

DEPARTMENT OF STATE

2201 C Street NW., Washington, DC 20520

Phone, 202-647-4000. Internet, <http://www.state.gov/>.

SECRETARY OF STATE

Chief of Staff

Executive Assistant

Special Assistant to the Secretary and
Executive Secretary of the Department

Deputy Assistant Secretary for Equal
Employment Opportunity and Civil
Rights

Chief of Protocol

Chairman, Foreign Service Grievance Board

Civil Service Ombudsman

Deputy Secretary of State

Under Secretary for Political Affairs

Under Secretary for Economic, Business, and
Agricultural Affairs

Under Secretary for Arms Control and
International Security Affairs

Under Secretary for Management

Under Secretary for Global Affairs

Counselor of the Department of State

Assistant Secretary for Administration

Assistant Secretary for Consular Affairs

Assistant Secretary for Diplomatic Security

Chief Financial Officer

Director General of the Foreign Service and
Director of Personnel

Medical Director, Department of State and
the Foreign Service

Executive Secretary, Board of the Foreign
Service

Director of the Foreign Service Institute

Director, Office of Foreign Missions

Assistant Secretary for Population, Refugee,
and Migration Affairs

Inspector General

Director, Policy Planning Staff

Assistant Secretary for Legislative Affairs

Assistant Secretary for Democracy, Human
Rights, and Labor

Legal Advisor

Assistant Secretary for African Affairs

Assistant Secretary for East Asian and Pacific
Affairs

Assistant Secretary for European and
Canadian Affairs

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JOHN HOLUM, *Acting*

BONNIE R. COHEN

WENDY SHERMAN, *Acting*

WENDY SHERMAN

PATRICK R. HAYES, *Acting*

MARY A. RYAN

PATRICK F. KENNEDY, *Acting*

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CEDRIC E. DUMONT

JONATHAN MUDGE

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DAVID R. ANDREWS

SUSAN E. RICE

STANLEY O. ROTH

MARC GROSSMAN

Assistant Secretary for Inter-American Affairs Permanent Representative of the United States of America to the Organization of American States	JEFFREY DAVIDOW VICTOR MARRERO
Assistant Secretary for Near East Affairs Assistant Secretary for South Asian Affairs Assistant Secretary for Economics and Business Affairs	MARTIN S. INDYK KARL F. INDERFURTH ALAN LARSON
Assistant Secretary for Intelligence and Research	PHYLLIS E. OAKLEY
Assistant Secretary for International Organization Affairs	PRINCETON LYMAN
Assistant Secretary for Oceans and International Environmental and Scientific Affairs	MELINDA L. KIMBLE, <i>Acting</i>
Assistant Secretary for Public Affairs and Spokesman for the Department of State	JAMES RUBIN
Assistant Secretary for Politico-Military Affairs	ERIC NEWSOM, <i>Acting</i>
Assistant Secretary for International Narcotics and Law Enforcement Affairs	RAND BEERS, <i>Acting</i>
U.S. Coordinator, International Communications and Information Policy	VONYA B. MCCANN

United States Mission to the United Nations¹

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	A. PETER BURLEIGH
United States Representative for Special Political Affairs in the United Nations	NANCY SODERBERG
United States Representative on the Economic and Social Council	BETTY E. KING
United States Representative for U.N. Management and Reform	RICHARD SKLAR

[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 abroad. 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, Business, and Agricultural Affairs The Under Secretary for Economic, Business, 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.

Bureau for Arms Control and International Security Affairs The Under Secretary for Arms Control and International Security Affairs is responsible for integrating and prioritizing the full range of international security, nonproliferation, and arms control issues into the Department's conduct of foreign policy. This includes directing and coordinating arms control policy; nonproliferation policy (including nuclear, chemical, biological, missile, and conventional weapons proliferation); export control policy; and certain foreign assistance programs. The Under Secretary coordinates diplomatic efforts to obtain the agreement of all appropriate countries to the Missile Technology Control Regime and exercises various authorities relating to the imposition of proliferation sanctions as required by U.S. law.

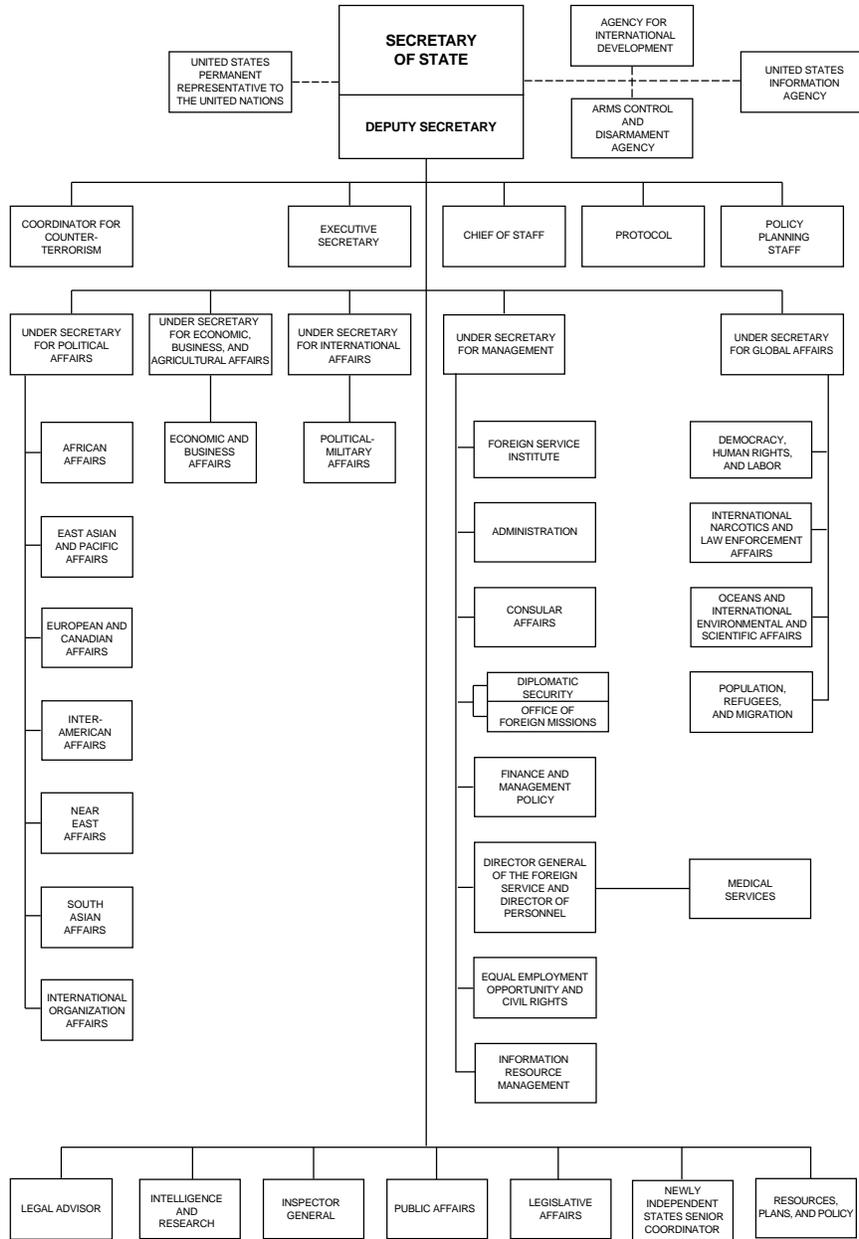
Regional Bureaus

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.

DEPARTMENT OF STATE



Functional Areas

Bureau of 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. Overseas, the Bureau develops and maintains effective security programs for every U.S. Embassy and consulate abroad; protects U.S. diplomatic personnel and missions from physical and electronic attack as well as technical espionage; and advises U.S. Ambassadors on all security matters.

In the United States, the Bureau investigates passport and visa fraud, conducts personnel security investigations, and issues security clearances. It protects the Secretary of State, the U.S. Ambassador to the United Nations, and many cabinet-level foreign dignitaries and other foreign officials who visit the United States. The Bureau also assists foreign embassies and consulates in the United States in the protection of their diplomats and facilities, and arranges for training in the United States for foreign civilian police who then return to their own countries better able to fight terrorism.

The Diplomatic Courier Service supervises the worldwide transportation of classified documents and equipment contained in diplomatic pouches.

The Overseas Security Advisory Council promotes cooperation on security-related issues between American private sector interests worldwide and the Department of State.

The Office of Foreign Missions, through the employment of reciprocity, ensures equitable treatment for U.S. diplomatic and consular missions abroad and their personnel; regulates the activities of foreign missions in this country to protect foreign policy and national security interests of the United States; protects the American public from abuses of privileges and immunities by members of foreign missions; and provides service and assistance to the

foreign mission community in the United States to assure appropriate privileges, benefits, and services on a reciprocal basis.

For further information, call 202-663-0067.

Bureau of 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, communications and information policy, international energy issues, trade, economic sanctions, international finance and development, and aviation and maritime affairs.

For further information, call 202-647-7971. Fax, 202-647-5713.

Bureau of 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 Principal 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 management 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. Fax, 202-736-7010.

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

one day 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. Fax, 703-302-7227.

Intelligence and Research The Bureau of Intelligence and Research coordinates programs of intelligence, analysis, and research for the Department and produces 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 organizes conferences on foreign affairs subjects of high interest to policymakers.

For further information, call 202-647-1080.

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 and anticrime 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 and anticrime 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 and anticrime matters including negotiating, concluding, and terminating agreements relating to international narcotics control and anticrime 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. Fax, 202-776-8775.

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 Office of the Legal Advisor furnishes advice on all legal issues, domestic and international, arising in the course of the Department's work. This includes assisting Department principals and policy officers in formulating and implementing the foreign affairs policies of the United States, promoting the development of international law and its institutions as a fundamental element of those policies, and managing the Department and the Foreign Service.

For further information, call 202-647-8323. Fax, 202-736-7508.

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 overseas. 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 6 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; complex contingency operations and consequence management of weapons of mass destruction incidents; 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; managing humanitarian assistance and demining programs; 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;
- organizing credential presentations of newly arrived Ambassadors to the President and to the Secretary of State.
- 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;
- official interpretation of the Order of Precedence;
- conducting an outreach program of cultural enrichment and substantive briefings of the Diplomatic Corps;
- accreditation of over 100,000 embassy, consular, international organization, and other foreign government personnel, members of their families, and domestics throughout the United States;
- determining entitlement to diplomatic or consular immunity;
- publication of diplomatic and consular lists;
- resolution of problems arising out of diplomatic or consular immunity such as legal and police matters; and
- approving the opening of embassy and consular offices in conjunction with the Office of Foreign Missions.

For further information, call 202-647-2663. Fax, 202-647-1560.

Oceans, Environment, and Science The Bureau of Oceans, Environment, and Science (OES) serves as the foreign policy focal point for international oceans, environmental, and scientific efforts. OES projects, protects, and promotes U.S. global interests in these areas by articulating U.S. foreign policy,

encouraging international cooperation, and negotiating treaties and other instruments of international law. The Bureau serves as the principal adviser to the Secretary of State on international environment, science, and technology matters and takes the lead in coordinating and brokering diverse interests in the interagency process, where the development of international policies or the negotiation and implementation of relevant international agreements are concerned. The Bureau seeks to promote the peaceful exploitation of outer space, protect public health from reemerging infectious diseases, encourage government to government scientific cooperation, and prevent the destruction and degradation of the planet's natural resources and the global environment.

For further information, call 202-647-0978. Fax, 202-647-0217.

Population, Refugees, and Migration

The Bureau of Population, Refugees, and Migration (PRM) has primary responsibility for formulating U.S. policies on population, refugees, and migration and for administering U.S. refugee assistance and admissions programs. PRM administers and monitors U.S. contributions to multilateral organizations and nongovernmental organizations to provide assistance and protection to refugees abroad. The Bureau oversees the annual admissions of refugees to the United States for

permanent resettlement, working closely with the Immigration and Naturalization Service, the Department of Health and Human Services, and various State and private voluntary agencies. PRM coordinates U.S. international population policy and promotes its goals through bilateral and multilateral cooperation. It works closely with the U.S. Agency for International Development, which administers U.S. international population programs. The Bureau also coordinates U.S. international migration policy within the U.S. Government and through bilateral and multilateral diplomacy.

For further information, call 202-663-1071. Internet, <http://www.state.gov/www/global/prm/index.html/>.

Public Affairs The Bureau of Public Affairs directs public affairs activities in the Department and provides information about the goals, developments, and implementation of U.S. foreign policy to the American people. The Assistant Secretary for Public Affairs serves as the principal adviser to the Secretary, other senior Department officials, and other U.S. Government agencies on all public affairs, media relations, and information aspects of the Department's responsibilities to the U.S. public. The Bureau also serves as a liaison between the Department and State and local government officials.

For further information, call 202-647-6575.

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	Cameron R. Hume
Angola/Luanda	Donald K. Steinberg
Antigua and Barbuda/St. John's (N)	Jeanette W. Hyde
Argentina/Buenos Aires	(Vacancy)
Armenia/Yerevan	Peter Tomsen
Australia/Canberra	Genta Hawkins Holmes
Austria/Vienna	Kathryn W. Hall
Azerbaijan/Baku	Stanley T. Escudero
Bahamas/Nassau	Sidney Williams
Bahrain/Manama	Johnny Young
Bangladesh/Dhaka	John C. Holzman
Barbados/Bridgetown	Jeanette W. Hyde
Belarus/Minsk	Daniel W. Speckhard
Belgium/Brussels	Alan J. Blinken
Belize/Belize City	Carolyn Curiel
Benin/Cotonou	John M. Yates
Bolivia/La Paz	Donna J. Hrinak
Bosnia and Herzegovina/Sarajevo	Richard D. Kauzlarich
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	Gordon Giffen
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	Aubrey Hooks
Costa Rica/San Jose	Thomas J. Dodd

**United States Diplomatic Offices—
Foreign Service—Continued**

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

Country/Embassy	Ambassador
Cote d'Ivoire/Abidjan	Lannon Walker
Croatia/Zagreb	William D. Montgomery
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	Lange Schermerhorn
Dominica/Roseau (N)	Jeanette W. Hyde
Dominican Republic/Santo Domingo	(Vacancy)
Ecuador/Quito	Leslie M. Alexander
Egypt/Cairo	Daniel C. Kurtzer
El Salvador/San Salvador	Anne W. Patterson
Equatorial Guinea/Malabo	Charles H. Twining
Eritrea/Asmara	(Vacancy)
Estonia/Tallinn	(Vacancy)
Ethiopia/Addis Ababa	David H. Shinn
Fiji/Suva	(Vacancy)
Finland/Helsinki	(Vacancy)
France/Paris	Felix Rohatyn
Gabonese Republic/Libreville	Elizabeth Raspolc
Gambia/Banjul	Gerald W. Scott
Georgia/Tbilisi	William H. Courtney
Germany/Bonn	John C. Kornblum
Ghana/Accra	Edward Brynn
Greece/Athens	R. Nicholas Burns
Grenada/St. George (N)	Jeanette W. Hyde
Guatemala/Guatemala	Donald J. Planty
Guinea/Conakry	Tibor P. Nagy, Jr.
Guinea-Bissau/Bissau	Peggy Blackford
Guyana/Georgetown	James F. Mack
Haiti/Port-au-Prince	Timothy M. Carney
Holy See/Vatican City	Corinne Claiborne Boggs
Honduras/Tegucigalpa	James F. Creagan
Hong Kong/Hong Kong (C)	Richard Boucher
Hungary/Budapest	Peter F. Tufo
Iceland/Reykjavik	Day Mount
India/New Delhi	Richard F. Celeste
Indonesia/Jakarta	J. Stapleton Roy
Ireland/Dublin	Jean K. Smith
Israel/Tel Aviv	Edward S. Walker, Jr.
Italy/Rome	Thomas M. Foglietta
Jamaica/Kingston	Jerome G. Cooper
Japan/Tokyo	Thomas S. Foley
Jerusalem	John E. Herbst
Jordan/Amman	Wesley W. Egan
Kazakhstan/Almaty	A. Elizabeth Jones
Kenya/Nairobi	Prudence Bushnell
Kiribati/Tarawa (N)	Joan M. Plaisted
Korea/Seoul	Steven W. Bosworth
Kuwait/Kuwait	James A. Larocco
Kyrgyz Republic/Bishkek	Anne Marie Sigmund
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	Keith C. Smith
Luxembourg/Luxembourg	Clay Constantinou
Madagascar/Antananarivo	(Vacancy)
Malawi/Lilongwe	Amelia E. Shippy
Malaysia/Kuala Lumpur	John L. Malott
Maldives/Male (N)	Shaun E. Donnelly
Mali/Bamako	David P. Rawson
Malta/Valletta	Kathryn L. Haycock-Proffitt
Marshall Islands/Majuro	Joan M. Plaisted
Mauritania/Nouakchott	Timberlake Foster
Mauritius/Port Louis	Harold W. Geisel
Mexico/Mexico City	(Vacancy)

**United States Diplomatic Offices—
Foreign Service—Continued**

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

Country/Embassy	Ambassador
Micronesia/Kolonia	(Vacancy)
Moldova/Chisinau	John T. Stewart
Mongolia/Ulaanbaatar	Alphonse F. La Porta
Morocco/Rabat	Edward M. Gabriel
Mozambique/Maputo	Brian D. Curran
Namibia/Windhoek	George F. Ward, Jr.
Nauru/Yaren (N)	(Vacancy)
Nepal/Kathmandu	Ralph Frank
Netherlands/The Hague	K. Terry Dornbush
New Zealand/Wellington	Josiah H. Beeman
Nicaragua/Managua	Lino Gutierrez
Niger/Niamey	Charles O. Cecil
Nigeria/Abuja	William H. Twaddell
Norway/Oslo	David B. Hermelin
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	Maura Harty
Peru/Lima	Dennis C. Jett
Philippines/Manila	Thomas Hubbard
Poland/Warsaw	Daniel Fried
Portugal/Lisbon	Gerald S. McGowan
Qatar/Doha	Patrick N. Theros
Romania/Bucharest	James C. Rosapepe
Russian Federation/Moscow	James F. Collins
Rwanda/Kigali	Robert E. Gribbin III
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 Raspolc
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	Steven J. Green
Slovak Republic/Bratislava	Ralph R. Johnson
Slovenia/Ljubljana	Victor Jackovich
Solomon Islands/Honiara	Arma Jane Karaer
South Africa/Pretoria	James A. Joseph
Spain/Madrid	(Vacancy)
Sri Lanka/Colombo	Shaun E. Donnelly
Sudan/Khartoum	(Vacancy)

**United States Diplomatic Offices—
Foreign Service—Continued**

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

Country/Embassy	Ambassador
Suriname/Paramaribo	Dennis K. Hays
Swaziland/Mbabane	Alan R. McKee
Sweden/Stockholm	Lyndon L. Olson, Jr.
Switzerland/Bern	Madeleine M. Kunin
Syrian Arab Republic/Damascus	Christopher W.S. Ross
Tajikistan/Dushanbe	R. Grant Smith
Tanzania/Dar es Salaam	(Vacancy)
Thailand/Bangkok	William H. Itoh
Togo/Lome	Brenda Schoonover
Tonga/Nuku'alofa (N)	(Vacancy)
Trinidad and Tobago/Port-of-Spain	Edward E. Shumaker III
Tunisia/Tunis	Robin L. Raphael
Turkey/Ankara	Mark R. Barris
Turkmenistan/Ashgabat	Michael W. Cotter
Tuvalu/Funafuti (N)	(Vacancy)
Uganda/Kampala	Nancy Jo Powell
Ukraine/Kiev	Steven K. Pifer
United Arab Emirates/Abu Dhabi	David C. Litt
United Kingdom/London	Philip Lader
Uruguay/Montevideo	Christopher C. Ashby
Uzbekistan/Tashkent	Joseph A. Presele
Vanuatu/Port Vila (N)	Arma Jane Karaer
Venezuela/Caracas	John F. Maisto
Western Samoa/Apia	Josiah H. Beeman
Yemen/Sanaa	Barbara K. Bodine
Zambia/Lusaka	Arlene Render
Zimbabwe/Harare	Tom McDonald

United States Permanent Diplomatic Missions to International Organizations

Organization	Ambassador
European Union/Brussels	A. Vernon Weaver
North Atlantic Treaty Organization/Brussels	Alexander R. Vershbow
Organization of American States/Washington, DC	Victor Marrero
Organization for Economic Cooperation and Development/Paris	Amy L. Bondurant
United Nations/Geneva	George E. Moose
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 \$12.50 in 3/4-inch format, plus a \$3 mailing and handling fee from Video Transfer, Inc., 5710 Arundel Avenue, Rockville, MD 20852. Phone, 301-881-0270. Fax, 301-770-9131.

Contracts General inquiries may be directed to the Office of Acquisitions (A/OPR/ACQ), Department of State, Washington, DC 20520. Phone, 703-875-6060. Fax, 703-875-6085.

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, Special Issuance Agency. Phone, 202-955-0200.

Electronic Access The Department's Bureau of Public Affairs, Office of Public Communication, coordinates the dissemination of public electronic information for the Department. The main Web site at <http://www.state.gov/> and the Secretary's Web site at <http://secretary.state.gov/> provide comprehensive, up-to-date information on foreign policy, travel and consular information, support for U.S. businesses,

careers, the counterterrorism rewards program, and much more.

The State Department Electronic Reading Room at <http://foia.state.gov/> uses new information technologies to enable access to unique historical records of international significance which have been made available to the public under the Freedom of Information Act or as a special collection.

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 IRM Programs and Service, Department of State, Room 1512, 2201 C Street NW., Washington, DC 20520-1512. Phone, 202-647-8300. 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, such as subject matter, timeframe, originator of the information, or any other helpful data, to assist the Department in locating it. Please include your daytime telephone number.

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 IRM Programs and Services. 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, 202-647-8300. Directions to the reading room may be obtained from receptionists at public entrances to the Department.

Additional information about the Department's FOIA program can be found on the FOIA Electronic Reading Room Web site at <http://foia.state.gov/>.

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 Citizens Services and Crisis Management, Department of State. Phone, 202-647-5225. Fax, 202-647-3732. Fax-on-demand, 202-647-3000.

Internet, <http://travel.state.gov/>.

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, CA/OCS/CI, Room 4811, Department of State, Washington, DC 20520. Phone, 202-647-2688. Fax, 202-647-2835. Internet, <http://travel.state.gov/>.

Passports Passport information is available through the Internet, at <http://travel.state.gov/>. For recorded general passport information, contact any of the Regional Passport Agencies at the telephone numbers listed in the following table. For passport assistance and information, you may call the National Passport Information Center (phone, 900-225-5674; TDD, 900-225-7778) and you will be charged 35 cents per minute to listen to automated messages and \$1.05 per minute to speak with an operator. You may also call the National Passport Information Center using a major credit card at a flat rate of \$4.95 (phone, 888-362-8668; TDD, 888-498-3648). These rates are subject to change. Correspondence should be directed to the appropriate Regional Agency or the Correspondence Branch, Passport Services, Room 510, 1111 Nineteenth Street NW., Washington, DC 20524.

Regional Passport Agencies

City	Address	Telephone
Boston, MA	Thomas P. O'Neill Federal Bldg., 02222	617-565-6990
Chicago, IL	Federal Bldg., 60604	312-341-6020
Honolulu, HI	Federal Bldg., 96850	808-522-8283
Houston, TX	1919 Smith St., 77002	713-209-3153
Los Angeles, CA	11000 Wilshire Blvd., 90024-3615	310-575-5700
Miami, FL	Federal Office Bldg., 33130	305-539-3600
National Passport Center	31 Rochester Ave., Portsmouth, NH 03801-2900	603-334-0500
New Orleans, LA	701 Loyola Ave., 70113	504-589-6161
New York, NY	376 Hudson St., 10014	212-206-3500
Philadelphia, PA	Federal Bldg., 19106	215-597-7480
San Francisco, CA	95 Hawthorne St., 94105-3901	415-538-2700
Seattle, WA	Federal Bldg., 98174	206-808-5700
Stamford, CT	1 Landmark Sq., 06901	203-325-4401
Washington, DC	1111 19th St. NW., 20524	202-647-0518

Publications The Department's Bureau of Public Affairs produces a variety of

publications on the Department and foreign policy, including the official U.S.

documentary series, *Foreign Relations of the United States*, 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) is nearing completion. Of 34 volumes documenting the Johnson administration (1964–1968), 8 were published by 1997.

U.S. Foreign Affairs on CD-ROM provides a wealth of foreign policy information such as *Dispatch* magazine (the monthly foreign policy magazine issued by the Department of State), *Background Notes*, speeches and testimonies by senior State Department officials, reports to Congress, miscellaneous policy publications, and daily press briefings in a searchable format. Single copies are available from the Superintendent of Documents, U.S. Government Printing Office, P.O. Box 371954, Pittsburgh, PA 15250–7954. Phone, 202–512–1800. Fax, 202–512–2233. Payments can be made by check (payable to the Superintendent of Documents), GPO Deposit Account, VISA, or MasterCard.

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 posted on the Internet at <http://travel.state.gov/> and are for sale for \$1 (except where noted) by

the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402:

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 6831, Washington, DC 20520.

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 (\$1.25) 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.

Regional *Tips for Travelers* cover customs, currency regulations, dual nationality, and other local conditions. Currently available are: *Tips for Travelers to Canada*; *Tips for Travelers to the Caribbean*; *Tips for Travelers to Mexico*; *Tips for Travelers to the Middle East and North Africa* (\$1.50); *Tips for Travelers to the People's Republic of China*; *Tips for Travelers to Russia and the Newly Independent States*; *Tips for Travelers to South Asia*; *Tips for Travelers to Central and South America*; and *Tips for Travelers to Sub-Saharan Africa* (\$1.50).

Foreign Entry Requirements contains visa and other entry requirements of foreign countries. *Passports: Applying for Them the Easy Way* contains information on where, how, and when to apply for passports. Order these 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. Internet, <http://travel.state.gov/>.

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. Fax, 202-647-7120. Internet, <http://www.state.gov/>.