AUTHENTICATED
U.S. GOVERNMENT
INFORMATION
GPO

DEPARTMENT OF STATE

2201 C Street NW., Washington, DC 20520
Phone, 202–647–4000

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Special Assistant to the Secretary and Executive Secretary of the Department	WILLIAM J. BURNS
Deputy Assistant Secretary for Equal Employment Opportunity and Civil Rights	DEIDRE A. DAVIS
Chief of Protocol	MOLLY M. RAISER
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Under Secretary for Global Affairs	TIMOTHY E. WIRTH
Under Secretary for Arms Control and International Security Affairs	LYNN E. DAVIS
Under Secretary for Management	PATRICK F. KENNEDY, *Acting*
Assistant Secretary for Administration	GENIE NORRIS, *Acting*
Assistant Secretary for Consular Affairs	MARY A. RYAN
Assistant Secretary for Diplomatic Security	ERIC JAMES BOSWELL
Chief Financial Officer	RICHARD L. GREENE
Director General of the Foreign Service and Director of Personnel	ANTHONY C.E. QUAINTON
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Director of the Foreign Service Institute	TERESITA C. SCHAEFFER
Director, Office of Foreign Missions	ERIC JAMES BOSWELL
Assistant Secretary for Population, Refugee, and Migration Affairs	PHYLLIS E. OAKLEY
Inspector General	JACQUELINE L. WILLIAMS-BRIDGER
Director, Policy Planning Staff	JAMES B. STEINBERG
Assistant Secretary for Legislative Affairs	BARBARA LARKIN
Assistant Secretary for Democracy, Human Rights, and Labor	JOHN SHATTUCK
Legal Advisor	MICHAEL J. MATHESON, *Acting*
Assistant Secretary for African Affairs	GEORGE MOOSE
Assistant Secretary for East Asian and Pacific Affairs	CHARLES KARTMAN, *Acting*
Assistant Secretary for European and Canadian Affairs	JOHN KORNBLUM
Assistant Secretary for Inter-American Affairs	JEFFREY DAVIDOW

Permanent Representative of the United States of America to the Organization of American States	HARRIET C. BABBITT
Assistant Secretary for Near Eastern Affairs	DAVID WELCH, *Acting*
Assistant Secretary for South Asian Affairs	ROBIN L. RAPHEL
Assistant Secretary for Economic and Business Affairs	DANIEL K. TARULLO
Assistant Secretary for Intelligence and Research	TOBY TRISTER GATI
Assistant Secretary for International Organization Affairs	PRINCETON LYMAN
Assistant Secretary for Oceans and International Environmental and Scientific Affairs	EILEEN CLAUSSEN
Assistant Secretary for Public Affairs	R. NICHOLAS BURNS, *Acting*
Assistant Secretary, Bureau of Politico-Military Affairs	THOMAS E. MCNAMARA
Assistant Secretary for International Narcotics and Law Enforcement Affairs	ROBERT S. GELBARD
U.S. Coordinator, International Communications and Information Policy	VONYA B. MCCANN

United States Mission to the United Nations[1]

799 United Nations Plaza, New York, NY 10017

United States Representative to the United Nations and Representative in the Security Council	BILL RICHARDSON
Deputy United States Representative to the United Nations	EDWARD GNEHM, JR.
United States Representative for Special Political Affairs in the United Nations	KARL F. INDERFURTH
United States Representative on the Economic and Social Council	VICTOR MARRERO
United States Representative for U.N. Management and Reform	(VACANCY)

[For the Department of State statement of organization, see the *Code of Federal Regulations,* Title 22, Part 5]

The Department of State advises the President in the formulation and execution of foreign policy. As Chief Executive, the President has overall responsibility for the foreign policy of the United States. The Department of State's primary objective in the conduct of foreign relations is to promote the long-range security and well-being of the United States. The Department determines and analyzes the facts relating to American overseas interests, makes recommendations on policy and future action, and takes the necessary steps to carry out established policy. In so doing, the Department engages in continuous consultations with the American public, the Congress, other U.S. departments and agencies, and foreign governments; negotiates treaties and agreements with foreign nations; speaks for the United States in the United Nations and in more than 50 major international organizations in which the

[1] A description of the organization and functions of the United Nations can be found under *Selected Multilateral Organizations* in this book.

United States participates; and represents the United States at more than 800 international conferences annually.

The Department of State, the senior executive department of the U.S. Government, was established by act of July 27, 1789, as the Department of Foreign Affairs and was renamed Department of State by act of September 15, 1789 (22 U.S.C. 2651 note).

Office of the Secretary

Secretary of State The Secretary of State, the principal foreign policy adviser to the President, is responsible for the overall direction, coordination, and supervision of U.S. foreign relations and for the interdepartmental activities of the U.S. Government overseas. The Secretary is the first-ranking member of the Cabinet, is a member of the National Security Council, and is in charge of the operations of the Department, including the Foreign Service. The Office of the Secretary includes the offices of the Deputy Secretary, Under Secretaries, Assistant Secretaries, Counselor, Legal Adviser, and Inspector General. Some areas where public purposes are widely applied are detailed below and on the following pages.

Economic and Agricultural Affairs The Under Secretary for Economic and Agricultural Affairs is principal adviser to the Secretary and Deputy Secretary in the formulation and conduct of foreign economic policy. Specific areas for which the Under Secretary is responsible include international trade, agriculture, energy, finance, transportation, and relations with developing countries.

International Security Affairs The Under Secretary for International Security Affairs is responsible for assuring the integration of all elements of the Foreign Assistance Program as an effective instrument of U.S. foreign policy and serves as Chairman of the Arms Transfer Management Group. Other areas of responsibility include international scientific and technological issues, communications and information policy, and technology transfers.

Regional Bureaus

Six Assistant Secretaries direct the activities of the geographic bureaus, which are responsible for our foreign affairs activities throughout the world. These are the Bureaus of African Affairs, European and Canadian Affairs, East Asian and Pacific Affairs, Inter-American Affairs, and Near Eastern Affairs, and South Asian Affairs.

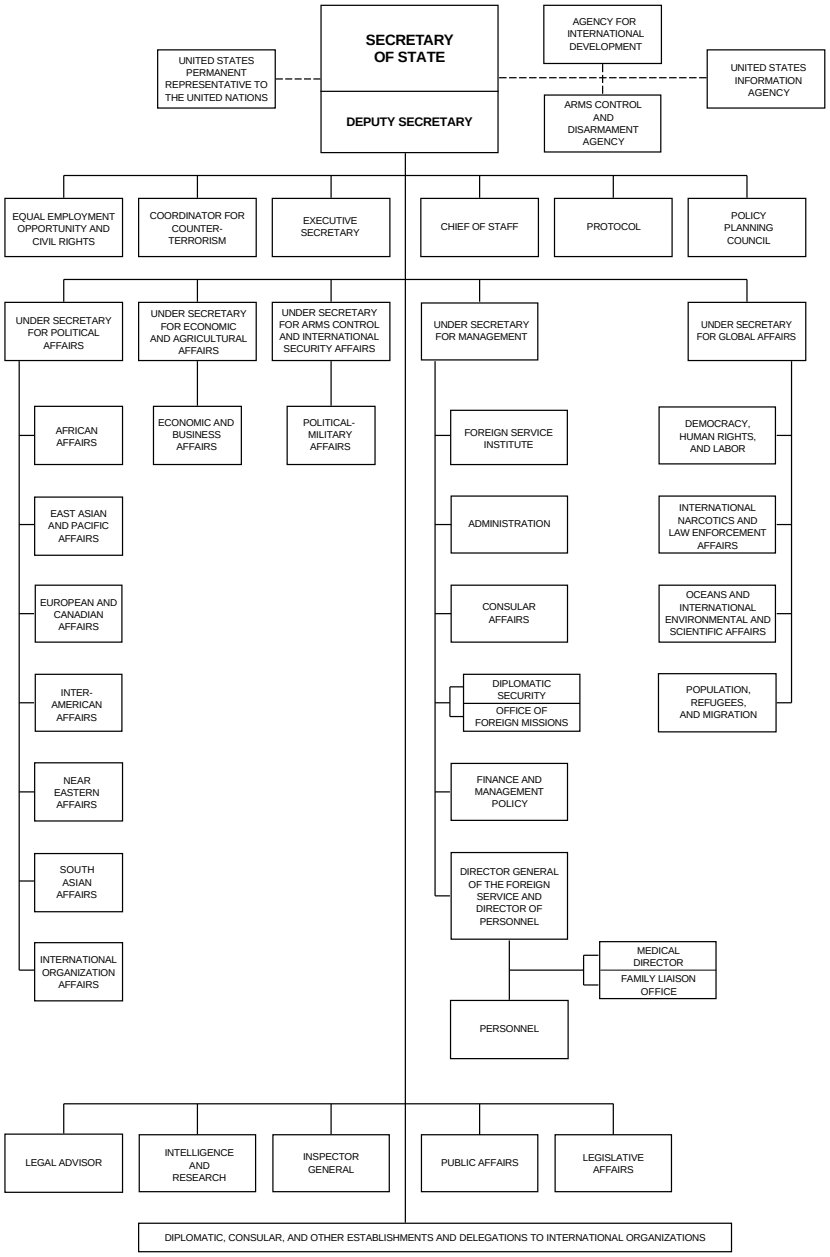
The regional Assistant Secretaries also serve as Chairmen of Interdepartmental Groups in the National Security Council system. These groups discuss and decide issues that can be settled at the Assistant Secretary level, including those arising out of the implementation of National Security Council decisions. They prepare policy papers for consideration by the Council and contingency papers on potential crisis areas for Council review.

Functional Areas

Diplomatic Security The Bureau of Diplomatic Security, established under the Omnibus Diplomatic Security and Antiterrorism Act of 1986, as amended (22 U.S.C. 4803 *et seq.*), provides a secure environment for conducting American diplomacy and promoting American interests worldwide.

The Assistant Secretary of State for Diplomatic Security is responsible for:

DEPARTMENT OF STATE



—security and protective operations abroad and in the United States;

—counter-terrorism planning and coordination;

—security technology development;

—foreign government security training; and

—personnel training.

The Security Awareness Staff directs the development and execution of bureauwide security and information awareness policies and programs, press and media relations, and public awareness. The Security Awareness Program provides information on diplomatic security concerns and is a focal point for responding to public inquiries and maintaining media relations on diplomatic security issues and events. The Training Support Division provides publications and training videotapes on diplomatic security concerns.

The Private Sector Liaison Staff maintains daily contact with and actively supports the U.S. private sector by disseminating timely, unclassified security information concerning the safety of U.S. private sector personnel, facilities, and operations abroad. The Staff operates the Electronic Bulletin Board, a computerized, unclassified security information data base accessible to U.S. private sector enterprises. It also provides direct consultation services to the private sector concerning security threats abroad.

The Overseas Security Advisory Council promotes cooperation on security-related issues between the American private sector interests worldwide and the Department of State, as provided in 22 U.S.C. 2656 and the Federal Advisory Committee Act, as amended (5 U.S.C. app.). The Council establishes continuing liaison and provides for operational security cooperation between Department security functions and the private sector. The Council also provides for regular and timely exchange of information between the private sector and the Department concerning developments in protective security. Additionally, it recommends methods and provides material for coordinating security planning and implementation of security programs.

The Office of Policy, Planning, and Budget assists in developing and coordinating Department and interagency security policy issues and standards through participation in committees, councils, and working groups and in providing assistance to Diplomatic Security program offices by resolving policy inconsistencies.

For further information, call 202–663–0478.

Economic and Business Affairs The Bureau of Economic and Business Affairs has overall responsibility for formulating and implementing policy regarding foreign economic matters, including resource and food policy, international energy issues, trade, economic sanctions, international finance and development, and aviation and maritime affairs.

For further information, call 202–647–2720.

Finance and Management Policy The Bureau of Finance and Management Policy is directed by the Chief Financial Officer (CFO), who serves as the Department's Budget Officer and Management Control Officer and assists in managing the Department and its posts. The CFO, assisted by well-qualified and well-trained financial management personnel, establishes effective management policies and internal controls; ensures adequate systems to produce useful, reliable, and timely financial and related programmatic information; develops useful financial analysis and performance reports; and integrates budget execution and accounting functions.

For further information, call 202–647–6778.

Foreign Service Institute The Foreign Service Institute of the Department of State is the Federal Government's primary training institution for officers and support personnel of the foreign affairs community. In addition to the Department of State, the Institute provides training for more than 40 other governmental agencies. The Institute's more than 300 courses, including 60

language courses, range in length from several days to 2 years. The courses are designed to promote successful performance in each professional assignment, to ease the adjustment to other countries and cultures, and to enhance the leadership and management capabilities of the foreign affairs community.

For further information, call 703–302–6729.

Intelligence and Research The Bureau of Intelligence and Research coordinates programs of intelligence, analysis, and research for the Department and other Federal agencies, and produces intelligence studies and current intelligence analyses essential to foreign policy determination and execution. Through its Office of Research, the Bureau maintains liaison with cultural and educational institutions and oversees contract research and conferences on foreign affairs subjects.

For further information, call 202–647–1080.

International Communications and Information Policy The Bureau of International Communications and Information Policy is the principal adviser to the Secretary of State on international telecommunications policy issues affecting U.S. foreign policy and national security. The Bureau acts as coordinator with other U.S. Government agencies and the private sector in the formulation and implementation of international policies relating to a wide range of rapidly evolving communications and information technologies. The Bureau promotes U.S. telecommunications interests bilaterally and multilaterally.

For further information, call 202–647–5832.

International Narcotics and Law Enforcement Affairs The Bureau of International Narcotics and Law Enforcement Affairs is responsible for developing, coordinating, and implementing international narcotics control assistance activities of the Department of State as authorized under sections 481 and 482 of the Foreign Assistance Act of 1961, as amended (22 U.S.C. 2291, 2292). It is the principal point of contact and provides advice on international narcotics control matters for the Office of Management and Budget, the National Security Council, and the White House Office of National Drug Control Policy in ensuring implementation of U.S. policy in international narcotics matters.

The Bureau provides guidance on narcotics control matters to chiefs of missions and directs narcotics control coordinators at posts abroad; communicates or authorizes communication, as appropriate with foreign governments, on drug control matters including negotiating, concluding, and terminating agreements relating to international narcotics control programs as authorized by section 1(g)(3) of State Department Delegation of Authority No. 145 of February 4, 1980.

For further information, call 202–776–8750.

International Organization Affairs The Bureau of International Organization Affairs provides guidance and support for United States participation in international organizations and conferences. It leads in the development, coordination, and implementation of United States multilateral policy. The Bureau formulates and implements United States policy toward international organizations, with particular emphasis on those organizations which make up the United Nations system.

For further information, call 202–647–6400.

Legal Advisor The Legal Advisor advises the Secretary and, through the Secretary, the President on all matters of international law arising in the conduct of United States foreign relations. The Legal Advisor also provides general legal advice and services to the Secretary and other officials of the Department on matters with which the Department and overseas posts are concerned.

Medical Services The Office of Medical Services develops, manages, and staffs a worldwide primary health care system for U.S. citizen employees, and their eligible dependents, residing abroad. Agencies which participate in this

medical program include the Department of State, the U.S. Information Agency, the U.S. Agency for International Development, and over 48 other foreign affairs agencies and offices. In support of its overseas operations, the Office approves and monitors the medical evacuation of patients, conducts pre-employment and in-service physical examinations, and provides clinical referral and advisory services. Domestically, the Office offers occupational health care, as well as numerous health education and health maintenance programs.

For further information, call 202–647–3617.

Consular Affairs The Bureau of Consular Affairs, under the direction of the Assistant Secretary, is responsible for the administration and enforcement of the provisions of the immigration and nationality laws, insofar as they concern the Department and the Foreign Service, for the issuance of passports and visas and related services, and for the protection and welfare of American citizens and interests abroad. Approximately 5 million passports a year are issued by the Passport Office of the Bureau, which has agencies in Boston, Chicago, Honolulu, Houston, Los Angeles, Miami, New Orleans, New York, Philadelphia, San Francisco, Seattle, Stamford, and Washington, DC.

For further information, see Sources of Information.

Political-Military Affairs The Bureau of Political-Military Affairs provides guidance and coordinates policy formulation on national security issues, including: nonproliferation of weapons of mass destruction and missile technology; nuclear and conventional arms control; defense relations and security assistance; and export controls. It acts as the Department's primary liaison with the Department of Defense. The Bureau also participates in all major arms control, nonproliferation, and other security-related negotiations.

The Bureau's major activities are designed to further U.S. national security objectives by: stabilizing regional military balances through negotiations and security assistance; negotiating reductions in global inventories of weapons of mass destruction and curbing their proliferation; maintaining global access for U.S. military forces; inhibiting adversaries' access to militarily significant technologies; and promoting responsible U.S. defense trade.

For further information, call 202–647–6968.

Protocol The Chief of Protocol is the principal adviser to the U.S. Government, the President, the Vice President, and the Secretary of State on matters of diplomatic procedure governed by law or international custom and practice. The Office is responsible for:

—visits of foreign chiefs of state, heads of government, and other high officials to the United States;

—operation of the President's guest house, Blair House;

—delegations representing the President at official ceremonies abroad;

—conduct of official ceremonial functions and public events;

—accreditation of over 100,000 embassy, consular, international organization, and other foreign government personnel and members of their families throughout the United States;

—determining entitlement to diplomatic or consular immunity;

—publication of diplomatic, mission employee, and consular lists;

—resolution of problems arising out of diplomatic or consular immunity such as legal and police matters;

—approving the opening of consular offices in conjunction with the Office of Foreign Missions;

—official interpretation of the Order of Precedence;

—conducting an outreach program of cultural enrichment and substantive briefings of the Diplomatic Corps; and

—organizing credential presentations of newly arrived Ambassadors to the President and to the Secretary of State.

For further information, call 202–647–2663.

Foreign Service

To a great extent the future of our country depends on the relations we have with other countries, and those relations are conducted principally by the United States Foreign Service. Presently, representatives at 164 Embassies, 12 missions, 1 U.S. liaison office, 1 U.S. interests section, 66 consulates general, 14 consulates, 3 branch offices, and 45 consular agencies throughout the world report to the State Department on the multitude of foreign developments that have a bearing on the welfare and security of the American people. These trained representatives provide the President and the Secretary of State with much of the raw material from which foreign policy is made and with the recommendations that help shape it.

The Ambassador is the personal representative of the President and reports to the President through the Secretary of State. Ambassadors have full responsibility for implementation of U.S. foreign policy by any and all U.S. Government personnel within their country of assignment, except those under military commands. Their responsibilities include negotiating agreements between the United States and the host country, explaining and disseminating official U.S. policy, and maintaining cordial relations with that country's government and people.

A listing of Foreign Service posts, together with addresses and telephone numbers and key personnel, appears in *Key Officers of Foreign Service Posts—Guide for Business Representatives,* which is for sale by the Superintendent of Documents, Government Printing Office, Washington, DC 20402.

United States Diplomatic Offices—Foreign Service

(C: Consular Office; N: No Embassy or Consular Office)

Country/Embassy	Ambassador
Albania/Tirana	Marisa R. Lino
Algeria/Algiers	Ronald E. Neumann
Angola/Luanda	Donald K. Steinberg
Antigua and Barbuda/St. John's (N).	Jeanette W. Hyde
Argentina/Buenos Aires	(Vacancy)

United States Diplomatic Offices—Foreign Service—Continued

(C: Consular Office; N: No Embassy or Consular Office)

Country/Embassy	Ambassador
Armenia/Yerevan	Peter Tomsen
Australia/Canberra	Genta Hawkins Holmes
Austria/Vienna	Swanee G. Hunt
Azerbaijan/Baku	Richard D. Kauzlarich
Bahamas/Nassau	Sidney Williams
Bahrain/Manama	David M. Ransom
Bangladesh/Dhaka	David N. Merrill
Barbados/Bridgetown	Jeanette W. Hyde
Belarus/Minsk	Kenneth S. Yalowitz
Belgium/Brussels	Alan J. Blinken
Belize/Belize City	George C. Bruno
Benin/Cotonou	John M. Yates
Bolivia/La Paz	Curt W. Kamman
Bosnia and Herzegovina/Sarajevo.	(Vacancy)
Botswana/Gaborone	Robert Krueger
Brazil/Brasilia	Melvyn Levitsky
Brunei Darussalam/Bandar Seri Begawan.	Glen R. Rase
Bulgaria/Sofia	Avis T. Bohlen
Burkina Faso/Ouagadougou	Sharon P. Wilkinson
Burundi/Bujumbura	Morris N. Hughes, Jr.
Cambodia/Phnom Penh	Kenneth M. Quinn
Cameroon/Yaounde	Charles H. Twining
Canada/Ottawa	(Vacancy)
Cape Verde/Praia	Lawrence N. Benedict
Central African Republic/Bangui	Mosina H. Jordan
Chad/N'Djamena	David C. Halsted
Chile/Santiago	Gabriel Guerra-Mondragon
China, People's Republic of/Beijing.	Jim Sasser
Colombia/Bogota	Myles R.R. Frechette
Comoros/Moroni (N)	Harold W. Geisel
Congo, Democratic Republic of the (formerly Zaire)/Kinshasa.	Daniel H. Simpson
Congo, Republic of/Brazzaville	William C. Ramsay
Costa Rica/San Jose	Peter J. de Vos
Cote d'Ivoire/Abidjan	Lannon Walker
Croatia/Zagreb	Peter W. Galbraith
Cuba/Havana (U.S. Interests Section).	Michael G. Kozak
Cyprus/Nicosia	Kenneth C. Brill
Czech Republic/Prague	Jenonne R. Walker
Denmark/Copenhagen	Edward E. Elson
Djibouti, Republic of/Djibouti	(Vacancy)
Dominica/Roseau (N)	Jeanette W. Hyde
Dominican Republic/Santo Domingo.	Donna J. Hrinak
Ecuador/Quito	Leslie M. Alexander
Egypt/Cairo	Edward S. Walker
El Salvador/San Salvador	Anne W. Patterson
Equatorial Guinea/Malabo	Charles H. Twining
Eritrea/Asmara	John F. Hicks, Sr.
Estonia/Tallinn	Lawrence P. Taylor
Ethiopia/Addis Ababa	David H. Shinn
Fiji/Suva	Don L. Gevirtz
Finland/Helsinki	Derek Shearer
France/Paris	(Vacancy)
Gabonese Republic/Libreville	Elizabeth Raspolic
Gambia/Banjul	Gerald W. Scott
Georgia/Tbilisi	William H. Courtney
Germany/Bonn	(Vacancy)
Ghana/Accra	Edward Brynn
Greece/Athens	Thomas M.T. Niles
Grenada/St. George (N)	Jeanette W. Hyde
Guatemala/Guatemala	Donald J. Planty
Guinea/Conakry	Tibor P. Nagy, Jr.
Guinea-Bissau/Bissau	Peggy Blackford

United States Diplomatic Offices—Foreign Service—Continued

(C: Consular Office; N: No Embassy or Consular Office)

Country/Embassy	Ambassador
Guyana/Georgetown	(Vacancy)
Haiti/Port-au-Prince	William L. Swing
Holy See/Vatican City	Raymond L. Flynn
Honduras/Tegucigalpa	James F. Creagan
Hong Kong/Hong Kong (C)	Richard Boucher
Hungary/Budapest	Donald M. Blinken
Iceland/Reykjavik	Day Mount
India/New Delhi	Frank G. Wisner
Indonesia/Jakarta	J. Stapleton Roy
Ireland/Dublin	Jean K. Smith
Israel/Tel Aviv	Martin S. Indyk
Italy/Rome	Reginald Bartholomew
Jamaica/Kingston	Jerome G. Cooper
Japan/Tokyo	(Vacancy)
Jerusalem	Edward G. Abington
Jordan/Amman	Wesley W. Egan
Kazakstan/Almaty	A. Elizabeth Jones
Kenya/Nairobi	Prudence Bushnell
Kiribati/Tarawa (N)	Joan M. Plaisted
Korea/Seoul	(Vacancy)
Kuwait/Kuwait	Ryan C. Crocker
Kyrgyz Republic/Bishkek	Eileen A. Malloy
Laos/Vientiane	Wendy Chamberlin
Latvia/Riga	Larry C. Napper
Lebanon/Beirut	Richard H. Jones
Lesotho/Maseru	Bismarck Myrick
Liberia/Monrovia	William B. Milam
Lithuania/Vilnius	James W. Swihart, Jr.
Luxembourg/Luxembourg	Clay Constantinou
Madagascar/Antananarivo	Vicki J. Huddleston
Malawi/Lilongwe	Peter R. Chaveas
Malaysia/Kuala Lumpur	John L. Malott
Maldives/Male (N)	A. Peter Burleigh
Mali/Bamako	David P. Rawson
Malta/Valletta	(Vacancy)
Marshall Islands/Majuro	Joan M. Plaisted
Mauritania/Nouakchott	Dorothy M. Sampas
Mauritius/Port Louis	Harold W. Geisel
Mexico/Mexico City	James R. Jones
Micronesia/Kolonia	(Vacancy)
Moldova/Chisinau	John T. Stewart
Mongolia/Ulaanbaatar/	(Vacancy)
Morocco/Rabat	Marc C. Ginsberg
Mozambique/Maputo	(Vacancy)
Namibia/Windhoek	George F. Ward, Jr.
Nauru/Yaren (N)	Don L. Gevirtz
Nepal/Kathmandu	Sandra L. Vogelgesang
Netherlands/The Hague	K. Terry Dornbush
New Zealand/Wellington	Josiah H. Beeman
Nicaragua/Managua	Lino Gutierrez
Niger/Niamey	Charles O. Cecil
Nigeria/Abuja	Walter C. Carrington
Norway/Oslo	Thomas A. Loftus
Oman/Muscat	Frances D. Cook
Pakistan/Islamabad	Thomas W. Simons, Jr.
Panama/Panama	William J. Hughes
Papua New Guinea/Port Moresby.	Arma Jane Karaer
Paraguay/Asuncion	Robert E. Service
Peru/Lima	Dennis C. Jett
Philippines/Manila	Thomas Hubbard
Poland/Warsaw	Nicholas A. Rey
Portugal/Lisbon	Elizabeth F. Bagley
Qatar/Doha	Patrick N. Theros
Romania/Bucharest	Alfred H. Moses
Russian Federation/Moscow	(Vacancy)
Rwanda/Kigali	Robert E. Gribbin III

United States Diplomatic Offices—Foreign Service—Continued

(C: Consular Office; N: No Embassy or Consular Office)

Country/Embassy	Ambassador
St. Kitts and Nevis (N)	Jeanette W. Hyde
St. Lucia/Castries (N)	Jeanette W. Hyde
St. Vincent and the Grenadines (N).	Jeanette W. Hyde
Sao Tome and Principe/Sao Tome (N).	Elizabeth Raspolic
Saudi Arabia/Riyadh	Wyche Fowler, Jr.
Senegal/Dakar	Dane Farnsworth Smith, Jr.
Seychelles/Victoria	Harold W. Geisel
Sierra Leone/Freetown	John L. Hirsch
Singapore/Singapore	Timothy A. Chorba
Slovak Republic/Bratislava	Ralph R. Johnson
Slovenia/Ljubljana	Victor Jackovich
Solomon Islands/Honiara	Arma Jane Karaer
South Africa/Pretoria	James A. Joseph
Spain/Madrid	Richard N. Gardner
Sri Lanka/Colombo	A. Peter Burleigh
Sudan/Khartoum	Timothy M. Carney
Suriname/Paramaribo	Dennis K. Hays
Swaziland/Mbabane	Alan R. McKee
Sweden/Stockholm	Thomas L. Siebert
Switzerland/Bern	Madeleine M. Kunin
Syrian Arab Republic/Damascus	Christopher W.S. Ross
Tajikistan/Dushanbe	R. Grant Smith
Tanzania/Dar es Salaam	Brady Anderson
Thailand/Bangkok	William H. Itoh
Togo/Lome	Johnny Young
Tonga/Nuku'alofa (N)	Don L. Gevirtz
Trinidad and Tobago/Port-of-Spain.	Brian J. Donnelly
Tunisia/Tunis	Mary Ann Casey
Turkey/Ankara	Marc Grossman
Turkmenistan/Ashgabat	Michael W. Cotter
Tuvalu/Funafuti (N)	Don L. Gevirtz
Uganda/Kampala	E. Michael Southwick
Ukraine/Kiev	William G. Miller
United Arab Emirates/Abu Dhabi	David C. Litt
United Kingdom/London	William J. Crowe, Jr.
Uruguay/Montevideo	Thomas J. Dodd
Uzbekistan/Tashkent	Stanley T. Escudero
Vanuatu/Port Vila (N)	Arma Jane Karaer
Venezuela/Caracas	John F. Maisto
Western Samoa/Apia	Josiah H. Beeman
Yemen/Sanaa	David G. Newton
Zambia/Lusaka	Arlene Render
Zimbabwe/Harare	Johnny Carson

United States Permanent Diplomatic Missions to International Organizations

Organization	Ambassador
European Union/Brussels	(Vacancy)
North Atlantic Treaty Organization/Brussels.	Robert E. Hunter
Organization of American States/Washington, DC.	Harriet C. Babbitt
Organization for Economic Co-operation and Development/Paris.	David L. Aaron
United Nations/Geneva	(Vacancy)
United Nations/New York	Bill Richardson
United Nations/Vienna	John B. Ritch III

Sources of Information

Audiovisual Materials The Bureau of Consular Affairs has a 12-minute videotape on the safety of international travel. ''Traveling Abroad More Safely'' provides general practical advice to U.S. citizen travelers on avoiding the hazards of foreign travel. It includes steps to take prior to departure, ways to protect against theft and legal problems, and ways U.S. embassies and consulates can assist U.S. citizens who encounter difficulty abroad. The tape is available for $9 in VHS and Beta and $12.50 in 3/4-inch format, plus a $3 mailing and handling fee from Video Transfer, Inc., 5710 Arundel Avenue, Rockville, MD 20552. Phone, 301–881–0270.

Contracts General inquiries may be directed to the Office of Acquisitions (A/OPR/ACQ), Department of State, Washington, DC 20520. Phone, 703–875–6060.

Diplomatic and Official Passports Department employees may use diplomatic and official passports only as long as they are retained in the position or status for which originally issued. Section 51.4 of title 22 of the *Code of Federal Regulations* states that such passports must be returned upon termination of the bearer's diplomatic or official status.

In accordance with the Department's *Foreign Affairs Manual* (3 FAM 784), it is the responsibility of administrative officers to ensure that Form DS–8A includes a record of the disposition of passports issued to separating or retiring employees and their dependents. This includes all diplomatic and official passports, as well as any tourist passports for which the employee has been reimbursed by the Department.

Because of the possibility of misuse of these documents, it is important that all offices establish and maintain effective control over passport use. These passports are normally destroyed by Passport Services; however, they may be canceled and returned as mementos if requested.

Diplomatic passports may not be used by employees for strictly personal travel. Regulations permit their use for incidental personal travel related to an official assignment if the host government does not object. However, if employees or their dependents prefer to travel on a regular tourist passport in connection with official travel, they may apply by paying the regular passport fees and claiming reimbursement on their travel voucher.

Inquiries on these matters should be directed to Passport Services, Diplomatic and Congressional Travel Branch. Phone, 202–955–0200.

Employment Inquiries about employment in the Foreign Service should be directed to: PER/REE/REC, P.O. Box 9317, Arlington, VA 22210. Phone, 703–875–7490. Inquiries about civil service positions in the Department of State should be directed to: PER/CSP/POD, P.O. Box 18657, Washington, DC 20036–8657. The Department's Civil Service Employment Information Office is located inside the D Street north lobby entrance of the Department of State building, Washington, DC. The Civil Service Personnel Office provides a 24-hour job information line. Phone, 202–647–7284.

Freedom of Information Act and Privacy Act Requests Requests from the public for Department of State records should be addressed to the Director, Office of Freedom of Information Privacy and Classification Review, Department of State, 2201 C Street NW., Washington, DC 20520–1512. Phone, 202–647–8484. Individuals are requested to indicate on the outside of the envelope the statute under which they are requesting access: FOIA REQUEST or PRIVACY REQUEST.

Any identifiable Department of State document can be requested under the Freedom of Information Act (5 U.S.C. 552). Requesters should provide as much identifying information as possible about the document to assist the Department in locating it. Include subject matter, timeframe, originator of the information, or any other helpful data.

Only persons who are U.S. citizens or aliens who are lawfully admitted to the United States for permanent residence can request information under the Privacy Act (5 U.S.C. 552a). Under this act, individuals may request access to records that are maintained under the individual's name or some other personally identifiable symbol. Descriptions of record systems from which documents can be retrieved by the individual's name are published in the *Federal Register,* copies of which are available from the Director, Office of Freedom of Information, Privacy and Classification Review. To expedite processing of requests, individuals should specify the system of records they wish to have searched and should provide the following identifying information: full name; aliases (if any); date and place of birth; and circumstances, including approximate time period, which would have led to the creation of the record.

A public reading room, where unclassified and declassified documents may be inspected, is located in the Department of State, 2201 C Street NW., Washington, DC. Phone, 202–647–8484. Directions to the reading room may be obtained from receptionists at public entrances to the Department.

Missing Persons, Emergencies, Deaths of Americans Abroad For information concerning missing persons, emergencies, travel warnings, overseas voting, judicial assistance, and arrests or deaths of Americans abroad, contact the Office of American Citizen Services, Department of State. Phone, 202–647–5225. Correspondence should be directed to: Overseas Citizens Services, Bureau of Consular Affairs, Department of State, Washington, DC 20520.

Inquiries regarding international parental child abduction or adoption of foreign children by private U.S. citizens should be directed to the Office of Children's Issues, Overseas Citizens Services, Bureau of Consular Affairs, Department of State, Washington, DC 20520. Phone, 202–647–2688.

Passports For information concerning the issuance of U.S. passports, contact Passport Services, Bureau of Consular Affairs, 1111 19th Street NW., Washington, DC 20522–1705 (phone, 202–647–0518), or any of the field offices. Additional information concerning passport applications is available for sale by the Superintendent of Documents, Government Printing Office, Washington, DC 20402.

Field Offices—Passport Office

City	Address	Telephone
Boston, MA	Thomas P. O'Neill Federal Bldg., 02222	617–565–6998
Chicago, IL	Federal Bldg., 60604	312–353–7155
Honolulu, HI	Federal Bldg., 96850	808–541–1919
Houston, TX	1919 Smith St., 77002	713–653–3153
Los Angeles, CA	11000 Wilshire Blvd., 90024–3615	310–575–7070
Miami, FL	Federal Office Bldg., 33130	305–536–4681
New Orleans, LA	701 Loyola Ave., 70113	504–589–6728
New York, NY	Rockefeller Ctr., 10111–0031	212–399–5290
Philadelphia, PA	Federal Bldg., 19106	215–597–7480
San Francisco, CA	525 Market St., 94105–2773	415–744–4010
Seattle, WA	Federal Bldg., 98174	206–220–7777
Stamford, CT	1 Landmark Sq., 06901	203–325–4401
Washington, DC	1425 K St. NW., 20522–1705	202–647–0518

Publications The Department's Bureau of Public Affairs produces a variety of publications on the Department and foreign policy, including two official documentary series, *Foreign Relations of the United States* and *American Foreign Policy: Current Documents,* and two publications on U.S. foreign policy, *Dispatch* and *Background Notes.*

The series *Foreign Relations of the United States,* published since 1861 in over 300 volumes, constitutes the official documentary record of U.S. foreign policy. It is the most extensive and most near-current publication of diplomatic papers in the world. The Office of the Historian has completed the 75 print volumes and microfiche supplements

documenting the foreign policy of the Eisenhower administration (1953–1960). Publication of 32 print volumes and supplements on the foreign policy of the Kennedy administration (1961–1963) was completed in 1996.

The *American Foreign Policy* annual volumes contain current official public expressions of policy that best convey the objectives of U.S. foreign policy. The series includes texts of major official messages, addresses, statements, reports, and communications by the White House, Department of State, and other Federal agencies involved in the foreign affairs process. Microfiche supplements, which include additional public documents, accompany the 1981 and subsequent annual volumes.

The Department's weekly magazine, *Dispatch,* offers a diverse compilation of speeches, congressional testimony, policy statements, fact sheets, and other foreign policy information.

Background Notes provide brief, factual summaries concerning the people, history, government, economy, and foreign relations of about 180 countries (excluding the United States) and of selected international organizations. A free index is available.

Dispatches, Background Notes, and other materials—including reports to Congress—are carried over the Government Printing Office's (GPO) Federal Bulletin Board Service. This information can also be accessed through the Department of Commerce's National Technical Information Service's FedWorld® network, as well as through other data base services. A GPO deposit account may be opened by calling 202–512–0822.

For information on these and other Department publications, write to Public Information, Bureau of Public Affairs, Department of State, Room 5831, Washington, DC 20520. Phone, 202–647–6575.

Reading Room To review declassified Department documents, contact the receptionists at the public entrance to the Department of State, 2201 C Street NW., Washington, DC, for the specific location. Phone, 202–647–8484.

Telephone Directory The Department's telephone directory is available for sale by the Superintendent of Documents, Government Printing Office, Washington, DC 20402.

Tips for U.S. Travelers Abroad The following pamphlets from the Bureau of Consular Affairs are for sale for $1 by the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402:

Travel Tips for Older Americans contains basic information on passports, currency, health, aid for serious problems, and other useful travel tips for senior citizens.

Your Trip Abroad contains basic information on passports, vaccinations, unusual travel requirements, dual nationality, drugs, modes of travel, customs, legal requirements, and many other topics for the American tourist, business representative, or student traveling overseas.

A Safe Trip Abroad contains helpful precautions to minimize one's chances of becoming a victim of terrorism and also provides other safety tips.

Tips for Americans Residing Abroad contains advice for more than 2 million Americans living in foreign countries.

Travel Warning on Drugs Abroad contains important facts on the potential dangers of being arrested for illegal drugs abroad and the type of assistance that U.S. consular officers can and cannot provide. This booklet is free from the Department of State, Consular Affairs/Public Affairs Staff, Room 5807, Washington, DC 20520.

The Bureau of Consular Affairs also publishes a series of brochures on travel to specific areas of the world. Depending on the region, the brochures cover topics such as currency and customs regulations, entry requirements, dual nationality, and restrictions on the use of photography. Copies are available from the Government Printing Office for $1. Currently available are: *Tips for Travelers to the Caribbean; Tips for Travelers to Eastern Europe; Tips for Travelers to Mexico; Tips for Travelers to the Middle East and North Africa; Tips for Travelers to the People's Republic of China; Tips for Travelers to South Asia;*

Tips for Travelers to Central and South America; and *Tips for Travelers to Sub-Saharan Africa.*

Foreign Entry Requirements contains visa and other entry requirements of foreign countries. Order for 50 cents from the Consumer Information Center, Pueblo, CO 81009.

Visas To obtain information on visas for foreigners wishing to enter the United States, call 202–663–1225.

For further information concerning the Department of State, contact the Office of Public Communication, Public Information Service, Bureau of Public Affairs, Department of State, Washington, DC 20520. Phone, 202–647–6575.