

## 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

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  
and Director of the Office of Foreign  
Missions

Chief Financial Officer

Chief Information Officer and Director of the  
Bureau of Information Resource  
Management

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

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

MADELEINE K. ALBRIGHT

ELAINE K. SHOCAS

ALEJANDRO D. WOLFF

KRISTIE A. KENNEY

DEIDRE A. DAVIS

MARY MEL FRENCH

THOMAS J. DILAURO

TED A. BOREK

STROBE TALBOTT

THOMAS R. PICKERING

STUART E. EIZENSTAT

JOHN D. HOLUM, *Acting*

BONNIE R. COHEN

FRANK E. LOY

WENDY SHERMAN

PATRICK F. KENNEDY

MARY A. RYAN

DAVID G. CARPENTER

BERT T. EDWARDS

FERNANDO BURBANO

EDWARD W. GNEHM, JR.

CEDRIC E. DUMONT

TED PLOSSER

RUTH A. DAVIS

JULIA V. TAFT

JACQUELYN L. WILLIAMS-BRIDGERS

MORTON H. HALPERIN

BARBARA LARKIN

HAROLD H. KOTT

DAVID R. ANDREWS

SUSAN E. RICE

Assistant Secretary for East Asian and Pacific Affairs	STANLEY O. ROTH
Assistant Secretary for European Affairs	MARC GROSSMAN
Assistant Secretary for Western Hemisphere Affairs	ROBERT NOLAN
Permanent Representative of the United States of America to the Organization of American States	VICTOR MARRERO
Assistant Secretary for Near East Affairs	MARTIN S. INDYK
Assistant Secretary for South Asian Affairs	KARL F. Inderfurth
Assistant Secretary for Economics and Business Affairs	ALAN P. LARSON
Assistant Secretary for Intelligence and Research	PHYLLIS E. OAKLEY
Assistant Secretary for International Organization Affairs	C. DAVID WELCH
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 Political-Military Bureau	ERIC NEWSOM
Assistant Secretary for International Narcotics and Law Enforcement Affairs	RAND BEERS
U.S. Coordinator, International Communications and Information Policy	VONYA B. MCCANN

### United States Mission to the United Nations <sup>1</sup>

799 United Nations Plaza, New York, NY 10017

United States Representative to the United Nations and Representative in the Security Council	A. PETER BURLEIGH, <i>Acting</i>
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*

<sup>1</sup> A description of the organization and functions of the United Nations can be found under *Selected Multilateral Organizations* in this book.

*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 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 Advisor, and Inspector General. Some areas where public purposes are widely applied are detailed below and on the following pages.

By the authority of section 1413 of the Foreign Affairs Reform and Restructuring Act of 1998 (112 Stat. 2681–791) the United States Agency for International Development was established as an independent agency of the U.S. Government, and the Director of the agency was placed under the direct

authority and foreign policy guidance of the Secretary of State.

### **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.

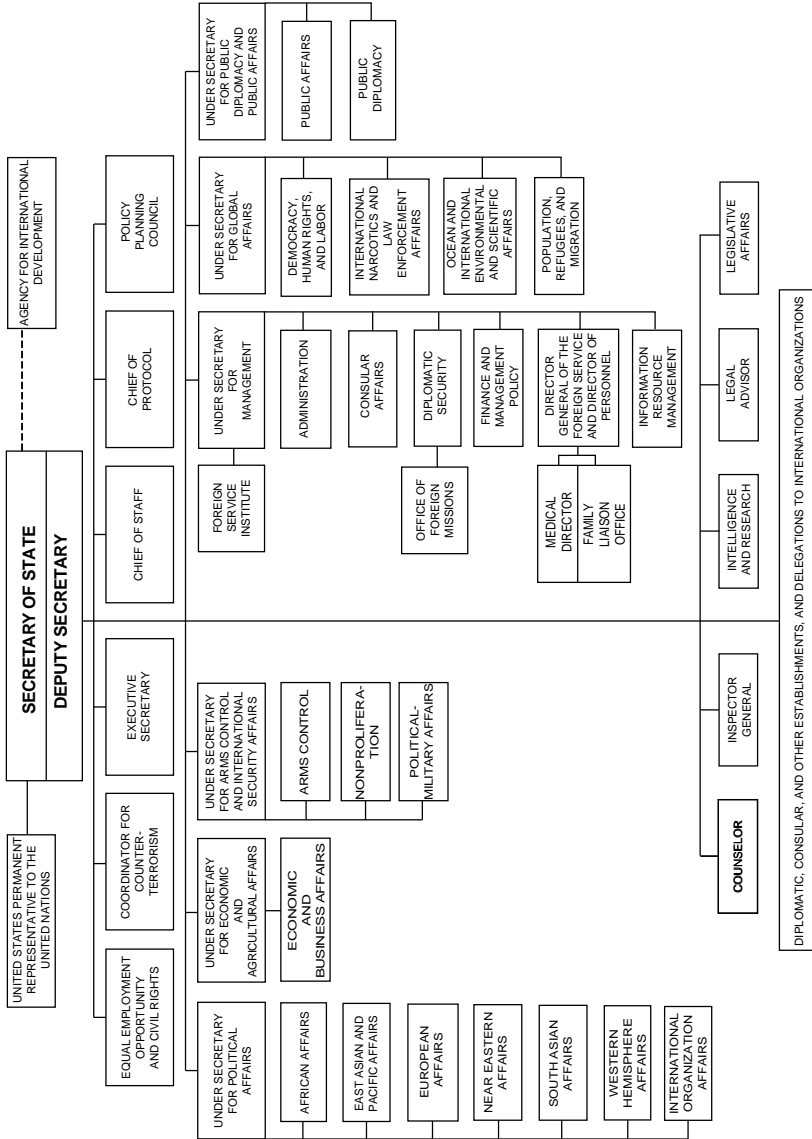
## Regional Bureaus

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 Affairs, East Asian and Pacific

Affairs, Near East Affairs, South Asian Affairs, and Western Hemisphere 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

**DEPARTMENT OF STATE**



DIPLOMATIC, CONSULAR, AND OTHER ESTABLISHMENTS, AND DELEGATIONS TO INTERNATIONAL ORGANIZATIONS

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

**Arms Control** The mission of the Arms Control Bureau is to strengthen national security by formulating, advocating, negotiating, and implementing effective arms control and disarmament policies, strategies, and agreements. It is also responsible for establishing verification policy, ensuring that verification is a central element of arms control and nonproliferation agreements as they are being formulated and negotiated, assessing compliance of U.S. treaty partners, and monitoring technology developments as they relate to arms control and weapons developments.

**Arms Control and Nonproliferation Policy Board** A new scientific and policy advisory board on arms control, nonproliferation, and disarmament, the Board reports to the Secretary through the Under Secretary of State for Arms Control and International Security, who maintains operational authority over the board.

**Consular Affairs** The Bureau of Consular Affairs, under the direction of the Assistant Secretary, is responsible for the protection and welfare of American citizens and interests abroad; the administration and enforcement of the provisions of the immigration and nationality laws insofar as they concern the Department and Foreign Service; and the issuance of passports and visas and related services.

Approximately 6 million passports a year are issued by the Passport Office of the Bureau, which has a processing center in Portsmouth, NH, and regional agencies in Boston, MA; Chicago, IL; Honolulu, HI; Houston, TX; Los Angeles, CA; Miami, FL; New Orleans, LA; New York, NY; Philadelphia, PA; San

Francisco, CA; Seattle, WA; Stamford, CT; and Washington, DC.

For further information, visit the Bureau of Consular Affairs website at <http://travel.state.gov/>.

**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, contact the Bureau of Diplomatic Security. Phone, 202-663-0067. Fax, 202-663-0100. Internet, <http://www.heroes.net/>.

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

For further information, contact the Bureau of Economic and Business Affairs. Phone, 202-647-7971. Fax, 202-647-5713.

**Finance and Management Policy** The Bureau of Finance and Management Policy is directed by the Chief Financial Officer (CFO), who is responsible for financial systems and accounting operations and assists in managing the Department and its posts. The CFO, assisted by well-qualified and well-trained financial management personnel, establishes effective financial policies and internal management controls; ensures adequate systems to produce useful, reliable, and timely financial and related programmatic information; prepares financial statements for audit; develops useful financial analysis and accountability reports; and integrates budget execution and accounting functions.

For further information, contact the Bureau of Finance and Management Policy. Phone, 202-647-7490. Fax, 202-647-8194. Internet, <http://www.dosfinance.gov/>.

**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 350 courses, including 60 foreign 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, contact the Foreign Service Institute. Phone, 703-302-6729. Fax, 703-302-7227.

**Information Resource Management** The Bureau of Information Resource Management (IRM) is directed by the Chief Information Officer (CIO). The CIO serves as the principal adviser to the Secretary of State and the Under Secretary for Management on information resources management issues. This includes the development and implementation of plans and programs for the effective application of information resources and technology to achieve the Department's strategic missions. The CIO establishes effective information resources management planning and policies, and ensures the availability of information technology systems and operations to efficiently support the Department's diplomatic, consular, and management operations. IRM manages the Department's information resources and technology infrastructure; provides core information technology and resources services; establishes program priorities; and recommends funding priorities with respect to the acquisition, operation, maintenance, and improvement of Department information resources, programs, and projects. IRM also oversees the modernization of the Department's information systems; the development, implementation, and

maintenance of a sound and integrated information technology architecture for the Department; and the establishment and promulgation of technical and operating standards for application to Department information systems.

**For further information, contact the Bureau of Information Resource Management. Phone, 202-647-2226. Fax, 202-647-2294.**

**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 the External Research Staff, 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, contact the Bureau of International Narcotics and Law Enforcement Affairs. Phone, 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 202-647-1663.**

**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, contact the Office of the Legal Advisor. Phone, 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 202-663-1748.

**Nonproliferation** The Nonproliferation Bureau leads the U.S. Government's efforts to prevent the proliferation of weapons of mass destruction, their delivery systems, and conventional arms. The Bureau is responsible for nuclear nonproliferation through support of the International Atomic Energy Agency, implementing the Nuclear Non-Proliferation Treaty, securing nuclear materials in the New Independent States of the former Soviet Union, disposing of stockpiles of fissile materials, advancing civil nuclear cooperation under safe and sound conditions, and promoting nuclear safety and effective protection, control, and accounting of nuclear material worldwide. The Bureau is also responsible for developing and implementing all policies to curb the proliferation of chemical and biological weapons and missiles, and promoting restraint in transfers of conventional arms. It also pursues regional and bilateral initiatives and negotiations designed to reduce proliferation pressures and destabilizing arms acquisitions, including negotiations with respect to Russia, China, South Asia, the Middle East, and the Korean peninsula.

**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, contact the Bureau of Oceans, Environment, and Science. Phone, 202-647-0978. Fax, 202-647-0217.

**Political-Military Affairs** The Political Military Affairs Bureau supports the Secretary of State and State Department principals in the area of security and defense policy by providing analytic support on defense-related policy issues, fostering bilateral and regional political-military relationships, coordinating peacekeeping and other military operations, planning complex contingency operations, and implementing a variety of crisis management responsibilities. The Bureau is responsible for arms transfers policy and defense trade controls, promotes political-military cooperation in critical infrastructure protection, and is the primary Government organization for coordinating U.S. humanitarian demining activities worldwide.

**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, contact the Bureau of Population, Refugees, and Migration. Phone, 202-663-1071. Internet, <http://www.state.gov/www/global/prm/index.html>.**

**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;
- conducting 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;

## 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, a U.S. liaison office, a 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

- 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, contact the Office of the Chief of Protocol. Phone, 202-647-2663. Fax, 202-647-1560.**

**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.**

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 .....	Mike Lemmon
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 .....	Paul Cejas
Belize/Belize City .....	Carolyn Curriel
Benin/Cotonou .....	Robert C. Felder
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
Burma/Rangoon-CDIA .....	Kent Weedeman
Burundi/Bujumbura .....	Morris N. Hughes, Jr.
Cambodia/Phnom Penh .....	Kenneth M. Quinn
Cameroon/Yaounde .....	John M. Yates
Canada/Ottawa .....	Gordon Giffen
Cape Verde/Praia .....	Lawrence N. Benedict
Central African Republic/Bangui .....	Robert C. Perry
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 .....	William L. Swing
Congo, Republic of/Brazzaville ..	Aubrey Hooks

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

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

Country/Embassy	Ambassador
Costa Rica/San Jose .....	Thomas J. Dodd
Cote d'Ivoire/Abidjan .....	George Mu
Croatia/Zagreb .....	William D. Montgomery
Cuba/Havana (U.S. Interests Section) .....	Michael G. Kozak
Cyprus/Nicosia .....	Kenneth C. Brill
Czech Republic/Prague .....	John Shattuck
Denmark/Copenhagen .....	Richard Swett
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 .....	William Clarke
Estonia/Tallinn .....	(Vacancy)
Ethiopia/Addis Ababa .....	David H. Shinn
Fiji/Suva .....	(Vacancy)
Finland/Helsinki .....	Eric Edelman
France/Paris .....	Felix Rohatyn
Gabonese Republic/Libreville .....	James V. Ledesma
Gambia/Banjul .....	George Haley
Georgia/Tbilisi .....	Ken Yalowitz
Germany/Bonn .....	John C. Kornblum
Ghana/Accra .....	Katharyn D. Robinson
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 .....	(Vacancy)
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 .....	Michael J. Sullivan
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 .....	William J. Burns
Kazakstan/Almaty .....	Richard 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 .....	James Holmes
Lebanon/Beirut .....	David Satterfield
Lesotho/Maseru .....	Katharine Peterson
Liberia/Monrovia .....	Chergi Donaed Peterson
Lithuania/Vilnius .....	Keith C. Smith
Luxembourg/Luxembourg .....	Clay Constantinou
Madagascar/Antananarivo .....	Shirley E. Barnes
Malawi/Lilongwe .....	Amelia E. Shippy
Malaysia/Kuala Lumpur .....	Lynn Pascoe
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

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

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

Country/Embassy	Ambassador
Mauritius/Port Louis .....	Harold W. Geisel
Mexico/Mexico City .....	(Vacancy)
Micronesia/Kolonia .....	(Vacancy)
Moldova/Chisinau .....	Ruby Perina
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 .....	Cynthia Schneider
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 .....	John B. Craig
Pakistan/Islamabad .....	William B. Miland
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 .....	Elizabeth McKune
Romania/Bucharest .....	James C. Rosapepe
Russian Federation/Moscow .....	James F. Collins
Rwanda/Kigali .....	George M. Staples
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 .....	Joseph Melrose
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 .....	Ed Romero
Sri Lanka/Colombo .....	Shaun E. Donnelly
Sudan/Khartoum .....	(Vacancy)
Suriname/Paramaribo .....	Dennis K. Hays
Swaziland/Mbabane .....	Alan R. McKee

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

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

Country/Embassy	Ambassador
Sweden/Stockholm .....	Lyndon L. Olson, Jr.
Switzerland/Bern .....	Madeleine M. Kunin
Syrian Arab Republic/Damascus .....	Ryan C. Crocker
Tajikistan/Dushanbe .....	R. Grant Smith
Tanzania/Dar es Salaam .....	Charles R. Stith
Thailand/Bangkok .....	Richard Hecklinger
Togo/Lome .....	Brenda Schoonover
Tonga/Nuku'alofa (N) .....	(Vacancy)
Trinidad and Tobago/Port-of- Spain.	Edward E. Shumaker III
Tunisia/Tunis .....	Robin L. Raphel
Turkey/Ankara .....	Mark R. Parris
Turkmenistan/Ashgabat .....	Steven Mann
Tuvalu/Funafuti (N) .....	(Vacancy)
Uganda/Kampala .....	Nancy Jo Powell
Ukraine/Kiev .....	Steven K. Pifer
United Arab Emirates/Abu Dhabi .....	Theodore H. Kattouf
United Kingdom/London .....	Philip Lader
Uruguay/Montevideo .....	Christopher C. Ashby
Uzbekistan/Tashkent .....	Joseph A. Presel
Vanuatu/Port Vila (N) .....	Arma Jane Karaer
Vietnam/Hanoi .....	Pete Peterson
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
International Civil Aviation Orga- nization.	William F. Price, <i>Acting</i>
North Atlantic Treaty Organi- zation/Brussels.	Alexander R. Vershbow
Organization of American States/ Washington, DC.	Victor Marrero
Organization for Economic Co- operation and Development/ Paris.	Amy L. Bondurant
United Nations/Geneva .....	George E. Moose
United Nations/New York .....	A. Peter Burleigh, <i>Act- ing</i>
United Nations/Vienna .....	John B. Ritch III
U.S. Mission to United Nations Agencies for Food and Agri- culture.	George S. McGovern

**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 \$22 in 3/4-inch format, plus a \$3 mailing and handling fee from Video Transfer, Inc., 5800 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 website (Internet, <http://www.state.gov/>) and the Secretary's

website (Internet, <http://secretary.state.gov/>) provide comprehensive, up-to-date information on foreign policy, support for U.S. businesses, careers, the counterterrorism rewards program, and much more.

The Bureau of Consular Affairs website (Internet, <http://travel.state.gov/>) provides travel warnings and other information designed to help Americans travel safely abroad, as well as information on U.S. passports and visas and downloadable applications. The Bureau of Intelligence and Research has established a geographic learning website (Internet, <http://geography.state.gov/index.html>), to assist in teaching geography and foreign affairs to students in grades K-12.

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/S, P.O. Box 58040, Washington, DC 20037-8040. 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	305 Canal St., 70130	504-589-6161

## Regional Passport Agencies—Continued

City	Address	Telephone
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/>.