support the development of stable democracies.

■ Bureau of Intelligence and Research (INR)

The Bureau directs the Department's program of intelligence analysis and research, conducts liaison with the Intelligence Community, and represents the Department on committees and in interagency intelligence groups. Applicants should have a strong academic background in international relations, political science, history, or regional studies, with demonstrated research and writing skills. Candidates selected to work in INR must be granted a Top Secret clearance and be found eligible for Sensitive Compartmented Information (SCI) before they can begin their internship. Offices in INR include:

- **INR Front Office (INR/FO):** the FO is tasked with supporting the Secretary of State on all intelligence matters, providing the Secretary and Department principals with current intelligence on fast-breaking issues, and with timely and objective analyses on critical foreign policy priorities. Candidates for the Front Office should have a strong interest in the Intelligence Community (IC), excellent organization and communication skills, and a high level of writing proficiency.
- **Office of Analysis for East Asia and the Pacific (INR/EAP):** conducts research and analysis, and briefs Department principals, on a broad range of political, diplomatic, and other issues in the East Asia and Pacific region (Burma/China east through the Pacific Islands).
- **Office of Analysis for European Affairs (INR/EUR):** conducts research and analysis, and briefs Department principals, on a broad range of political, diplomatic, and other issues in the countries of Europe.
- **Office of Analysis for African Affairs (INR/AF):** conducts research and analysis, and briefs Department principals, on a broad range of political, diplomatic, and other issues in the countries of Africa.
- **Office of Analysis for Western Hemisphere Affairs (INR/WHA):** conducts research and analysis, and briefs Department principals, on a broad range of political, diplomatic, and other issues in the countries of the Western Hemisphere.
- **Office of the Geographer and Global Issues (INR/GGI):** conducts research and analysis, and briefs Department principals, on a broad range of topical issues including environment and sustainable development, humanitarian crises and refugees, United Nations affairs, human rights, and war crimes. The office also provides boundary analysis, GIS cartography, and remote sensing imagery support for the bureau and much of the Department.

- **The Humanitarian Information Unit (INR/GGI/HIU):** serves as a U.S. Government interagency center to collect, analyze, and disseminate all-source information in preparation for, and in response to, humanitarian crises worldwide.
- **The Geographic Information Unit (INR/GGI/GIU):** does custom cartography, GIS applications, and boundary analysis and research for INR and the Department of State.
- **The War Crimes, Democracy, and Human Rights Division (INR/GGI/WDR):** supports the international war crimes tribunals and the State Department's atrocities early warning, human rights, and democracy efforts.
- **Office of Technical Collection Affairs (INR/TCA):** provides support and expertise to INR analysts and Department policymakers on tasking technical intelligence systems and ensuring that technical intelligence activities overseas are conducted in accordance with foreign policy objectives.
- **Office of Analysis for the Near East and South Asia (INR/NESA):** conducts research and analysis and briefs Department principals on a broad range of political, diplomatic, and social issues from North Africa and the Middle East, though the Gulf, Iran, Afghanistan, and the rest of South Asia.
- **Office of Opinion Research (INR/OPN):** is responsible for open-source analysis of foreign opinion in all regions of the world. INR/OPN conducts public opinion polls and media analysis to gauge foreign attitudes toward key issues, including international security, trade and economy, ethnic relations, and democratic transitions.
- **Office of the Executive Director (INR/EX):** INR/EX is responsible for the following functions of the Bureau: Budget and Financial Management; Human Resources; Bureau Strategic Planning, Performance Monitoring and Evaluation; Agency and Government-wide Representation; Security; General Services; and Information Systems and Technology.
- **Office of Economic Analysis (INR/EC):** responsible for producing analyses for senior Department policymakers on current and longer range issues involving international economic issues, including trade and investment, unfair business practices, industrial policy, high-tech industries, and international financial markets.
- **Office of Strategic, Proliferation, and Military Issues (INR/SPM):** serves as focal point for intelligence analysis and support to the Department on a wide range of strategic, arms control, proliferation, and political-military issues.
- **Office of Publications (INR/PUB):** edits and publishes various INR analytical products, manages the Bureau's finished intelligence publications program, and maintains quality control and integrity of security for INR's classified websites.
- **Office of Outreach (INR/OTR):** facilitates the exchange of expertise between diverse private sector specialists and government officials through four outreach programs—conferences, the congressionally mandated Title VIII grant program on Eurasia, the Global Futures Forum, and the IC Associates Program.
- **Office of Cyber Affairs (INR/CYBER):** integrates all-source intelligence analysis and coordination of policy review of cyber-related intelligence operations.
- **Office of Counterintelligence and Consular Support (INR/CCS):** serves as primary liaison for the Bureau of Intelligence and Research with the FBI, the National Counterterrorism Center,

and the Terrorist Screening Center (TSC), and provides intelligence support to the Bureau of Consular Affairs.

- **Office of Analysis for Terrorism, Narcotics, and Crime (INR/TNC):** responsible for the program of review and analysis of classified, unclassified, and open source materials concerning world-wide terrorism, narcotics, and crime and the U.S. international relationships and interests affected by these matters.
- **Office of Analysis for Russia and Eurasia (INR/REA):** produces all-source, real-time and longer-term intelligence and analytical support on the domestic and foreign policies of Russia, Ukraine, Belarus, Moldova, the Caucasus and Central Asia to promote U.S. goals of national security, economic prosperity, and democratization.

■ Bureau of International Organization Affairs (IO)

The Bureau of International Organization Affairs provides guidance for U.S. participation in international organizations and conferences, acts as the channel between the U.S. government and international organizations, and builds coalitions necessary to advance U.S. policies in the United Nations and specialized agencies. IO's scope of interest includes the U.N. Security Council, the U.N. General Assembly, and the maintenance of international peace and security.

■ Bureau of Information Resource Management (IRM)

The mission of the Bureau of Information Resource Management is to rapidly and securely deliver anytime, anywhere, the knowledge resources and Information Technology services needed for the Department of State's diplomatic team worldwide to accomplish the foreign affairs mission of the United States. This mission requires a workforce with a diverse skill set that combines strong technical skills with the ability to think analytically and use Information Technology as a strategic tool. Key offices include:

- **Office of External Affairs (IRM/EA):** establishes, develops and expands long-term strategic and collaborative relationships with key U.S. and foreign government, industry, and multinational partners, engaging in national and international cyber security initiatives.
- **Strategic Planning Office (IRM/SPO):** has a broad scope that requires a wide variety of IT skills and disciplines. Applicants will have a unique opportunity to view the entire Department of State IT landscape and to interact with IT managers and professionals throughout IRM and other bureaus.
- **Systems Integration Office (IRM/SIO):** offers Department-wide applications and systems development and maintenance, systems integration services, data management, and a variety of innovative technologies.
- **Messaging Systems Office (IRM/MSO):** develops, tests, and manages classified and unclassified mobile and desktop messaging systems that allow effective communications between all elements of the Department.
- **Office of IT Infrastructure (IRM/ITI):** directs and manages the development, maintenance, installation, modernization and operations of the Department's physical IT.

- **Enterprise Network Management (IRM/ENM):** provides a secure global network and infrastructure, safe from intentional attack by any aggressor, and improves network reliability, customer response times, and troubleshooting.
- **Information Assurance (IRM/IA):** performs the necessary Certification and Accreditation of both networks and applications; making information assurance policy decisions, and interprets policy based on federal regulations and the Department's internal regulations.

■ The Office of eDiplomacy (IRM/EDIP)

The Office of eDiplomacy (EDIP) seeks to promote the creative and innovative use of 21st Century web 2.0 tools to advance U.S. diplomacy. The Office imagines, creates, advocates for, and educates on platforms for working collaboratively and sharing knowledge across all of State's diverse communities. The Office of eDiplomacy uses innovative new media tools to provide creative, lightweight, user friendly solutions that are easily adaptable to region specific needs and job functions. Oversees creative outreach oriented programs such as the Virtual Student Foreign Service, the networking site for Foreign Service professionals the Corridor, and the Department's Innovation Fund for promoting creative, high-impact use of existing technology.

■ 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); and, 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.

Office of the Under Secretary for Civilian Security, Democracy, and Human Rights (J) Formerly the Office of the Under Secretary for Democracy and Global Affairs and Coordinator for Tibetan Issues, J 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. The Under Secretary oversees U.S. participation in the Community of Democracies, U.S.-Afghan Women's Council and U.S.-Iraq Women's Network initiatives. J has direct oversight of five bureaus Bureaus: Conflict and Stabilization Operations (CSO); Counterterrorism (CT); Democracy, Human Rights and Labor (DRL); International Narcotics and Law Enforcement (INL); and Population, Refugees, and Migration (PRM). Additional offices reporting to J include:

- **The Office of Global Criminal Justice (J/GCJ):** formerly the Office of War Crimes Issues, this office 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.
- **The Office of Global Youth Issues (J/GYI):** Oversees the effort to empower young people as economic and civil actors, and directly engage young people around the world.
- **The Office to Monitor and Combat Trafficking in Persons (J/TIP):** The Office to Monitor and Combat Trafficking in Persons provides the tools to combat trafficking in persons and assists in the coordination of anti-trafficking efforts both worldwide and domestically.

■ Office of the Under Secretary for Management (M)

The Office of the Under Secretary for Management oversees the activities of 10 bureaus and offices that are responsible for management improvement initiatives; security; the Department's information technology infrastructure; support services for domestic and overseas operations; consular affairs; and personnel matters, including recruitment, career development, training, medical services, and retirement programs. Bureaus reporting to M include: Administration (A); Consular Affairs (CA); Diplomatic Security (DS); the Foreign Service Institute (FSI); Human Resources (HR); Information Resources Management (IRM); and, Overseas Buildings Operations.

■ Office of Medical Services (MED)

The Office of Medical Services mission is to safeguard and promote the health and well being of America's diplomatic Community. This is accomplished via a central staff in Washington D.C., and a cadre of doctors, physician's assistances, nurses, and technicians assigned to select missions abroad.

■ Office of Fine Arts (M/FA)

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. Additional relevant subject areas include American fine and decorative arts history, museum studies and library science, special collection management and archives. The office is also involved with collections registration, management and artwork conservation activities.

■ Office of Management Policy, Rightsizing, and Innovation (M/PRI)

M/PRI provides the Department with the analytic capability to make management decisions based on data-driven business case requirements. As an office with closer integration to policymakers, M/PRI offers more visibility and clout to address post interest and concerns in Washington and greater ability to effectively support our customers.

■ Bureau of Near East Asian Affairs (NEA)

The 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. NEA covers the countries and geographic entities of Algeria, Bahrain, Egypt, Iran, Iraq, Israel, Jordan, Kuwait, Lebanon, Libya, Morocco, Oman, Qatar, Saudi Arabia, Syria, Tunisia, the United Arab Emirates, and Yemen. Regional policy issues handled by NEA include Iraq, the Middle East peace process, and political and economic reform in the Near East region.

- **Office of Arabian Peninsula Affairs (NEA/ARP):** responsible for shaping, coordinating and implementing foreign policy in Bahrain, Kuwait, Oman, Qatar, Saudi Arabia, United Arab Emirates, and Yemen.

- **Office of Egypt and Levant Affairs (NEA/ELA):** responsible for the management of U.S. relations for Egypt, Jordan, Lebanon, and Syria.
- **Office of Maghreb Affairs (NEA/MAG):** responsible for the policy between the United States and Algeria, Libya, Morocco, and Tunisia.
- **Office of Israel and Palestinian Affairs (NEA/IPA):** responsible for diplomatic issues associated with the Israel and Palestinian conflict.
- **Office of Iraqi Affairs (NEA/I):** responsible for the offices of Economic and Assistance Affairs; Political Affairs; Political-Military Affairs; Provincial Reconstruction Transition and Stabilization Affairs; and the Iraq Policy and Operations Group.
- **Office of Iranian Affairs (NEA/IR):** develops, coordinates, recommends, and executes U.S. policy on Iran.
- **Office of Regional Affairs (NEA/RA):** responsible for issues affecting the region as a whole or cutting across the lines of responsibility of the various office directors, and provides specialized functional support to other elements of the bureau in the following fields: regional political and economical issues, political-military affairs, multilateral organizations, labor and social affairs, foreign assistance and budget planning, commercial coordination, science, educational and cultural affairs, research, legislative matters, counter narcotics, environment, refugees, counter terrorism and human rights.
- **Office of Press and Public Diplomacy (NEA/PPD):** responsible for the coordination of public diplomacy activities in the NEA region.
- **Office of Middle East Partnership Initiative (NEA/PI):** responsible for programming in support of reform throughout the region, with special emphasis on empowering women and youth, education, strengthening economies, and broadening political participation. They help with assistance to reformers to create foundations for sustainable economic and human growth.

■ Bureau of Overseas Buildings Operations (OBO)

OBO assists the Secretary of State and the Under Secretary for Management with formulating policy on the Department of State's worldwide buildings program abroad for the Department of State and the U.S. Government community. Through its extensive program of new construction, facility rehabilitation, and operations programs, OBO provides safe, secure, and functional living and working space for the thousands of men and women who represent the United States and perform the important work of diplomacy. Since 2001, OBO has constructed over 56 new facilities and have moved more than 17,000 personnel into safer structures, and many more new facilities are either in the design or construction phase.

■ Office of the Chief Economist (OCE)

The Office of the Chief Economist (OCE) provides the Secretary of State with objective economic analysis and advice on the development and implementation of a wide range of strategic international economic policy issues. Secretary Clinton created OCE under the Quadrennial Development and Diplomacy Review (QDDR) to advance economic statecraft as a foreign policy priority. OCE's advice and analysis includes engagement both on current, hot-button, priority issues where economics and foreign policy intersect, as well as deeper dives into longer-term, thematic

global trends with economic underpinnings. OCE is designed to serve as an analytical resource for the whole Department, and to our embassies and consulates overseas. In addition, OCE also promotes economic capacity building and works to amplify our economic and commercial outreach. The Chief Economist's rank is equivalent to that of an Assistant Secretary.

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

OES leads the Department of State's foreign policy development in the areas of environment and sustainable development; conservation and sustainable management of natural resources; global climate change (in concert with the Special Envoy for Climate Change); oceans and fisheries affairs; marine conservation; international science and technology cooperation programs; bioterrorism and bio defense; infectious diseases and global health; science and technology; and public outreach on environmental diplomacy. OES advises the Department on functional and technical considerations relating to the development and implementation of policies and programs that fall within the bureau's responsibilities. OES also represents the Department in international negotiations and interagency policy working groups and committees. OES provides foreign policy guidance and coordination to international organizations that share bureau equities, and sees that such activities are designed and implemented in a manner that advances U.S. interests.

- **Office of Policy and Public Outreach (OES/PPO):** fosters the integration of environment, science, technology, health, and oceans and polar issues into U.S. foreign policy and facilitates policy formulation across OES and with the Department.
- **Office of Ocean and Polar Affairs (OES/O/OPA):** develops international oceans policy by coordinating interagency action and conducting bilateral and multilateral negotiations involving the Law of the Sea Convention, freedom of navigation and overflight, protection of the marine environment, and extended continental shelf and maritime claims and boundaries.
- **Office of Marine Conservation (OES/O/OMC):** develops and coordinates U.S. policy for the international conservation and management of living marine resources, including shared fish stocks, marine mammals, seabirds, sea turtles and sharks, among others.
- **Office of Ecology and Conservation (OES/E/ENC):** works to conserve and sustainably manage the world's ecosystems, including forests, wetlands, drylands and coral reefs. ENC helps address international threats to biodiversity and ecosystems, such as land degradation, invasive species and illegal trade, as well as issues associated with the safe handling of living modified organisms and access to genetic resources.
- **Office of Global Change (OES/E/EGC):** supports the office of the Special Envoy for Climate Change in developing and coordinating U.S. policy on global climate change, climate resilience and adaptation, and funds and monitors programs on environmental aspects of clean energy and forest issues.
- **Office of Environmental Policy (OES/E/ENV):** develops and coordinates U.S. international policy on environmental issues in the areas of air pollution; toxic chemicals and pesticides; mercury; and hazardous wastes and other pollutants. ENV advances sustainable development goals internationally through multilateral organizations within the UN system and elsewhere.
- **Office of International Health and Biodefense (OES/S/IHB):** furthers U.S. foreign policy goals through global health diplomacy. This includes work on the President's Global Health Initiative, disease control, pandemic preparedness, and other emerging health issues. IHB brings

together international stakeholders to promote strategies and policies, which strengthen global health, enhance bio-security, and respond to global health crises.

- **Office of Space and Advanced Technology (OES/S/SAT):** develops and implements policy and activities related to bilateral and multilateral international space and science and technology programs and issues, as well as megascience and nanotechnology cooperation.
- **Office of Science and Technology Cooperation (OES/S/STC):** works across the U.S. government and through bilateral S&T agreements, multilateral organizations, and public-private partnerships to build resilient partnerships in science and technology.

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.

Office of the Under Secretary for Political Affairs (P)

The Under Secretary for Political Affairs is the Department's third-ranking official. The incumbent serves as the day-to-day manager of overall regional and bilateral policy issues, and oversees the bureaus of Africa (AF), East Asia and the Pacific (EAP), Europe and Eurasia (EUR), the Near East (NEA), South and Central Asia (SCA), the Western Hemisphere (WHA), and International Organizations (IO).

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/SCT):** 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):** 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; and facilitates special media briefings for specific issues or events.
- **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; and answers questions from the public about current foreign policy issues by phone, email and letter.

- **International Media Engagement (PA/IME):** creates and implements strategies to garner positive and persuasive coverage and commentary of U.S. foreign policy priorities by deploying U.S. spokespersons on foreign media, including via a network of six media hubs.
- **Electronic Information (PA/EI):** manages the State Department's website at www.state.gov and 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):** supports the foreign affairs communication mission of the U.S. Department of State by producing live TV pool coverage of events involving the President, Secretary of State, and principal spokespersons. PA/OBS assists more than 100 small and large foreign TV news bureaus in the U.S. with live and taped coverage, b-roll footage, research, interviews and TV production assistance.
- **Rapid Response Unit (PA/RRU):** monitors global news stories around-the-clock, analyzes important media trends and puts together effective messages and distributes a daily alert to Cabinet secretaries and key policymakers in Washington, D.C. and overseas.
- **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.
- **Digital Communications Center (PA/DCC):** responsible for developing unique and original materials on the full scope of U.S. foreign policy that communicate the organization's programs, policies, and activities via the internet, and as part of a broader public affairs program that aims to educate varied levels within a school age audience on the importance of U.S. foreign policy to the American public.

■ Bureau of Political-Military Affairs (PM)

Supports the Secretary in playing a larger role in security and defense policy and provides a more informed State voice on Defense policies with major foreign policy implications. Provides analytic support on defense-related foreign policy issues; contributes to the coordination of peacekeeping and related foreign policy issues; and, leads a stronger State effort on regional security issues. PM is responsible for arms transfers, defense trade controls, and political-military and Defense cooperation in critical infrastructure protection.

- **Office of International Security Operations (PM/ISO):** serves as the primary interface between the Departments of State (DoS) and Defense (DoD) on operational matters. Examples of deployments include obtaining overflight, landing, and basing authorization for U.S. military aircraft; coordinating the inclusion of foreign military elements in coalition forces, and a multitude of other Operation Enduring Freedom and Operation Iraqi Freedom activities.

- **Office of Plans, Policy and Analysis (PM/PPA):** supports the PM Assistant Secretary across a range of global political-military policy issues, programs, and planning activities. PPA annually directs approximately $5 billion in U.S. military assistance to friends and allies through policy development, budget formulation, and program oversight. PPA developed and now manages a five-year Presidential initiative to expand the worldwide capacity and availability of peacekeepers. PPA also prepares the PM Bureau's strategic planning documents.
- **Office of Security Negotiations and Agreements (PM/SNA):** facilitates the deployment of U.S. military forces throughout the world by coordinating, negotiating and concluding international agreements to meet the nation's security requirements.
- **Office of the Coordinator of the Foreign Policy Advisor Program (PM/POLAD):** Foreign Policy Advisors (POLADs) are on the frontline of interagency communications and collaboration between the Department of State and the Department of Defense. The PM/POLAD Office bridges the gap between these different organizations by acting as the central resource to coordinate and manage POLAD support. For these reasons, the role and the importance of POLADs are continuing expand daily, making their role essential to U.S. Foreign Policy.
- **Office of Regional Security and Arms Transfers (PM/RSAT):** advances U.S. foreign policy and national security interests through its management of bilateral/multi-lateral political-military and regional security relations and the sale/transfer of U.S.-origin defense articles and services to foreign governments. It is also a key link between the Departments of State and Defense, interfacing with the Office of the Secretary of Defense, Joint Staff, and the Combatant Commands on regional security issues.
- **Office of Counter Piracy and Maritime Security (PM/CPMS):** ensures inter-agency efforts are consistent with the United States' traditional interest in ensuring freedom of navigation, safety of mariners, and protection of American citizens.
- **Office of Weapons, Removal and Abatement (PM/WRA):** creates local, regional and international conditions conducive to peace, stability and prosperity by curbing the illicit proliferation of conventional weapons of war such as light automatic weapons and rocket propelled grenades, and removing and destroying others, such as persistent landmines and abandoned stocks of munitions, that remain and pose hazards after the cessation of armed conflict.

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

PRM develops and implements U.S. policies on international population, refugee and migration matters. The office advances U.S. humanitarian principles by providing assistance to victims of persecution and civil strife. PRM also administers the U.S. refugee admissions program that processes and resettles refugees in the United States.

- **Office of the Comptroller (PRM/C):** responsible for the overall financial management worldwide of the bureau's program appropriations for migration, refugee assistance, protection and admissions activities, including contributions and other funding arrangements with United Nations and other international organizations and in the preparation and execution of grants and cooperative agreements with U.S. and foreign nonprofit voluntary agencies and on behalf of other Federal agencies.

- **Office of Policy and Resource Planning (PRM/PRP):** develops and ensures consistent implementation of policy on international refugee, migration, and other humanitarian issues including coordination with other U.S. Government agencies.
- **Office of Multilateral Coordination and External Relations (PRM/MCE):** plans, formulates, and directs the implementation of U.S. policy positions and strategies that address the full range of refugee, migration and other humanitarian issues in the UN system and in other multilateral organizations including the UNHCR, International Committee for the Red Cross, and International Organization for Migration. The Office develops and implements bureau initiatives on strategic global priority issues including refugee women, refugee children, gender-based violence and broader protection issues as they relate to the multilateral system.
- **Office of Refugee Admissions (PRM/A):** formulates refugee admissions policy and programs for the U.S. Government, manages the U.S. refugee admissions program, including processing abroad and domestic initial reception and placement, and establishes program policies and priorities and recommends annual regional ceilings for authorization by the President in consultation with the Congress.
- **Office of Population and International Migration (PRM/PIM):** directs State's international population and migration policy formulation and implementation in order to further the Department's goal of promoting healthy and educated populations and supporting orderly and humane migration. They represent the United States on the governing bodies of relevant international and multilateral organizations such as the UN Population Fund (UNFPA) and the UN Commission on Population and Development (UNCPD).
- **Offices of Refugee Assistance:** The Offices of Refugee Assistance are broken up based on respective geographical areas.
  - **The Office of Assistance for Africa (PRM/AFR):** is responsible for all countries located on the continent of Africa.
  - **The Office of Assistance for Europe, Central Asia and the Americas (PRM/ECA):** is responsible for the countries located in Europe, Central Asia, and the Americas.
  - **The Office of Assistance for Asia and Near East (PRM/ANE):** is responsible for the countries in Asia and the Pacific as well as the Near East (to include the Middle East); it also coordinates U.S. policy and program issues related to the United Nations Relief and Works Agency for Palestinian Refugees in the Near East (UNRWA).

■ 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 (PA), the Bureau of Educational and Cultural Affairs (ECA), and the Bureau of International Information Programs (IIP). 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.

■ Bureau of the Comptroller and Global Financial Services (CGFS)

With offices in Washington D.C. and Charleston, South Carolina, the Bureau of the Comptroller and Global Financial Services performs all corporate financial management services, programs,

and systems activities, including delegated financial management authorities from the Chief Financial Officer's Act. The Bureau consists of an Executive Office (which will continue to provide administrative support services to BP); the Financial Policy, Reporting, and Analysis Office; the Global Financial Management Systems Office; the Global Financial Systems Operations Office; the Global Financial Operations Office; the Global Compensation Office; the Global Disbursing and Customer Support Office; the Training Office; the Office of International Cooperative Administrative Support Services (ICASS); Global Financial Services, Bangkok; and the GAO Liaison Office.

■ Office of Policy, Planning, and Resources for Public Diplomacy and Public Affairs (P/PPR)

The Office of Policy, Planning, and Resources for Public Diplomacy and Public Affairs (R/PPR) provides long-term strategic planning and performance measurement capability for public diplomacy and public affairs programs. It also enables the Under Secretary to better advise on the allocation of public diplomacy and public affairs resources, to focus those resources on the most urgent national security objectives, and provide realistic measurement of public diplomacy's and public affairs' effectiveness.

■ Office of the Secretary of State (S)

The Office of the Secretary is made up of several other offices that provide support and assistance for the Secretary of State and the missions of the Department as a whole.

- **Office of the Chief of Protocol (S/CPR):** The Office of the Chief of Protocol for the Office of the Secretary provides the President and the Secretary of State with advice on fulfilling the government's obligations relating to national and international protocol. They are responsible for planning, arranging, and executing programs for visiting chiefs-of-state and heads of government, foreign ministers, and other high-level officials. They coordinate with the White House on the presentation of credentials of foreign ambassadors to the President and accredit foreign ambassadors and other diplomatic and consular officers. The Office plans and executes arrangements for official functions hosted by the Secretary of State.
- **Office of the Executive Secretariat (S/ES):** The Executive Secretariat (S/ES) is the Secretary's coordination and communications mechanism, and the channel for authoritative communication between the Department and the interagency foreign affairs community.
- **Office of the Executive Secretariat, Operations Center (S/ES-O):** The Operations Center is the 24-hour nerve center and communications hub of the State Department, operating continuously since its founding on April 30, 1961. "Ops," as it is commonly known, consists of two offices: the Watch and Crisis Management Support (CMS). While the Watch responds to breaking news, CMS handles longer-term planning for and supports the response to possible crises around the world. CMS specializes in monitoring crises worldwide, promoting contingency planning and emergency preparedness, and supporting interagency evacuation planning and implementation. Intern duties include monitoring regional developments, assisting task forces, and handling special projects. Graduate-level students are encouraged to apply.
- **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.

- **Office of the U.S. Global AIDS Coordinator (S/GAC):** The Office of the U.S. Global AIDS Coordinator 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. Additional information about the Office of the U.S. Global AIDS Coordinator may be found at www.state.gov/s/gac.
- **Office for the Representative of Global Partnership Initiatives (S/GPI):** The Office of S/GPI is responsible for bringing together people across regions to work on issues of common interest. They also launch new projects searching for solutions while also providing training and technical assistance for future projects. The office works closely with our partners to plan and implement projects – avoiding duplication, learning from each other, maximizing our impact by looking for best practices.
- **Office of Haiti Special Coordinator (S/HSC):** The Office of S/HSC oversees U.S. government engagement with Haiti, including diplomatic relations and the implementation of a reconstruction strategy in partnership with the Government of Haiti and other donors. The office's objective is to integrate U.S. policies with programmatic capabilities and resources across U.S. government agencies to ensure effective and accountable assistance to Haiti's recovery. In that capacity, S/HSC oversees all Haiti-related issues within the State Department and the U.S. Agency for International Development (USAID), and coordinates all interagency engagement on Haiti. The office also serves as an important backstop in supporting Embassy Port-Au-Prince's multifaceted efforts on the ground.
- **Office of the Special Representative for Global Intergovernmental Affairs (S/SGRIA):** The Office of the Special Representative for Global Intergovernmental Affairs works to foster a relationship between U.S. state and local elected leaders and their sub national counterparts abroad. S/SGRIA promotes local capacity building investment programs to enhance the country-led processes in line with the Department of States priorities and amplifies targeted capacity building programs utilizing the technical expertise of our state and local officials in the United States.
- **Office for Global Women's Issues (S/GWI):** The Office for Global Women's Issues coordinates foreign policy issues and activities relating to the political, economic and social advancement of women around the world. It mobilizes concrete support for women's rights and political and economic empowerment through initiatives and programs designed to increase women's and girls' access to education and health care, to combat violence against women and girls in all its forms, and to ensure that women's rights are fully integrated with human rights in the development of U.S. foreign policy.

- **Office of Civil Rights (S/OCR):** The Office of Civil Rights manages all Department of State programs and activities which promote equal employment opportunity (EEO) and affirmative action for employees and applicants for employment. This includes directing 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. The Office also 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. Finally, S/OCR is responsible for conducting briefings and training sessions on EEO, diversity management, and diversity for departmental components worldwide.
- **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. Some of the main tasks of this office include undertaking broad analytical studies of regional and functional issues. This Office also takes the lead on certain issues as tasked by the Secretary of State and engages functional and regional bureaus within the Department and relevant government agencies to ensure coordination and integration of policy with longer-term objectives. They hold policy planning talks with major allies and act as liaison to the non-governmental, think-tank and academic communities. The policies of the Department of State are articulated through members of staff from this office.

■ Bureau of South and Central Asian Affairs (SCA)

The Bureau of South and Central Asian Affairs conducts U.S. foreign relations with countries in the region of South and Central Asia. This bureau directs, coordinates and supervises diplomatic activities within this region including consular and administrative management issues.

- **SCA Front Office (SCA/FO):** directs, coordinates, and supervises diplomatic activities within the Southern and Central Asian countries, including consular and administrative management issues.
- **The Office of Central Asia (SCA/CEN):** informs policy and coordinates with U.S. Missions in Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, and Uzbekistan.
- **The Office of ISNB (SCA/ISNB):** informs policy and coordinates with U.S. Missions in India, Nepal, Sri Lanka, Bhutan, and Maldives.
- **The Afghanistan Desk (SCA/A):** is responsible for U.S. policy toward Afghanistan, and liaises with the U.S. Embassy in Afghanistan.
- **The India Desk (SCA/I):** is responsible for U.S. policy toward India, and liaises with the U.S. Embassy in India.
- **The Pakistan Desk (SCA/P):** is responsible for U.S. policy toward Pakistan, and liaises with the U.S. Embassy in Pakistan.
- **The Office of Press and Public Diplomacy (SCA/PPD):** integrates public diplomacy planning, programming, and evaluation into the overall work of the SCA Bureau.

- **The Office of Regional Affairs (SCA/RA):** provides the Bureau of South and Central Asia with expertise on and coordination of a broad spectrum of functional, global, and trans-border issues pertaining to the Southern Central Asian region.

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

The Office of the Science and Technology Advisor to the Secretary has been 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. They are building a partnership with the outside S&T community - academia, technical agencies, associations, industry - particularly in the U.S., but also abroad. They are 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. For more information see the STAS website: www.state.gov/g/stas/.

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 of nonproliferation, arms control, regional security and defense relations, and export control policy. The office is heavily involved in negotiations, ratifications, and implementations of agreements on strategic, non-conventional and conventional forces. The Office is also involved in policy regarding U.S. security commitments worldwide as well as the use of U.S. military forces in unilateral or international peacemaking roles. Bureaus reporting to T include: Arms Control and Verification (AVC); International Security and Non-Proliferation (ISN); and, Political Military Affairs (PM).

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. The Mission carries out our nation's participation in the world governing body and recommends what course of action the United States should pursue in the world organization.

Bureau of Western Hemisphere Affairs (WHA)

The Bureau of Western Hemisphere Affairs conducts foreign relations with Mexico, Canada, Central and South America and the Caribbean. The offices under this bureau direct, coordinate, and supervise U.S. government activities within this region, including political, economic, consular, public diplomacy and administrative management issues. This bureau prefers Spanish, French, Portuguese speaking/reading applicants.

- **Office of Andean Affairs:** The Office WHA/AND is responsible for shaping, coordinating and implementing foreign policy in Bolivia, Ecuador, Columbia, Peru and Venezuela.
- **Office of Brazil and Southern Cone:** The Office WHA/BSC coordinates interagency policies and programs of the U.S. government that relate to the countries of Argentina, Brazil, Chile, Paraguay, and Uruguay.
- **Office of Canadian Affairs:** The Office of Canadian Affairs (WHA/CAN) is responsible for day-to-day management of relations between the U.S. and Canada.

- **Office of Caribbean Affairs:** The Office of WHA/CAR is responsible for managing relations with the island nations and dependencies of the Caribbean (Dominican Republic, Jamaica, Bahamas, Barbados, Grenada, Antigua and Barbuda, Dominica, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, Trinidad and Tobago, Guyana, Suriname Aruba and the Netherlands Antilles). It is the Department's principal liaison with the thirteen Caribbean embassies, which maintain a presence in Washington.
- **Office of the Coordinator for Cuban Affairs:** The Bureau of Western Hemisphere Affairs Office of the Coordinator for Cuban Affairs (CCA) is the focal point within the U.S. Government for developing, coordinating, recommending, and executing U.S. policy on Cuba.
- **Office of Central American Affairs:** The Office of WHA/CEN is responsible for the management of U.S. relations for Panama, Costa Rica, Nicaragua, Honduras, El Salvador, Guatemala, and Belize.
- **Office of Economic Policy and Summit Coordination:** The Bureau of Western Hemisphere Affairs' Office of Economic Policy and Summit Coordination (EPSC) creates and implements U.S. foreign policy relating to trade, energy, finance, macroeconomic, ESTH issues, as well as organizing policy for the Summit of the Americas process.
- **Western Hemisphere Affairs Executive Office:** The Executive Office (EX) is the focal point for providing management support services to our WHA domestic offices and overseas missions (28 Embassies, 14 Consulate Generals, 6 Consulates, 1 U.S. Interest Section, and 1 American Presence Post).
- **Western Hemisphere Affairs Mexico Desk:** The WHA/MEX Desk is responsible for the relations between the United States and Mexico. In addition to political and economic matters, other issues that the office deals with include the environment, migration, and drug enforcement.
- **Office of Public Diplomacy and Public Affairs:** The office of WHA/PDA oversees the public diplomacy activities carried out by WHA posts abroad to promote understanding of the United States and advocate and advance U.S. policy.
- **Office of Policy, Planning and Coordination:** The Office of Policy Planning and Coordination (PPC) coordinates all socio-political issues that extend beyond a single geographic office (e.g. security assistance, counter-narcotics, human rights, labor, international organizations issues). PPC has the lead on strategic planning and evaluation for the bureau, including coordination of policy, program, and foreign assistance funding.

■ 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. The main goals of Mission are to strengthen peace and security, promote the effective exercise of representative democracy, ensure the peaceful settlement of disputes among members, and provide for common action in the event of aggression. They also seek solutions to political, juridical, and economic problems that may arise by promoting cooperative action, economic, social, educational, scientific and cultural development.

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