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# 1996 SECRETARIAL TRANSITION BACKGROUND MATERIALS

## OFFICE OF THE SECRETARY ADMINISTRATIVE SUPPORT, PROCEDURES, AND STAFFING

NOVEMBER 1996



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05D298, box 1, folder - Transition Papers Sec-designate Albright 7

UNITED STATES DEPARTMENT OF STATE  
REVIEW AUTHORITY: ARCHIE M BOLSTER  
DATE/CASE ID: 18 AUG 2011 200600896

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## **Introduction and Overview**

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**Executive Office (S/S-EX)**

Although organizationally a component of the Executive Secretariat, S/S-EX has operational responsibilities that extend well beyond providing administrative support to the Executive Secretariat (S/S). It is the Executive Office for all of the autonomous and semi-autonomous offices, staffs, special units, etc., which make up the S area, as well as the Bureau of Public Affairs (PA); Bureau of Legislative Affairs (H); Office of the Under Secretary for Management (M); and the Office of Management Planning (M/P).

S/S-EX's responsibilities are similar to those of executive offices for the "Functional Bureaus" - handling the traditional range of administrative and logistical matters, however, the daily routine in S/S-EX includes numerous and varied other activities peculiar to the "7th floor" and its inhabitants, which add special problems and, more often than not, the element of urgency to the work.

S/S-EX is made up of three basic operational units (budget and fiscal, personnel, and general services), plus one special program, the Secretary's travel arrangements. Brief statements for each unit follows.

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**Budget and Fiscal**

The Budget section performs the customary functions in connection with the formulation and submission of the Congressional budget and the financial plan for the S area offices. This unit is responsible for the administration of all budgetary and funding issues for the S areas, and M, PA and H. A travel unit for the S area operates under the supervision of the Budget Officer. This unit issues travel orders, administers the American Express government charge card program for travelers, authorizes travel advances and calculates per diem and mileage rates, assists in obtaining tickets, visas and passports, and reviews travel reimbursement vouchers for all S area travelers.

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### Personnel Services

Personnel administration accounts for a large part of the S/S-EX endeavor, due to the constant personnel shifts, and the mix of employees, i.e., Foreign Service (FS), Civil Service (GS, both career and non-career), Schedule A, B, and C appointees, consultants, experts, temporary and part-time employees and details from other agencies. More than 595 employees are serviced by the Personnel staff in a typical year covering the full range of personnel issues. Responsibilities also include management of personnel resources/FTE, Civil Service and Foreign Service staffing, employee relations and the administration of awards and benefits programs.

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### General Services

The General Services unit is a logistics clearing house which both independently and through the General Services Administration (GSA), and the Bureau of Administration's Procurement Officer (A/OPR), supports all of the S area including PA, H, and M, with procurement of supplies, services and equipment; building alterations; telephone services; office space and renovations; contracting authority, property control, and transportation logistics for Secretary and Deputy Secretary travel.

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Executive Travel

S/S-EX makes all transportation and related arrangements for the Secretary's overseas and domestic trips. The Executive Director obtains the use of the aircraft from the Air Force, works out the appropriate routing with the crew, compiles the passenger list in conjunction with the Deputy Executive Secretary responsible for the trip, and ensures that visited overseas posts receive proper instructions on all administrative and logistical requirements for the Secretary and the traveling party, including accommodations, funding, ground transportation, baggage arrangements, etc. On overseas and domestic trips the Executive Director or Deputy Director travels aboard the Secretary's aircraft and coordinates administrative arrangements for the Secretary and official party, supporting staffs, security, communications, and the traveling press.

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### Secretarial Travel

Past secretaries have found it necessary to travel overseas frequently in furtherance of the President's foreign policy. Such trips have invariably been formally designated Presidential missions and DOD/USAF Special Air Missions aircraft (707 type) from the 89th AW at Andrews AFB are provided at no cost to State, other than meal costs.

Depending on the operating style of individual Secretaries, a large staff, relative to other cabinet officers, has accompanied the Secretary. Tab A displays the profile of recent trips.

The S/S staff is headed by a Deputy Executive Secretary responsible for all aspects of the trip activities, e.g., schedule, briefing papers, meeting participation, etc., and an officer and secretarial team, who process and control the flow of information and decision documents.

Logistical arrangements, e.g., hotel set up, airplane baggage, equipment, and funding control is handled by the Executive Director (S/S-EX). Computer support is provided by an IRM Specialist who often doubles as a secretary in support of the S staff.

Substantive expertise is provided by the Assistant Secretary for the region and one staffer of his/her choice.

The press contingent normally consists of ten journalists. The heavy requirements of public diplomacy and the need to inform the American public have resulted in five PA staff (Spokesman, Press Assistant and Press Officer, plus two speechwriters) usually being assigned to travel with the Secretary.

On arrival the party is bolstered by an advance line team (one officer plus a secretarial assistant) who travel to post several days in advance to coordinate schedule and logistical set up, hotels, etc. A two-officer advance

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security team performs the security liaison with post and host country authorities.

Communications support, telephone, and message traffic is provided to the party on a 24-hour basis by a seven-person team which sets up prior to the Secretary's arrival. A cross-training initiative by the office responsible for communications support (IM/VIP) is reducing this number by one now and we expect to reduce by another next calendar year.

Additional staff support, Secretary's site control officers, etc., are provided by the posts visited.

DOD/JSC have participated in most of the Secretary's overseas trips, assigning a LTG (currently General Myers, USAF) from the Joint Staff, who is accompanied by a Colonel when space is available. The NSC area officer normally travels as part of the Secretary's party. From time to time other Cabinet Agency high-level representatives request seats on the Secretary's plane and they are accommodated if substance requires it, and space is available.

#### Hotels

Past secretaries have invariably declined invitations to stay at U.S. Ambassadorial residences or government guest houses in order to reside closest to their staffs and the office cluster we set up at each overnight stop. We set up offices for:

S Staff: i.e., the Executive Assistant, Special Assistant, secretary and other senior members of the S staff who might accompany him.

S/S: Staffed 24 hours by a Line Officer and secretarial assistant, it serves as the nerve center of the traveling party. All cables, press clips, etc., are distributed there under the supervision of the Deputy Executive Secretary. It is the central control point for managing/coordinating all trip activities, schedules, motorcades, etc.

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An Embassy Liaison Office adjoins S/S from which Embassy staff provides secretarial and other support to S/S.

DS Command Post: Serves as the communication control point and office for all aspects of the Secretary's security. The security radio net is monitored from this office.

Bureau Office: Houses the traveling regional Assistant Secretary and other senior officers, other agencies, and those who need to use the computers or secure phones installed there.

Communications: Uses two rooms to house communications, radio and telephone equipment.

The above offices are all installed on the same floor as the Secretary's suite. Senior staff are housed between the office area and the Secretary. An additional bilateral meeting room is sometimes added as dictated by the schedule. All offices and sleeping rooms, which double as offices, are set up in the same manner at each stop to facilitate uninterrupted work flow as we travel from city to city. Our organic telephone setup varies little and this permits rapid familiarization.

The hotel floor or portion of the floor described above is secured by Marine Security Guards so that classified information is protected by appropriate access controls.

### The Airplane

Our usual aircraft is a 707, designated a C-137 by the Air Force, which carries 43 passengers (see attached diagram) with the Secretary alone in the DV cabin. The senior staff cabin and the staff area are in fact airborne offices. The staff area is equipped with computers, a printer, and a copier machine, which allow work to continue throughout the flights. The Deputy Executive Secretary and his plane team staff principals and the S Executive Assistant in-flight as on the ground. There are direct communication links to the aircraft from the Department's Operations Center which allow for telephone (including

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secure calls), fax, and data transmission to and from the aircraft, and traffic is routinely sent to the aircraft for action. In-flight meals are served from menus prepared by S/S-EX.

Space is at a premium since a large amount of equipment is carried both in the cargo hold, and topside in the cabin, e.g., valises containing files and supplies, etc.

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## Typical Plane Manifest (1993-96)

## THE SECRETARY

S Staff (4)

Chief of Staff  
Executive Assistant  
Personal Assistant/Secretary  
Secretary

S/S (3)

Deputy Executive Secretary  
Line Officer  
Line Assistant

S/S-EX (2)

Executive Director  
Computer Specialist

Public Affairs (5)

Department Spokesman  
Press Officer  
Press Assistant  
Speechwriter (2)

Security (7)

Chief of Secretary's Detail  
Security agents (6)

Regional Bureau (2)

Assistant Secretary  
Bureau Staffer

Other Agencies:DOD/JCS (2)

General Officer  
Colonel Staffer

NSC (1)Press (10)

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**Personnel**

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### Transition Hiring Procedures

During the transition period, persons designated as members of the Transition Team are given temporary Schedule C appointments under the Office of Personnel Management's "Transitional Hiring Authority", which is in effect for one year after the designation (appointment) of a new agency head.

Candidates who are appointed to the Transition Team will be assigned to the S Transitional Organization Code - S/TT. Appointments under this authority are good for an initial 120 day period renewable for an additional 120 days.

During this period final security clearances are being conducted and once completed, candidates are converted into full-time Schedule C positions.

Candidates named to Principal positions which require Senate confirmation are usually appointed as Consultants (paid or unpaid, depending on the candidate's desires), at the GS-15 step-ten level. Once confirmation is completed they are then converted into the Executive Schedule (EX) or Senior Executive Service (SES) position.

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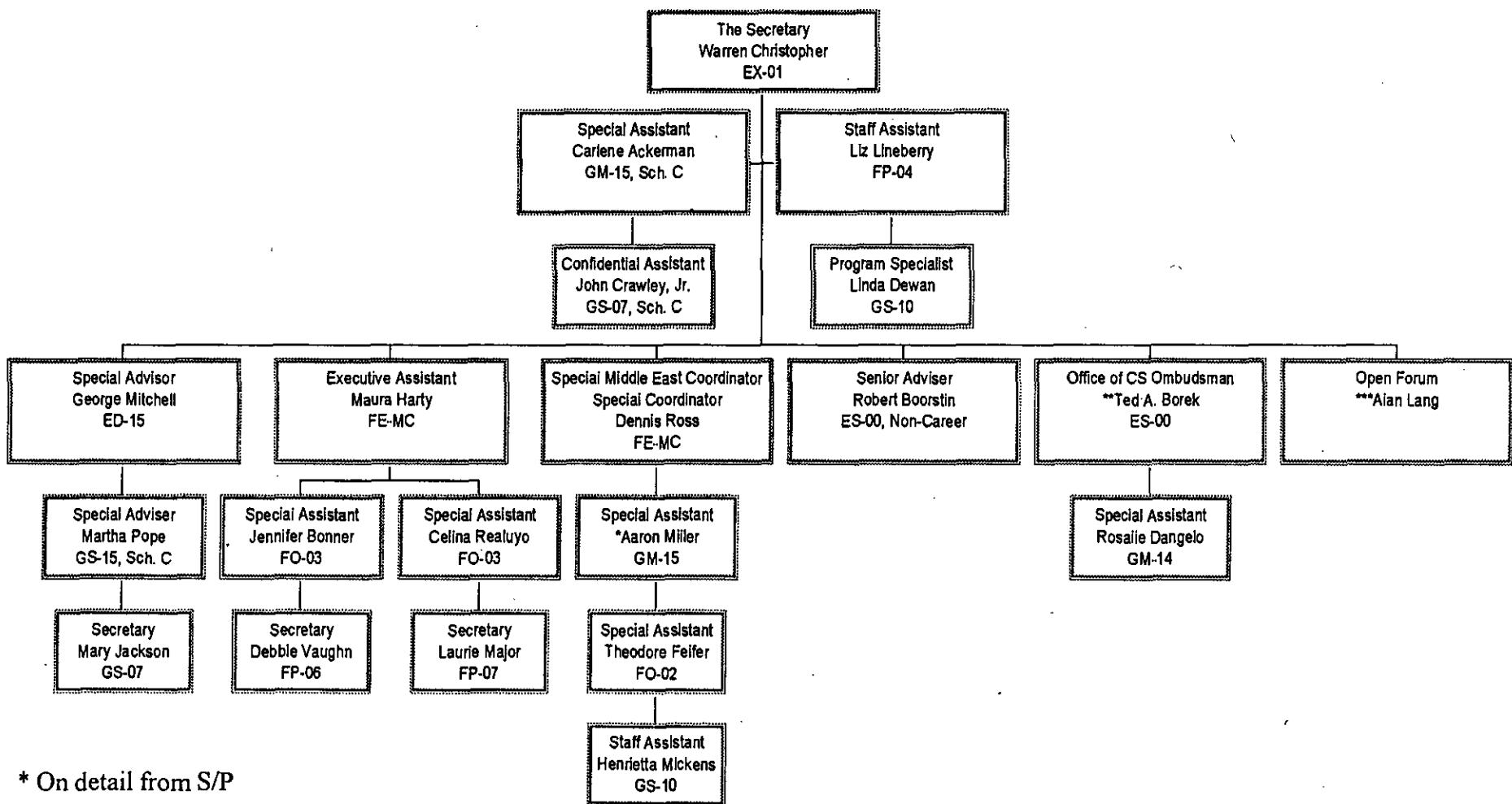
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*Staffing and Organizational Charts*

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## Office of the Secretary of State (S)



\* On detail from S/P

\*\* Loaned from L, reports directly to the Secretary

\*\*\*On loan from AID

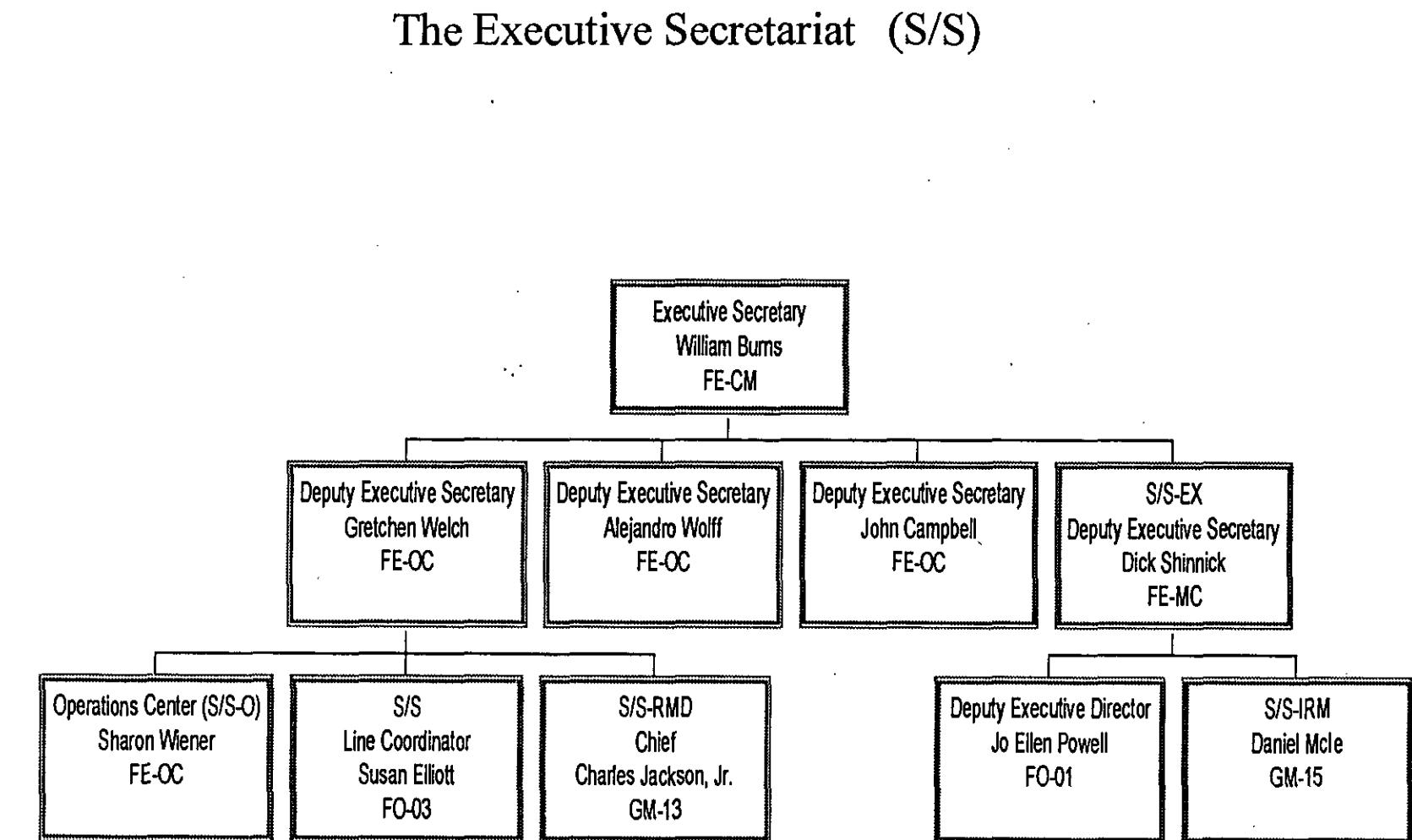
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**EXECUTIVE SECRETARIAT (S/S)**

The Special Assistant to the Secretary and Executive Secretary of the Department ensures the prompt, efficient, and orderly staffing of policy problems requiring the attention of the Secretary, Deputy Secretary and Under Secretaries in the coordination of material presented to them and the implementation of decisions made by them. Serves as the official channel for the transmission of information and recommendations from the Department to the White House and other Government departments and agencies. Serves as the official channel for the receipt from the White House of instructions and responses to recommendations, assigning action on them and following up to ensure implementation. Coordinate the Department's role in the National Security Council (NSC) system. Provides guidance and support to bureaus on the functions of the interagency system.

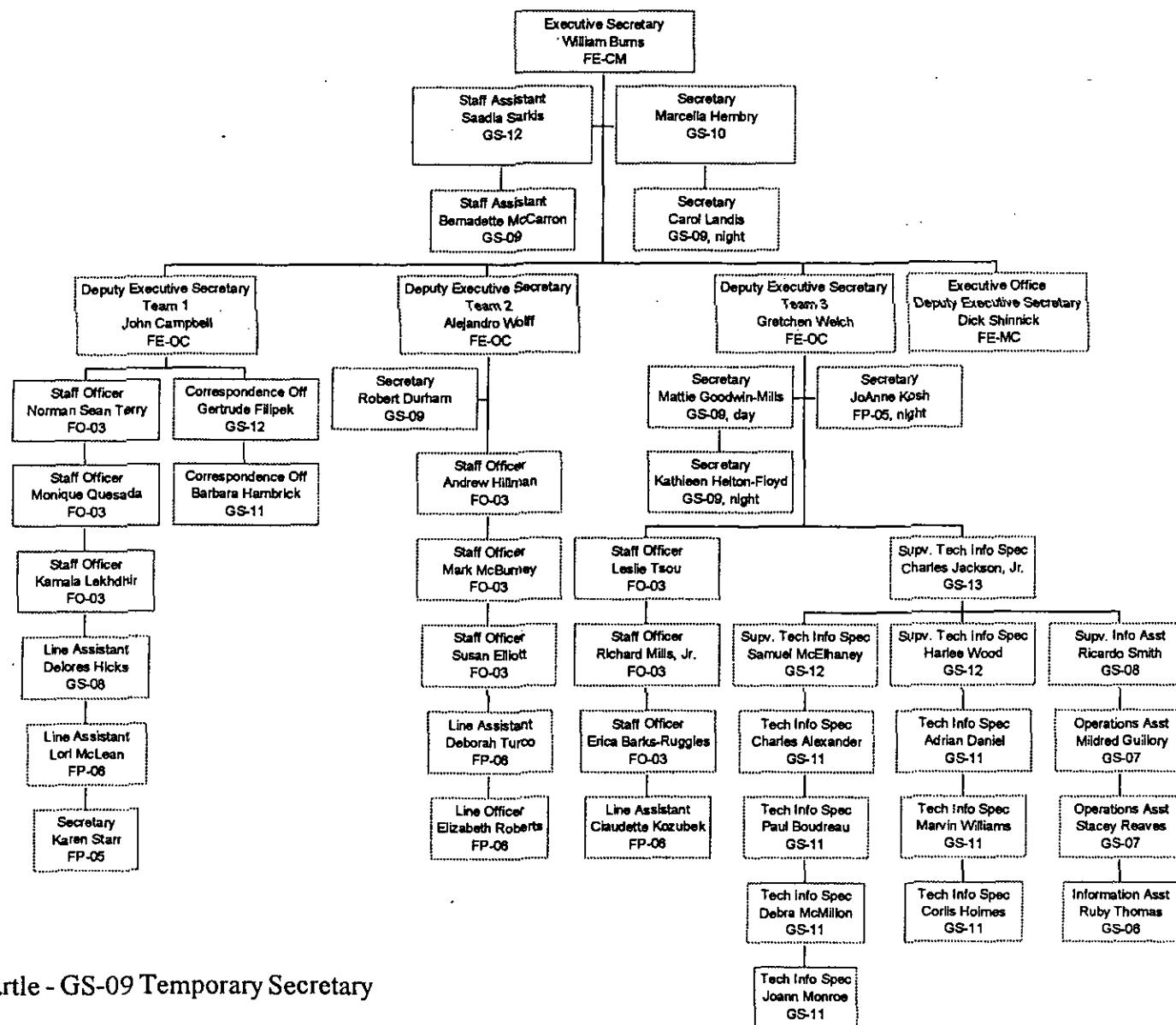
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## Office of the Executive Secretary (S/S)



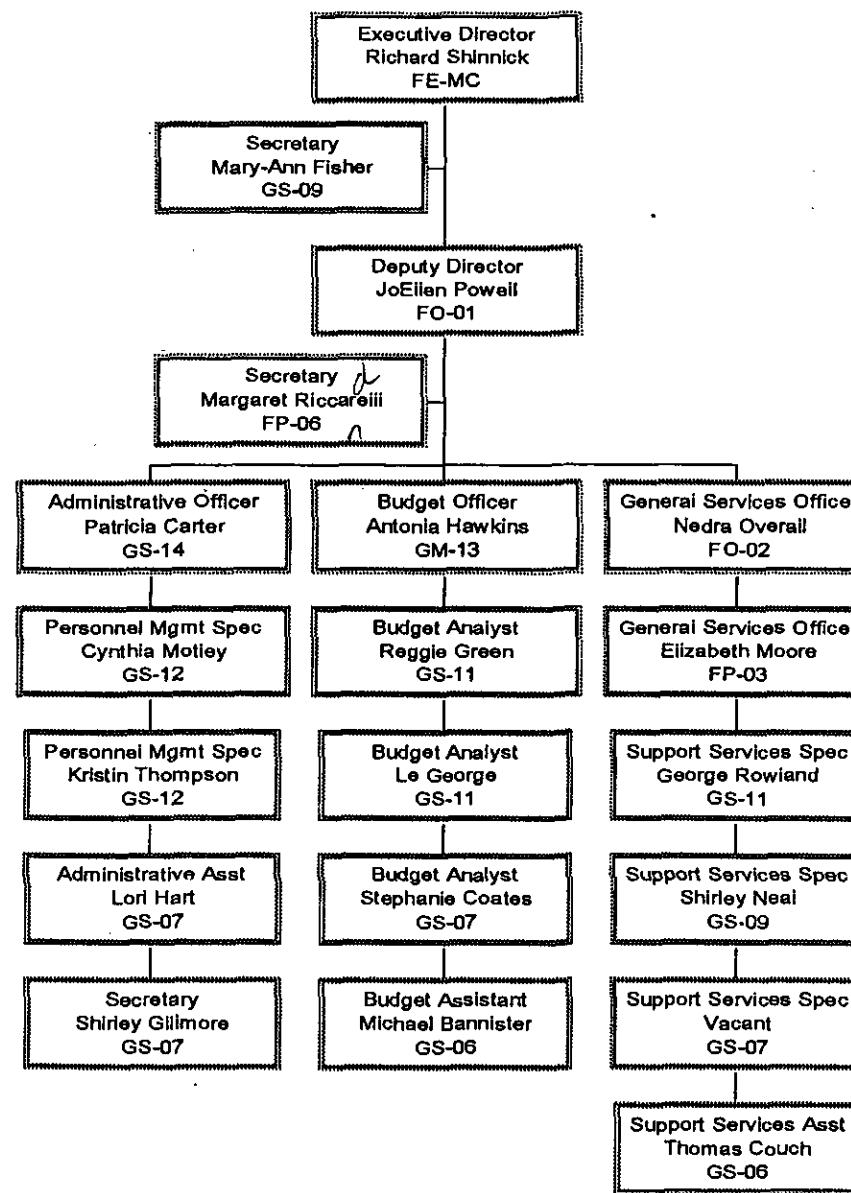
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**EXECUTIVE OFFICE (S/S-EX)**

Provides management support and a complete range of administrative services for the Secretary, Deputy Secretary, Under Secretaries, and their staff offices which comprise the S area - the Bureau of Public Affairs (PA); the Bureau of Legislative Affairs (H); the Office of the Under Secretary for Management (M); and the Office of Management Planning (M/P). Provides logistical support for official travel by the Secretary and other Department principals.

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## Executive Office (S/S-EX)



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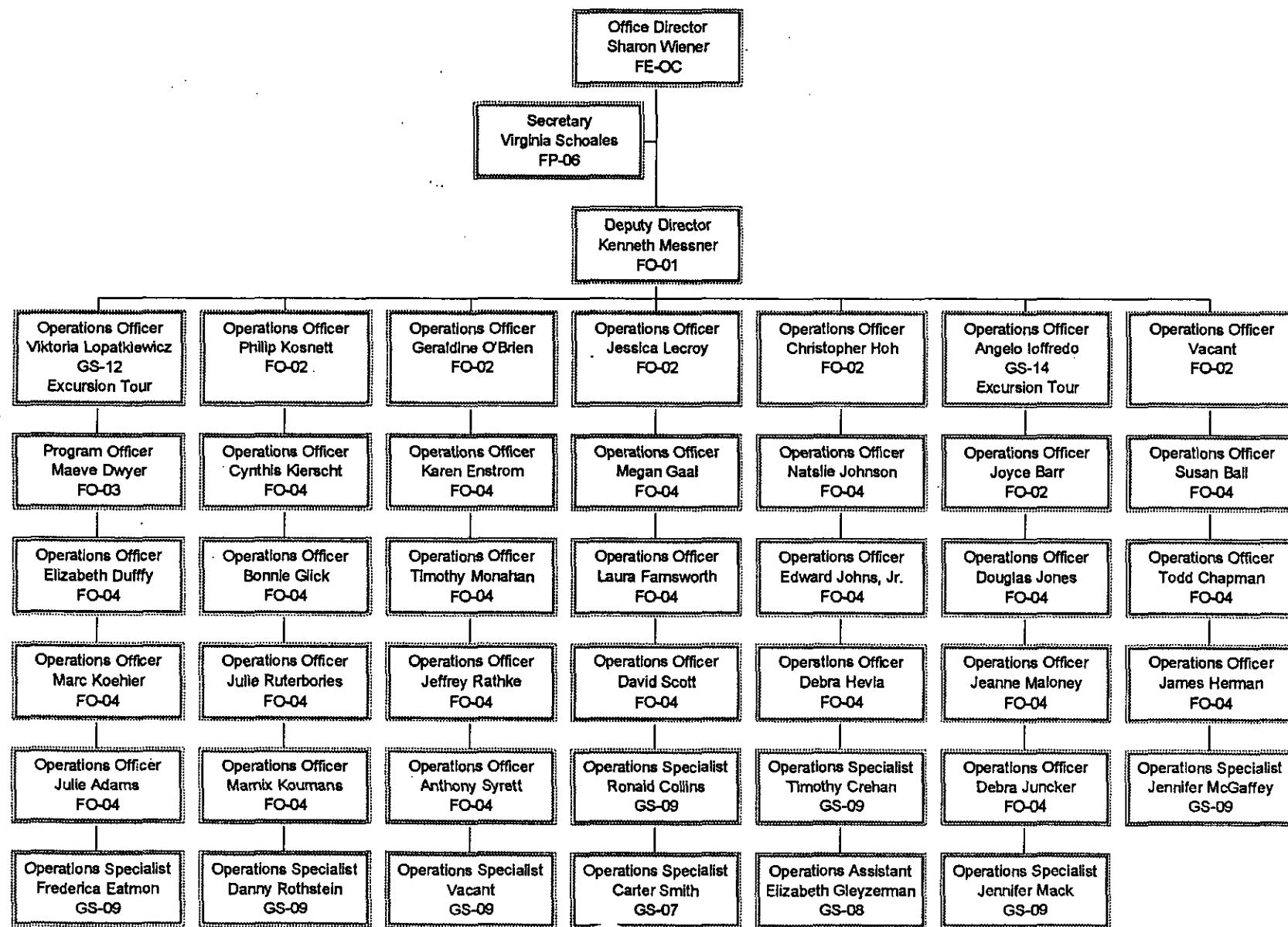
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**OPERATIONS CENTER (S/S-O)**

Serves as the Department of State's around-the-clock alerting, briefing and crisis management office. Functions as the Department's point of contact for the interagency exchange of crisis-related information. Screens and distributes cables and other documents for the Secretary and principal officers and is responsible for the preparation of daily summary reports. Coordinates planning and implementation of plans within the Department and the executive branch for the protection and evacuation of U.S. citizens abroad in emergencies. Serves as primary point of contact and support office for the Secretary of State and the Secretary's party when traveling.

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## Operations Center (S/S-O)



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**Special Middle East Coordinator (S/SMEC)**

The Special Middle East Coordinator is the United States Coordinator of the Middle East peace negotiations. The Coordinator represents the Department at meetings concerning the Arab-Israeli peace negotiation when the Department is not otherwise represented at a higher level. The Special Middle East Coordinator is the principal point of contact for dealing with the parties and in working with the Secretary on the negotiations.

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**Ombudsman for Civil Service Employees (S/CSO)**

The Ombudsman advises the Secretary of State and senior Department management on Civil Service issues, so as to ensure the ability of Civil Service employees to contribute to the achievement of the Department's foreign affairs responsibilities, and represents the career interests of Civil Service employees.

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**OPEN FORUM (S/OF)**

The Open Forum (S/OF), headed by an elected Chairperson who serves directly under the Secretary of State, brings new or alternative policy recommendations to the Secretary and other principals from American employees, at all levels, of the Department of State, ACDA, USAID, and USIA. The Open Forum provides opportunities for any employee to express professional views (including dissenting views) candidly, free of bureaucratic constraints, and under safeguards against pressures or penalties.

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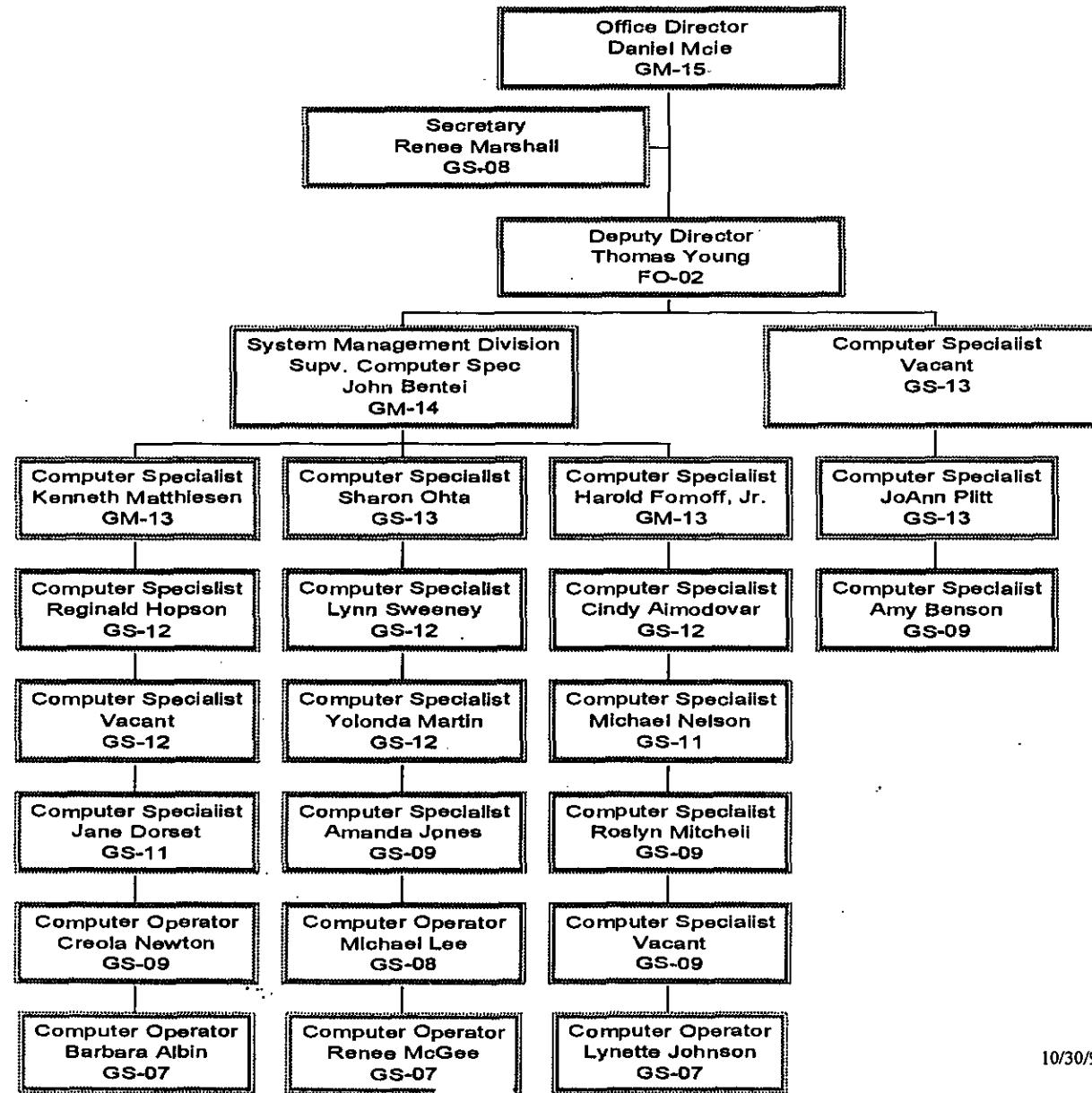
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**Information Resources Management (S/S-IRM)**

Develops, implements, and operates all information management and record management systems for the Secretary, the Deputy Secretary, the Under Secretaries, the Counselor, the Executive Secretariat, and other specific offices.

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# Office of Information Resources Management (S/S-IRM)



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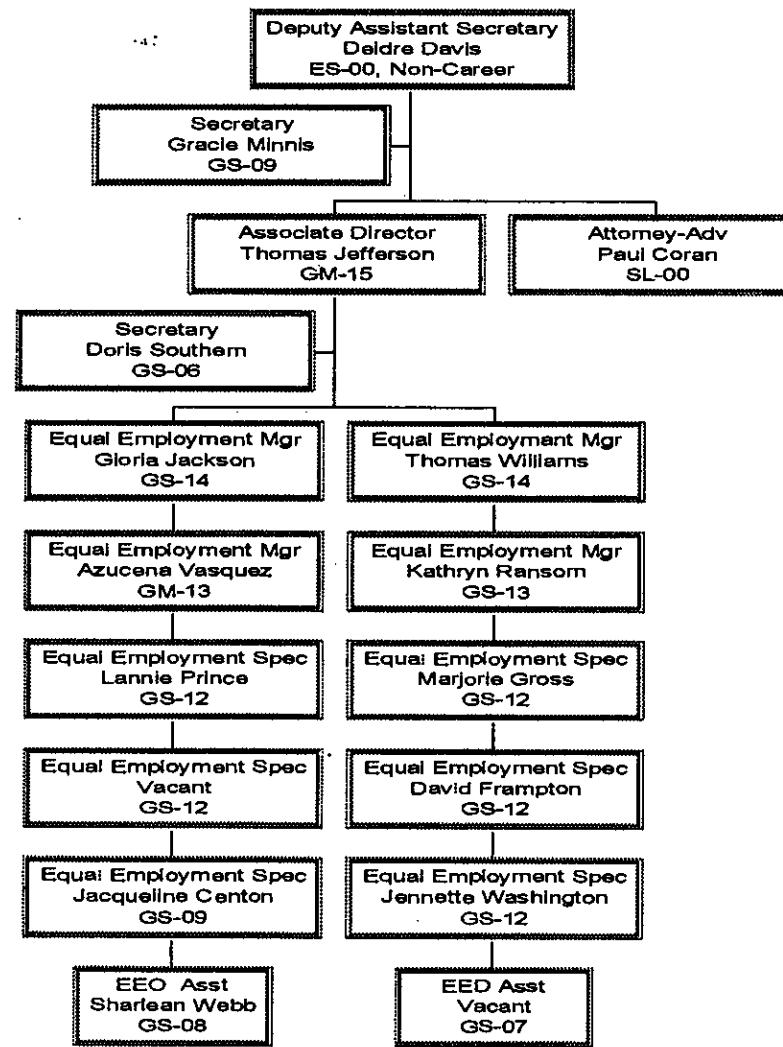
**DEPUTY ASSISTANT SECRETARY FOR EQUAL EMPLOYMENT  
OPPORTUNITY AND CIVIL RIGHTS (S/EEOCR)**

Directs the activities of the Office of Equal Employment Opportunity and Civil Rights, which monitors the Equal Employment Opportunity and Civil Rights Programs of the Department and its Foreign Service posts. Serves as principal adviser to the Secretary of State and other principal officials on equal employment opportunity and civil rights matters.

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# Deputy Assistant Secretary for Equal Employment Opportunity and Civil Rights (S/EEOCR)



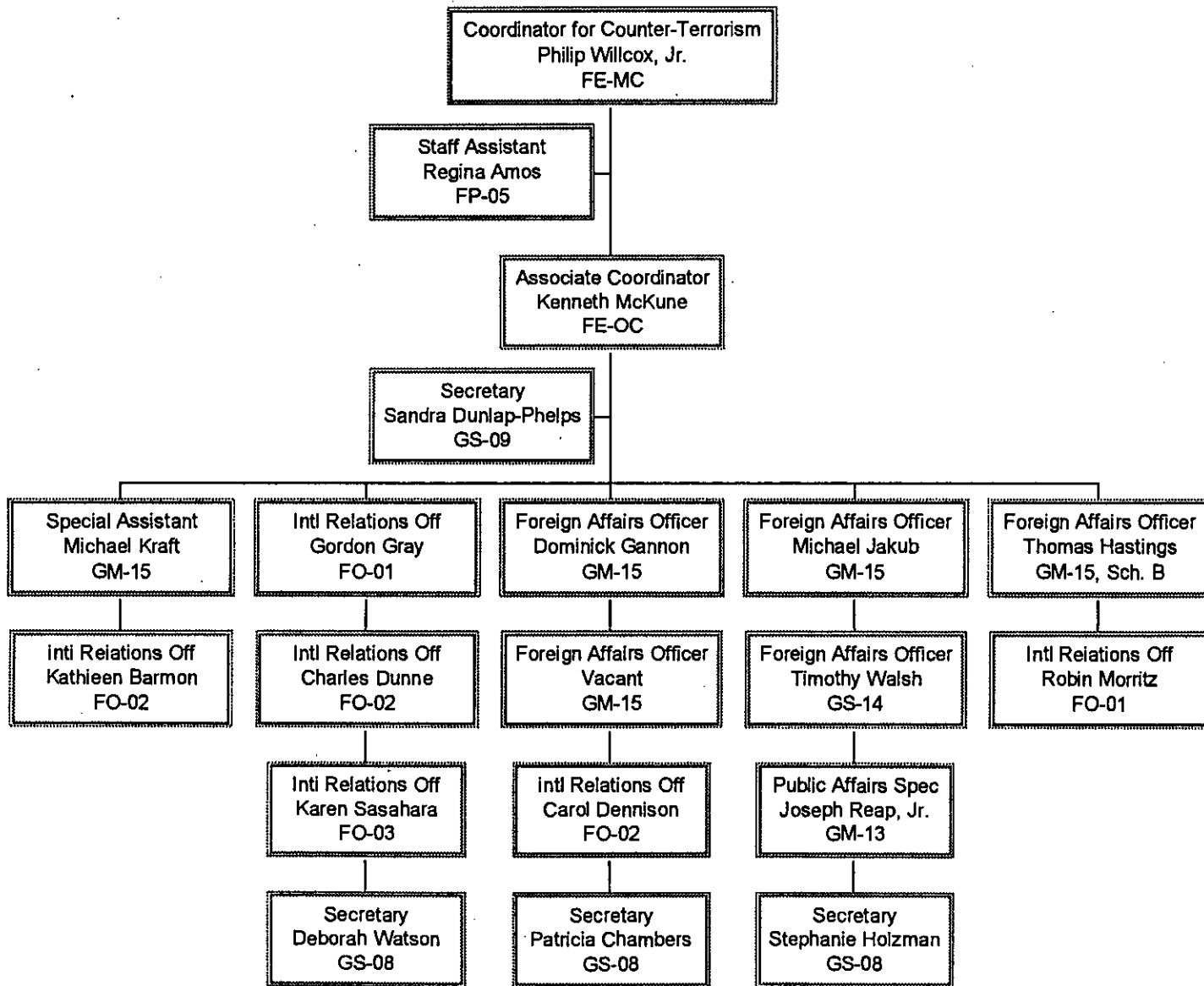
**UNCLASSIFIED****COORDINATOR FOR COUNTER-TERRORISM (S/CT)**

The Coordinator for Counter-Terrorism exercises policy oversight for all State Department counter-terrorism programs, including training, and works closely with the regional bureaus and the Bureau of Diplomatic Security. The office is also responsible for coordinating other interagency counter-terrorism activities.

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## Office of Counter-Terrorism (S/CT)



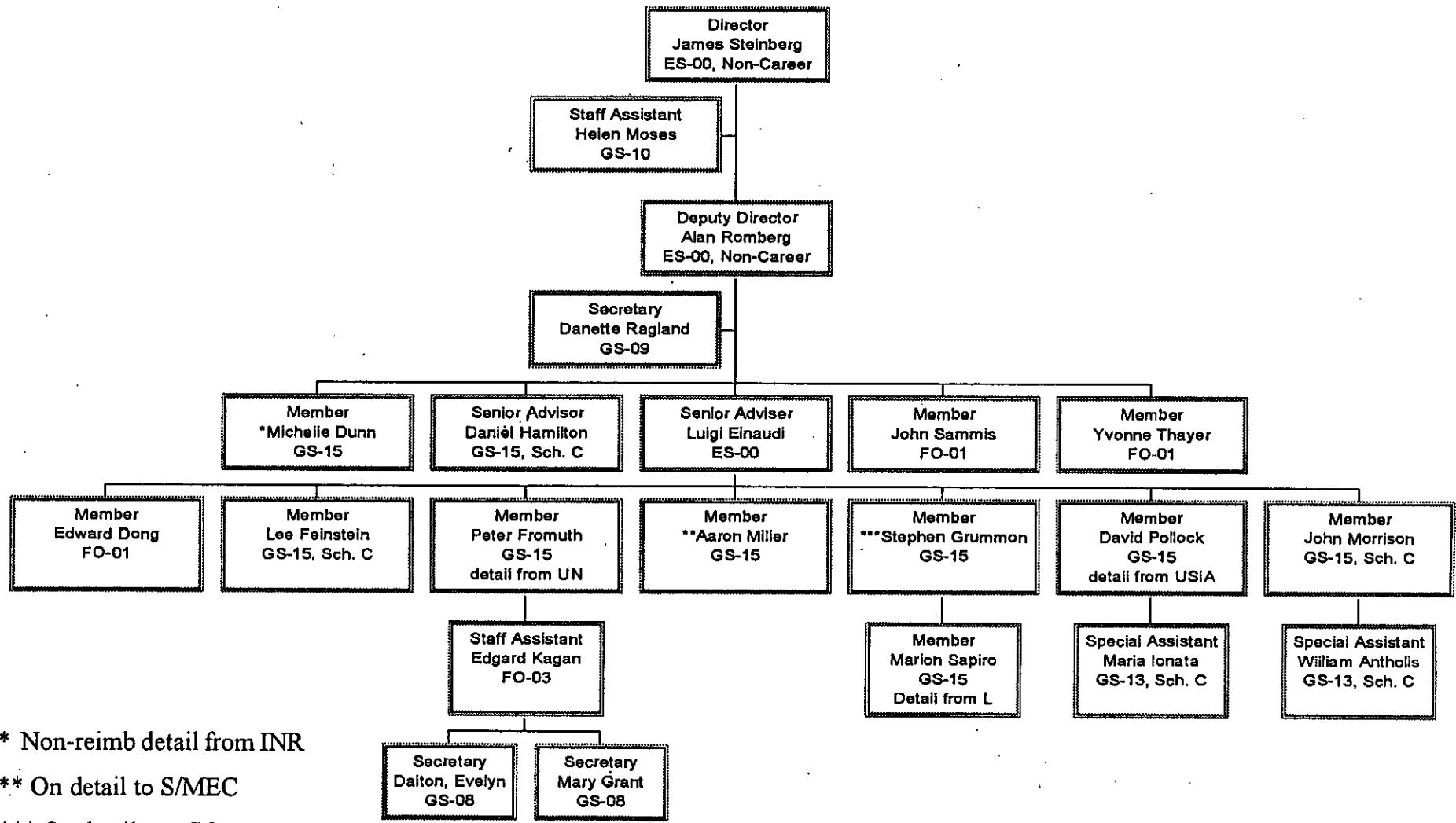
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**POLICY PLANNING STAFF (S/P)**

The Director of the Policy Planning Staff, with rank administratively equivalent to an assistant secretary, and the members serve as a basic staff for the Secretary and other principals, providing substantive staff analysis, review, and advice, including recommendations for alternative courses of action, on major ongoing and prospective policy issues, the interrelationship between issues, and the strategic or longer term consequences of actions.

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## Policy Planning Staff (S/P)



\* Non-reimb detail from INR

\*\* On detail to S/MEC

\*\*\* On detail to NSC

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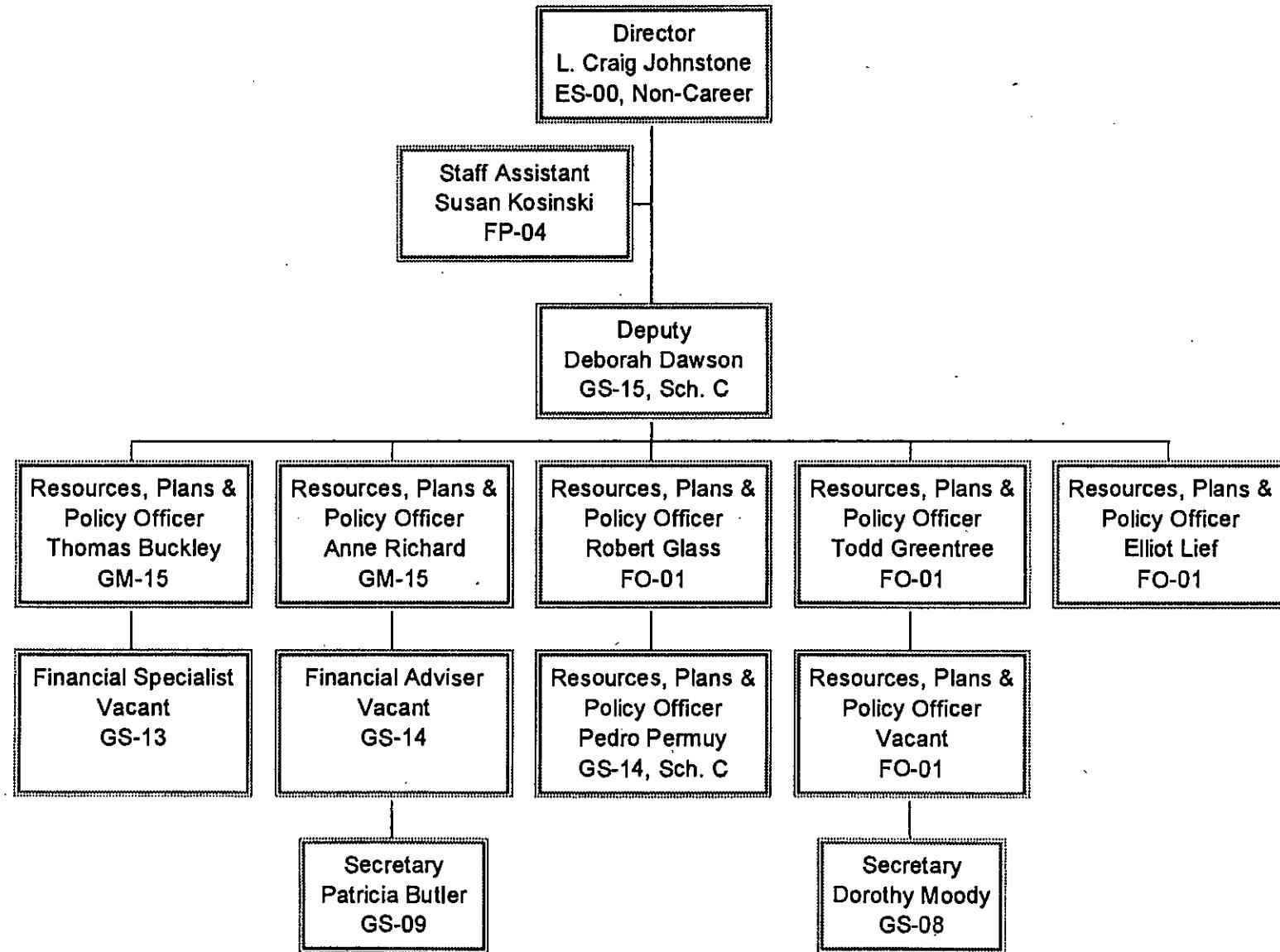
**OFFICE OF RESOURCES PLANS, AND POLICY (S/RPP)**

The Office of Resources, Plans, and Policy acts as a resource for the Secretary, the Deputy Secretary, the Under Secretaries, and other International Affairs agency heads to assist in developing policies, plans and programs to achieve foreign policy goals.

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## Office of Resources, Plans and Policy (S/RPP)



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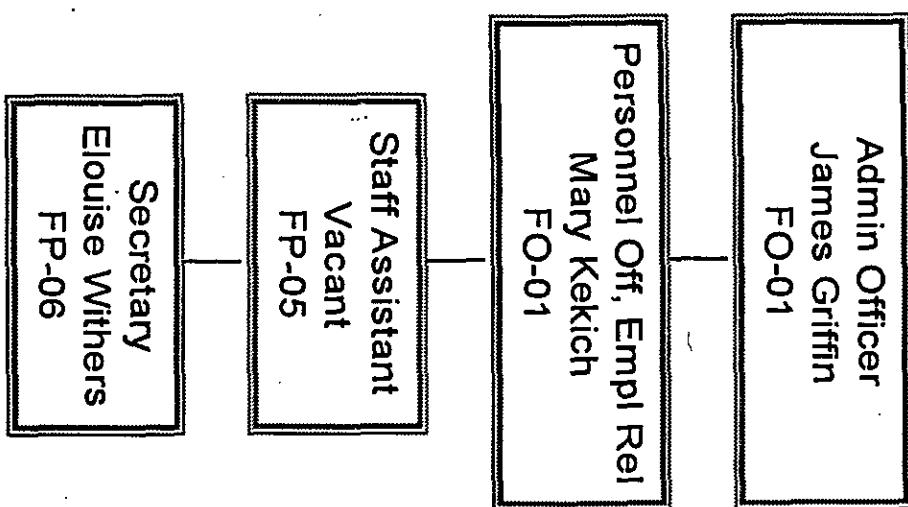
**FOREIGN SERVICE GRIEVANCE BOARD (S/FSG)**

The Foreign Service Grievance Board (S/FSG) is an autonomous statutory body of not less than five independent U.S. citizens, headed by a chairperson, appointed by the Secretary. The Board adjudicates grievances of Foreign Service employees whose grievances were not resolved to their satisfaction by the foreign affairs agencies. It is empowered to make binding decisions and orders or, in specified areas, formal recommendations to the head of agency, subject to judicial review.

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Foreign Service Grievance Board (S/FSG)



S/FSG is supported by 21 Members who work intermittently

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**DEPUTY SECRETARY OF STATE (D)**

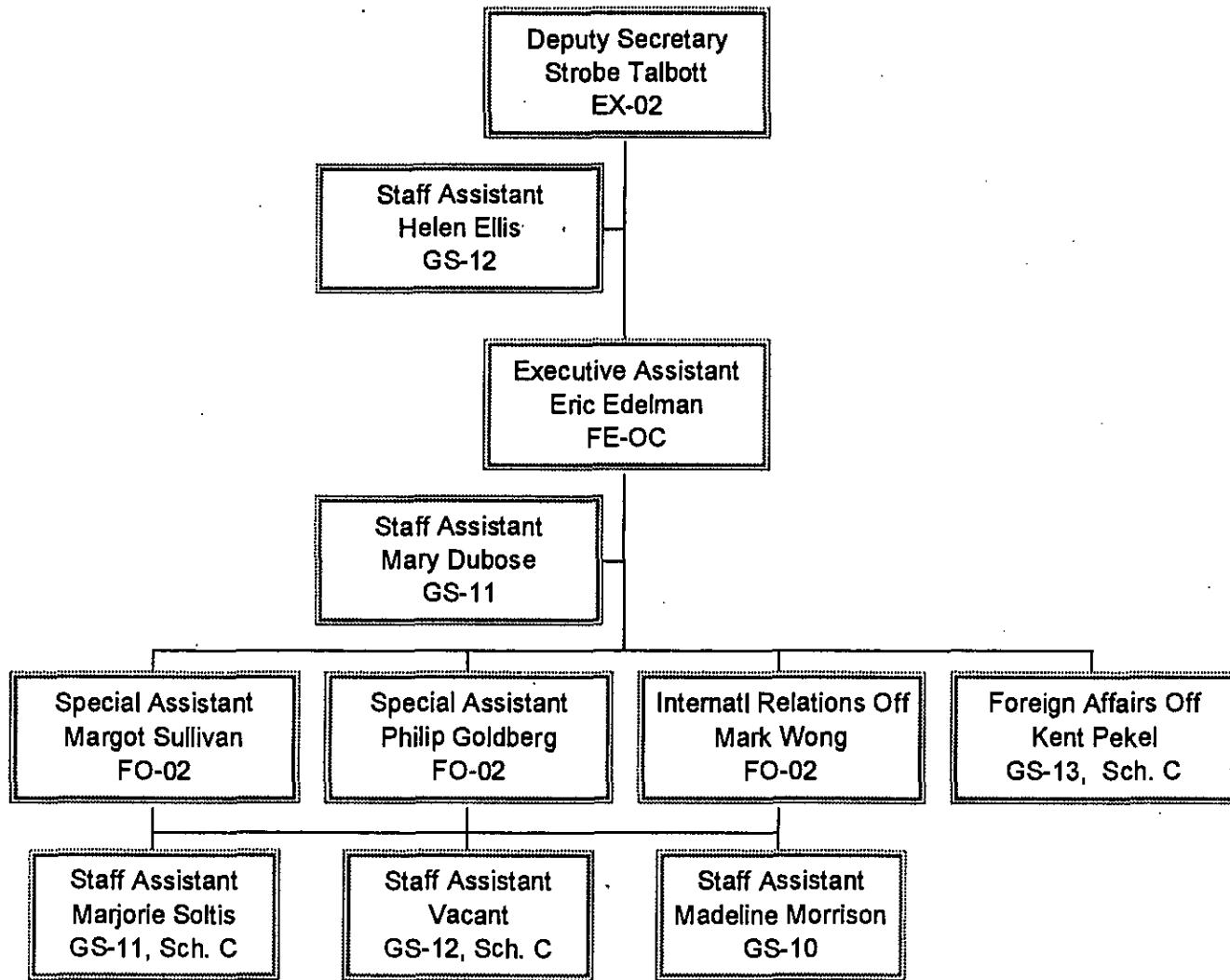
Serves as the Principal Deputy and alter ego to the Secretary, and as Acting Secretary of State in the Secretary's absence. Serves as principal adviser to the Secretary and assists the Secretary in the formulation and conduct of all U.S. foreign policy.

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## Office of the Deputy Secretary (D)



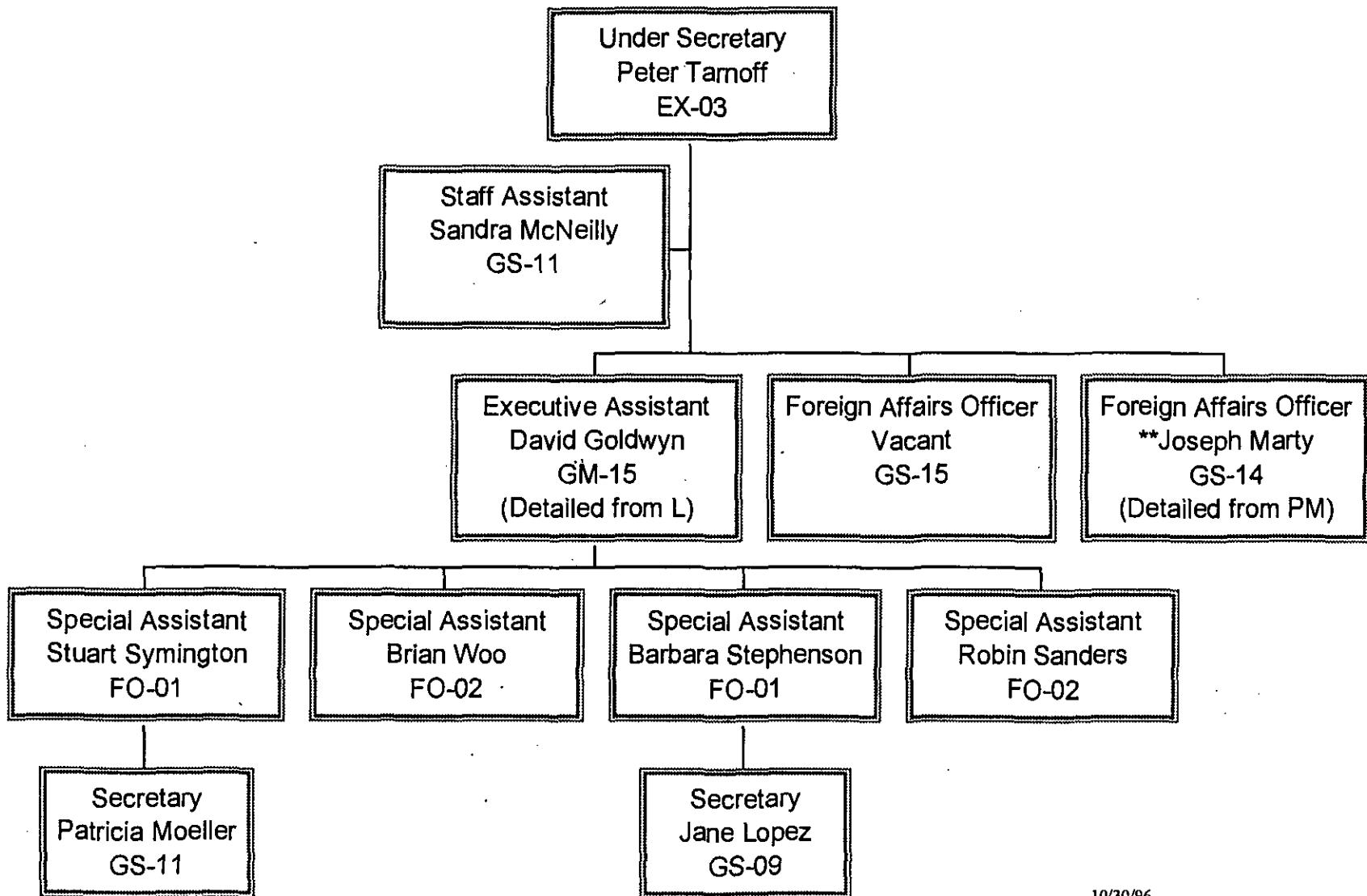
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**UNDER SECRETARY FOR POLITICAL AFFAIRS (P)**

Assists the Secretary and the Deputy Secretary in the formulation and conduct of U.S. foreign policy. Assists the Secretary and the Deputy Secretary in carrying out the former's authority and responsibility for the overall direction, coordination, and supervision of inter-departmental activities of the U.S. Government abroad. Assists the Deputy Secretary in providing recommendations to the Secretary on all principal personnel appointments. Assists the Deputy Secretary in giving overall direction to the substantive functioning of the Department. Assists the Secretary and Deputy Secretary in giving foreign policy guidance to other departments and agencies. Assists the Secretary and the Deputy Secretary in ensuring that the Department's relations with other departments and agencies of the U.S. Government are effectively coordinated, including giving general direction within the Department to political-military and intelligence matters and to relations with other departments and agencies on such matters.

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## Under Secretary for Political Affairs (P)



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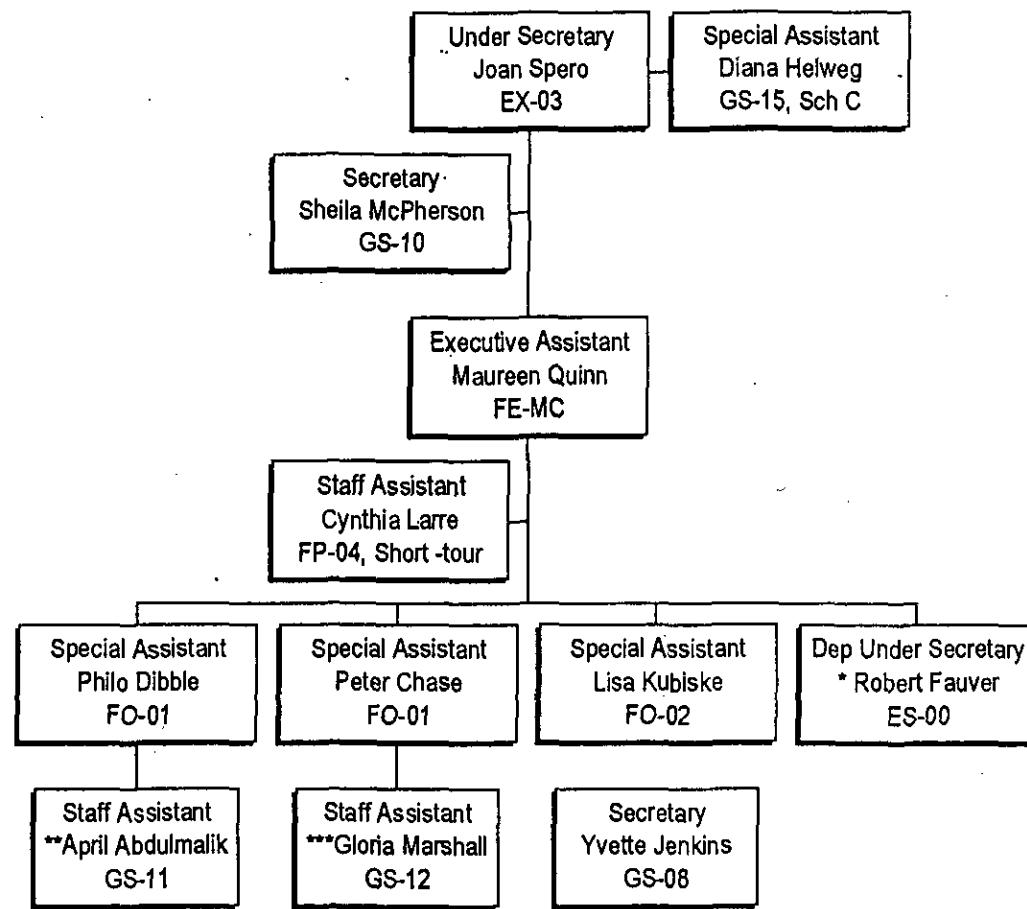
**UNDER SECRETARY FOR ECONOMIC, BUSINESS, AND  
AGRICULTURAL AFFAIRS (E)**

Serves as the principal adviser to the Secretary and Deputy Secretary on matters of foreign economic and commercial policy. Directs formulation of and/or coordinates Department policies and positions on economic, commercial, and agricultural issues. Supervises the execution of such policy within the Department of State and represents the Department on such matters with other agencies of the U.S. Government. In pursuing these functions, coordinates, as appropriate, with the Under Secretary for Global Affairs on matters within the areas of responsibilities of those officers.

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## Under Secretary for Economic, Business and Agricultural Affairs (E)



\* On detail to the NIC

\*\* On detail to the NSC

\*Excursion Tour to Kuala Lumpur

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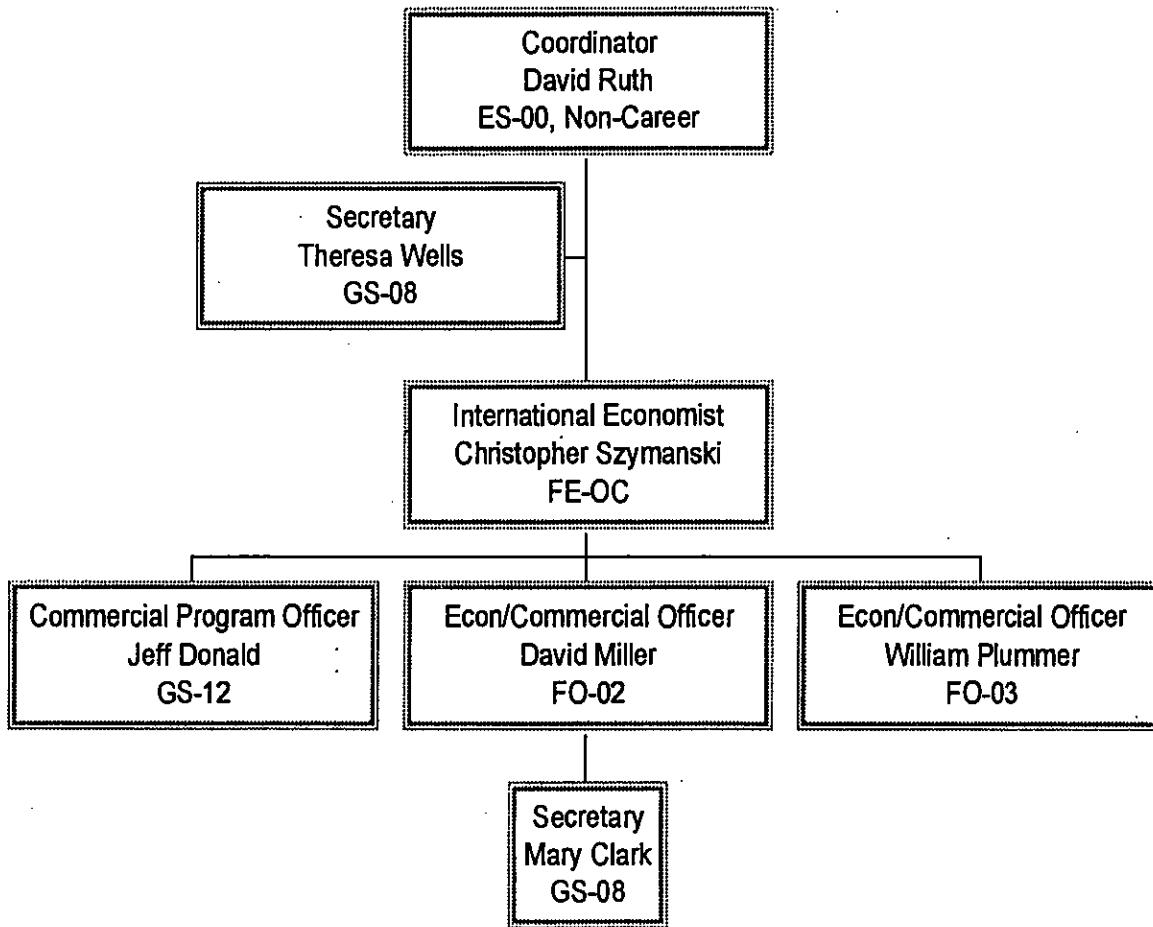
**COORDINATOR FOR BUSINESS AFFAIRS (E/CBA)**

Serves as the focal point for the Department's outreach to the U.S. business community; has primary responsibility in the Department for developing, analyzing, and coordinating efforts to vigorously support and facilitate U.S. business interests abroad.

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## Office of Commercial and Business Affairs (E/CBA)



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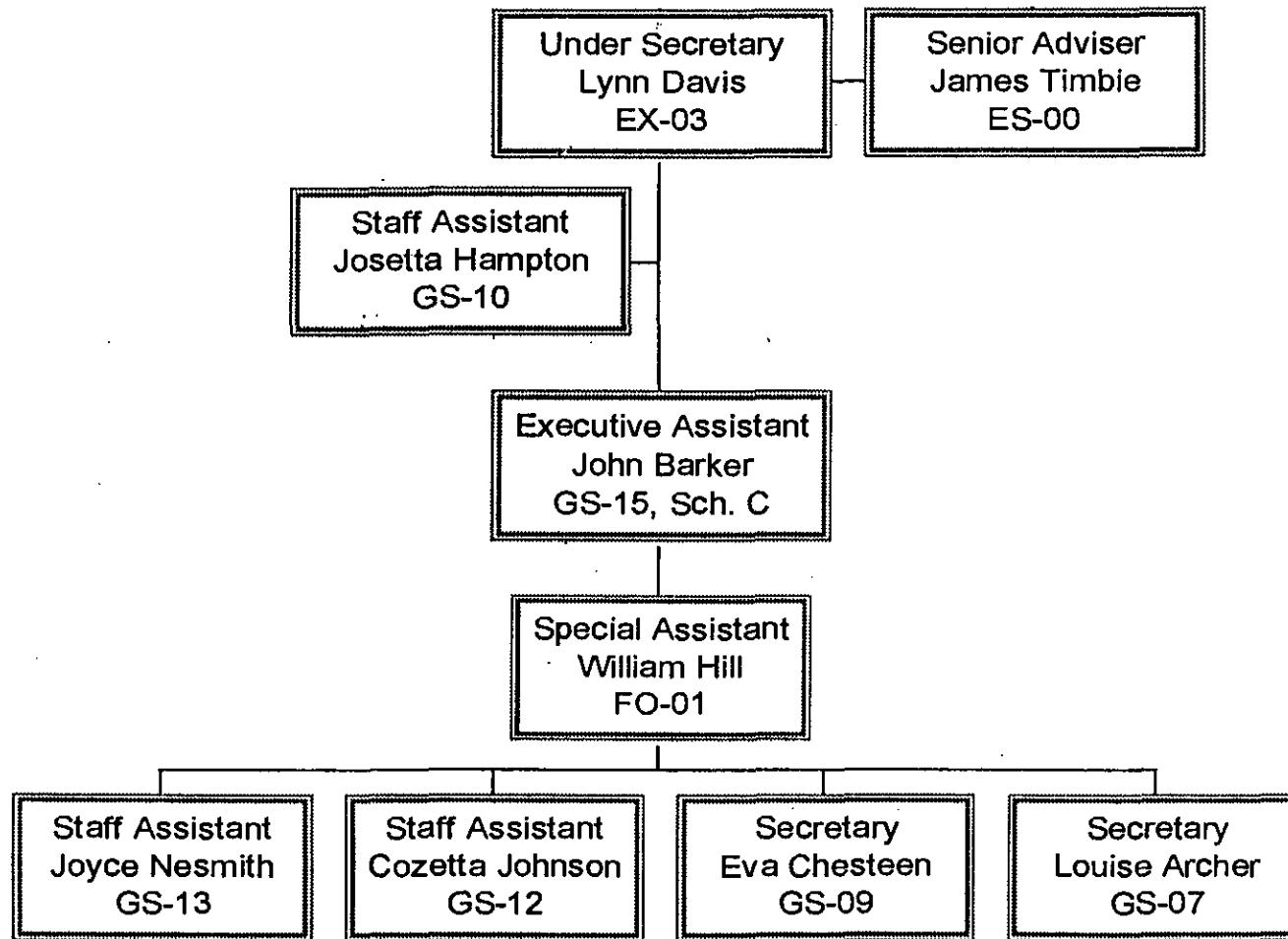
**UNDER SECRETARY FOR ARMS CONTROL AND  
INTERNATIONAL SECURITY AFFAIRS (T)**

Directs and coordinates arms control policy for the Department. Directs the negotiation and implementation of arms control agreements with foreign countries and oversees related diplomatic efforts.

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## Under Secretary for Arms Control and International Security Affairs (T)



Temp Consultant: William Schneider, Jr.

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**UNDER SECRETARY FOR MANAGEMENT (M)**

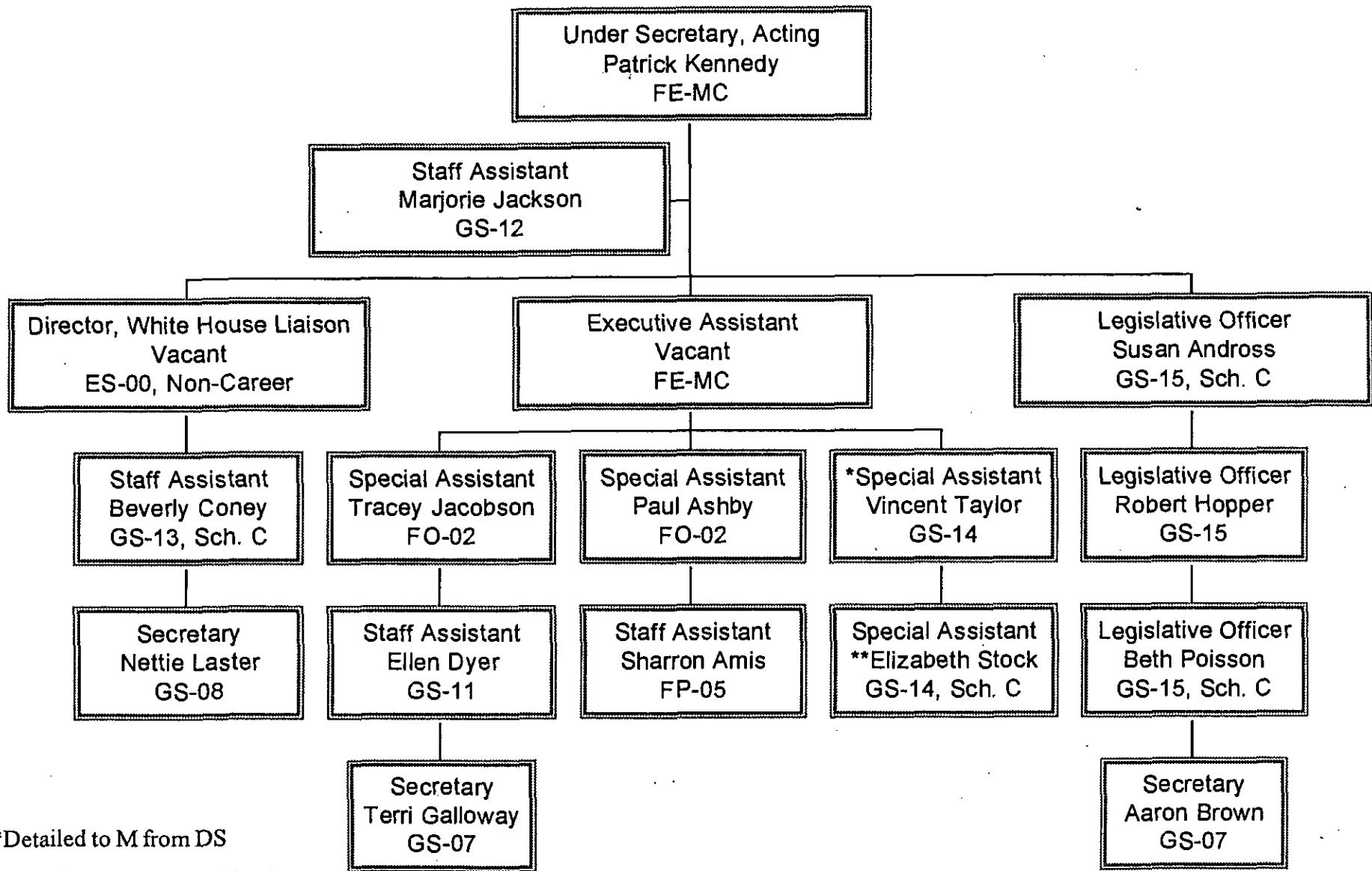
Serves as the principal adviser to the Secretary of State on all matters involving the allocation of State Department resources in support of the President's foreign policy objectives. Develops and executes management policies, including control of positions, funds, and other worldwide Department resources required to implement the foreign policies of the United States.

**WHITE HOUSE LIAISON (M/WHL)**

Advises, assists, and facilitates all non-career appointments within the Department, including Presidential Appointees requiring Senate confirmation (PAS), Senior Executive Service (SES), and Schedule C. Formulates, communicates, and coordinates between the Department and the White House the selection and appointment of all boards, commissions, Presidential Delegations, and conferences.

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## Under Secretary for Management (M)



\*Detailed to M from DS

\*\*Detailed to Vice President's

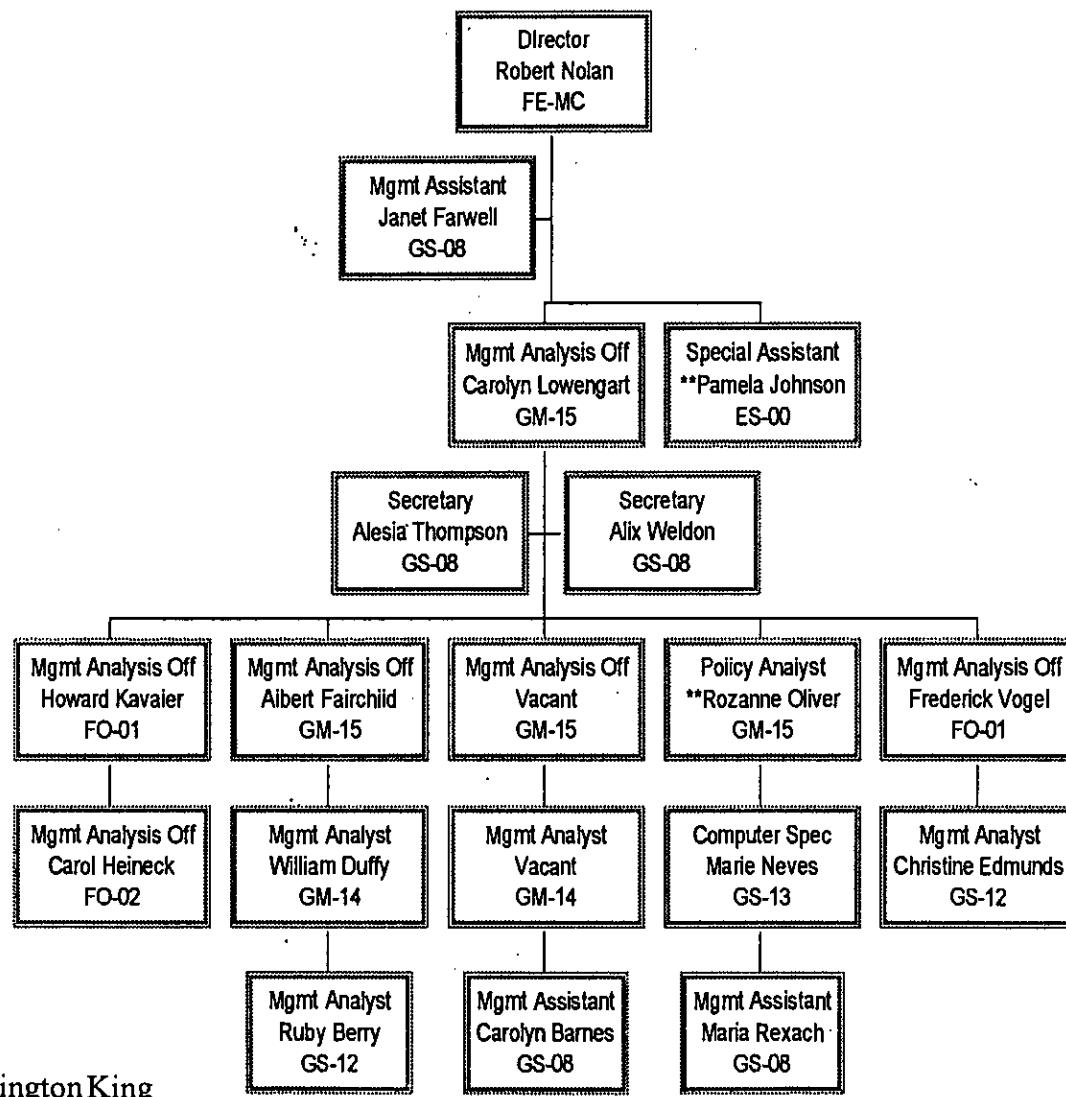
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**MANAGEMENT POLICY AND PLANNING (M/P)**

Provides dedicated policy, planning, and analytical support to the Under Secretary for Management (M) on the whole range of management issues in the three broad areas of M responsibility (human resources, financial management and operations, and support services), and supports Department-wide strategic planning activities as well as the implementation of initiatives arising from the National Performance Review.

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## Office of Management Policy (M/P)



Temporary Consultant - Barrington King

\*\* Detailed to USUN

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**UNDER SECRETARY FOR GLOBAL (G)**

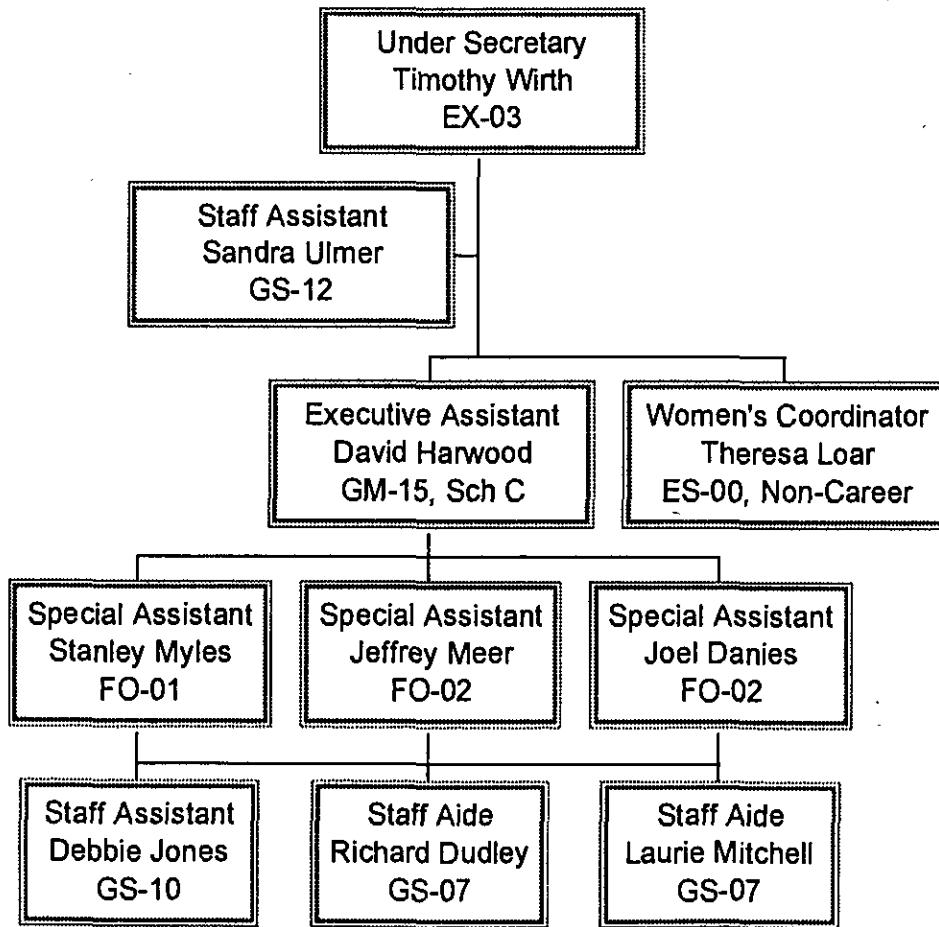
For designated areas of responsibility, directs the negotiation and implementation of agreements with foreign countries and oversees related diplomatic efforts. Assists the Secretary in representing the United States at international meetings, in performing other representational assignments, and in presenting the Department's position before Congressional committees.

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## Under Secretary for Global Affairs (G)



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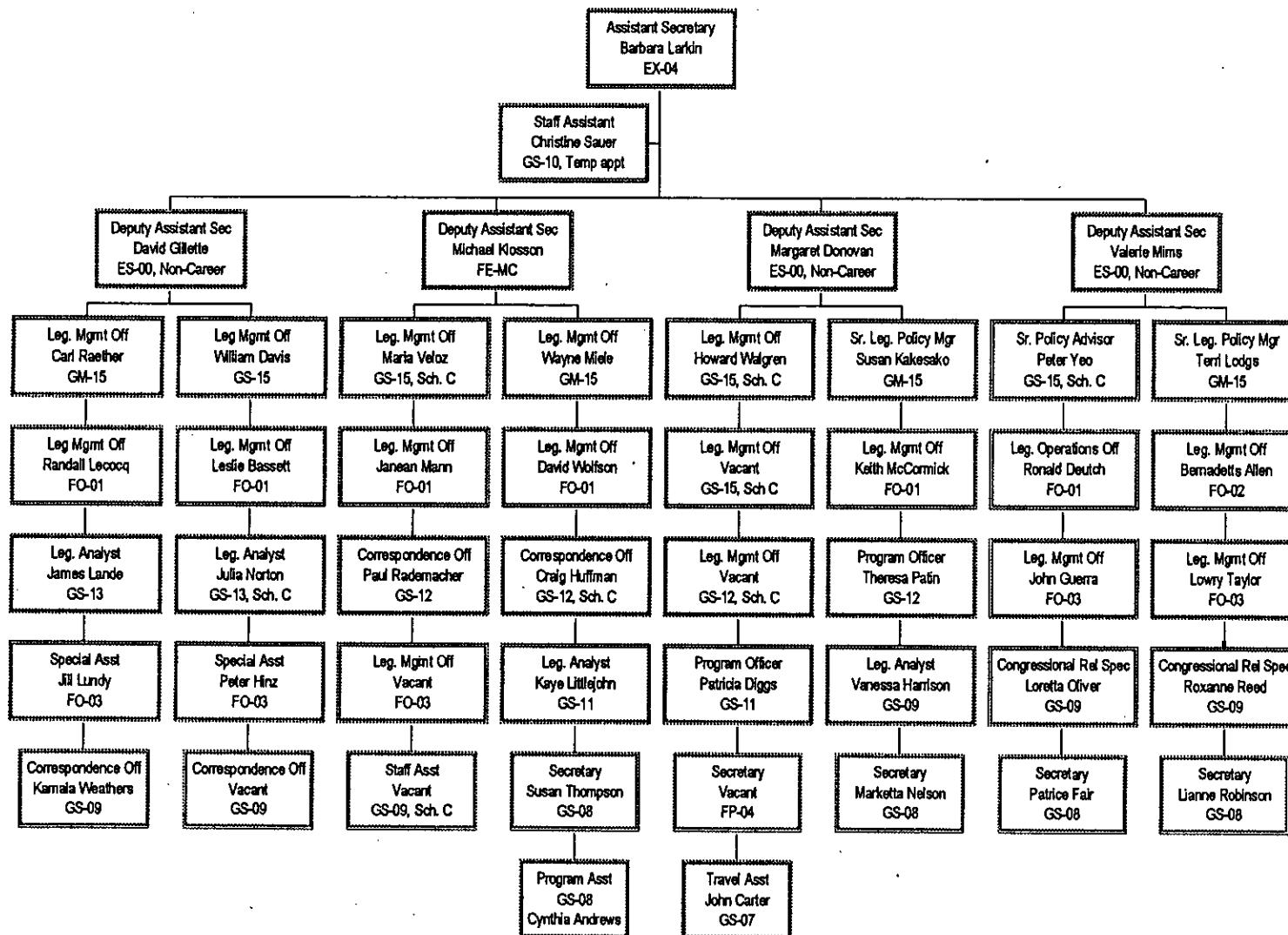
**BUREAU OF LEGISLATIVE AFFAIRS (H)**

Reports directly to the Secretary of State. Under the overall direction of the Secretary of State, directs and manages the Bureau of Legislative Affairs. Supervises and coordinates all legislative and non-legislative relationships between the Department and Congress; and supervises and coordinates all legislative relationships between the Department and the Office of Management and Budget, and between the Department and other Executive Branch agencies. Directs the presentation of the Department's legislative program, including the development, preparation and submission of legislation to Congress.

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# Bureau of Legislative Affairs (H)



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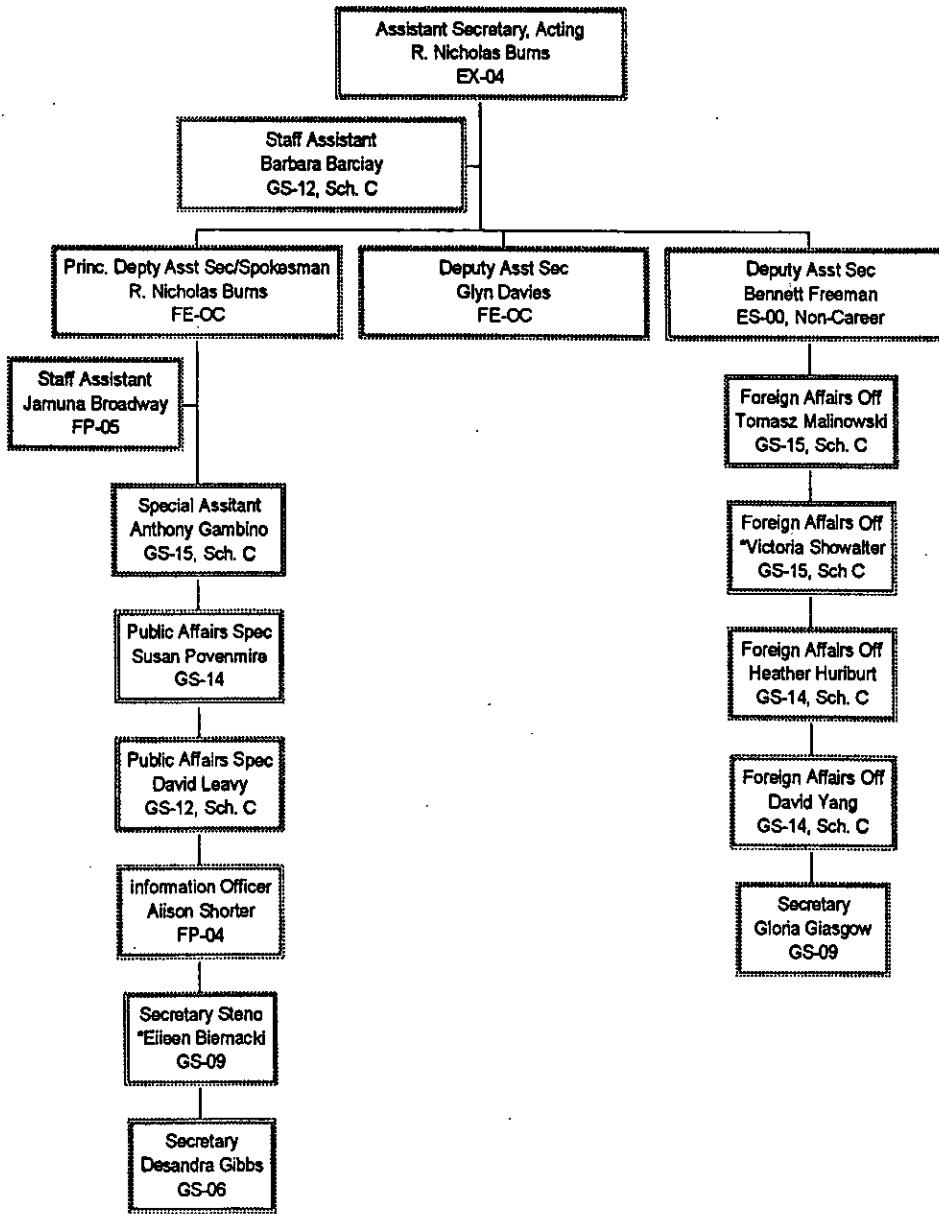
**BUREAU OF PUBLIC AFFAIRS (PA)**

Directs public affairs activities in the Department. Serves as 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. Develops public affairs strategies. Coordinates interagency public affairs strategies with regional and functional bureaus on behalf of the Department. Maintains liaison between the Department, major nongovernmental organizations concerned with foreign affairs, and State and local government officials.

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## Bureau of Public Affairs

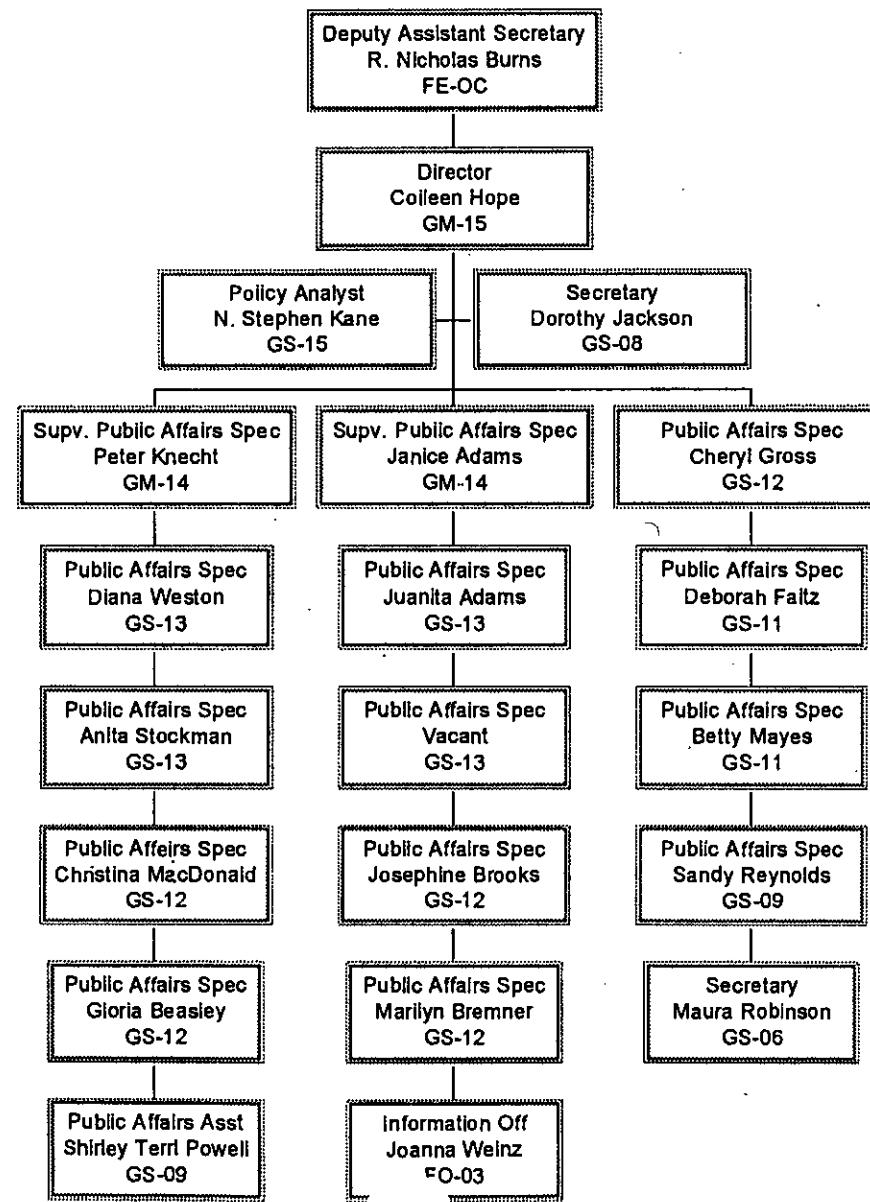


\* On Detail to NSC

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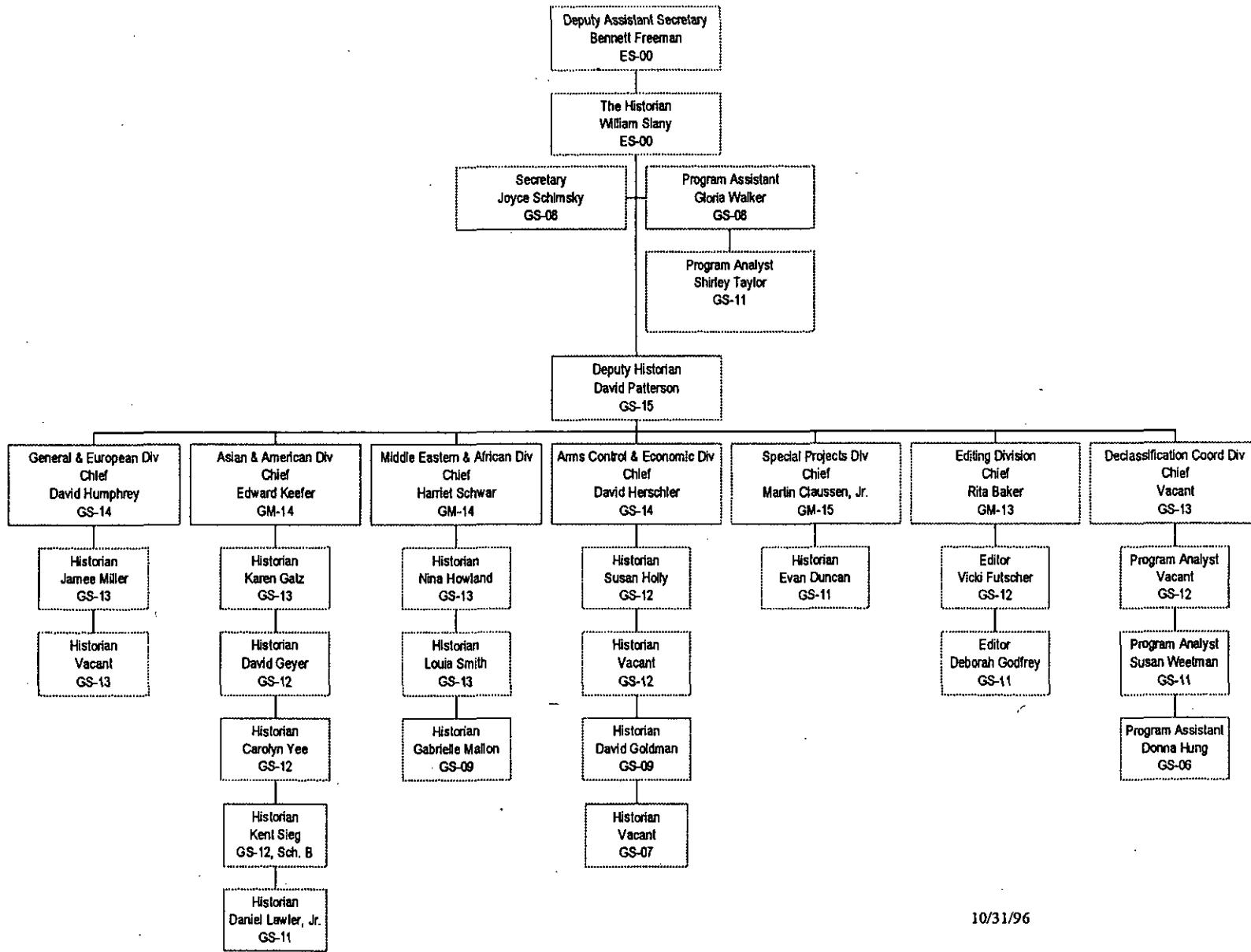
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## Office of Public Communication (PA/PC)



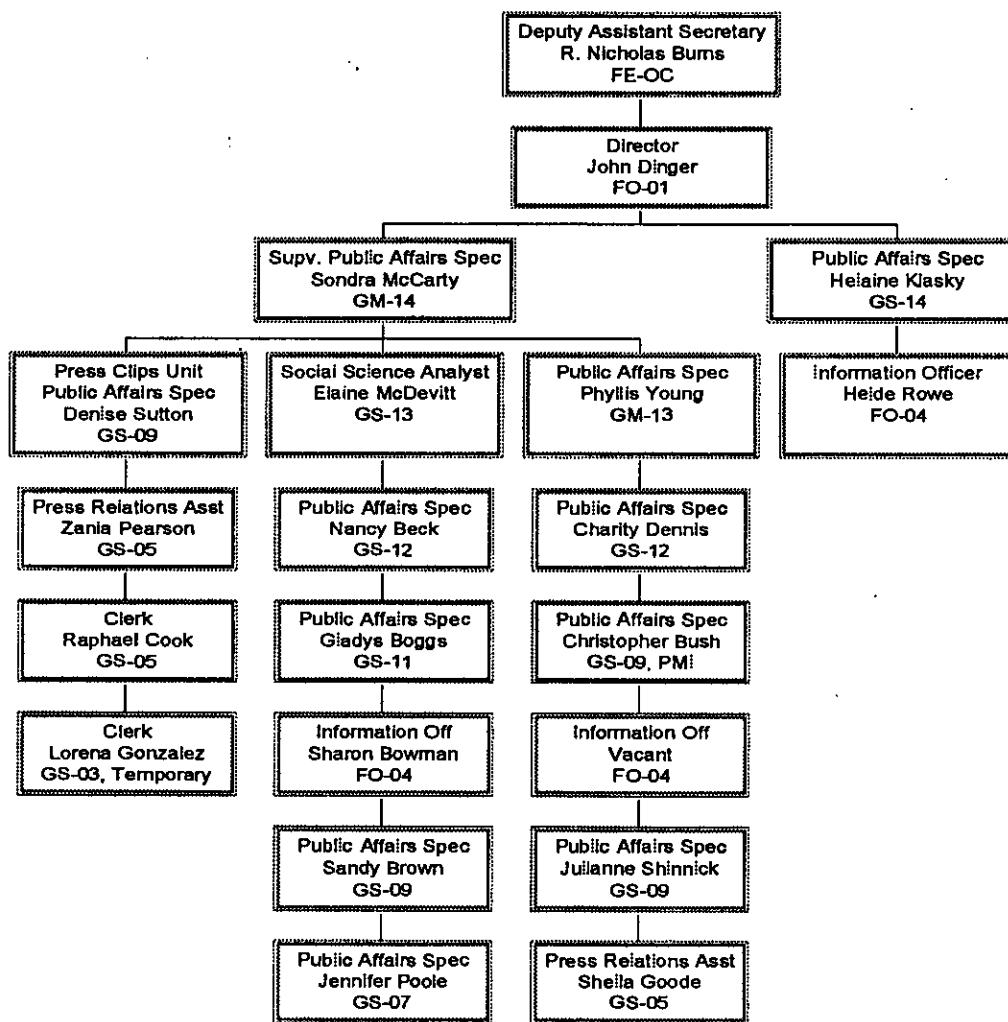
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## Office of the Historian (PA/HO)



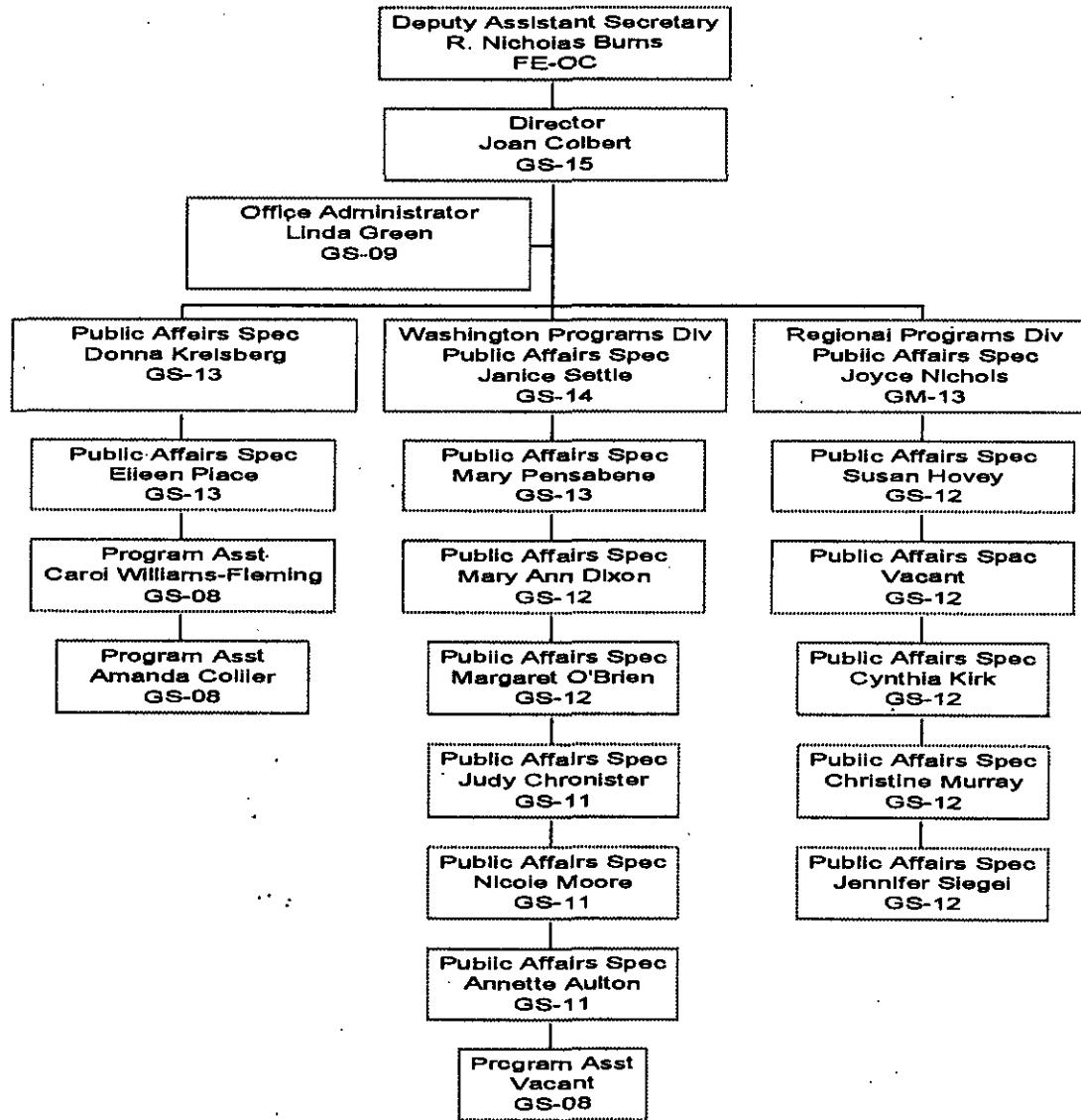
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# Office of Press Relations (PA/PRESS)



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## Office of Public and Intergovernmental Liaison (PA/PIL)



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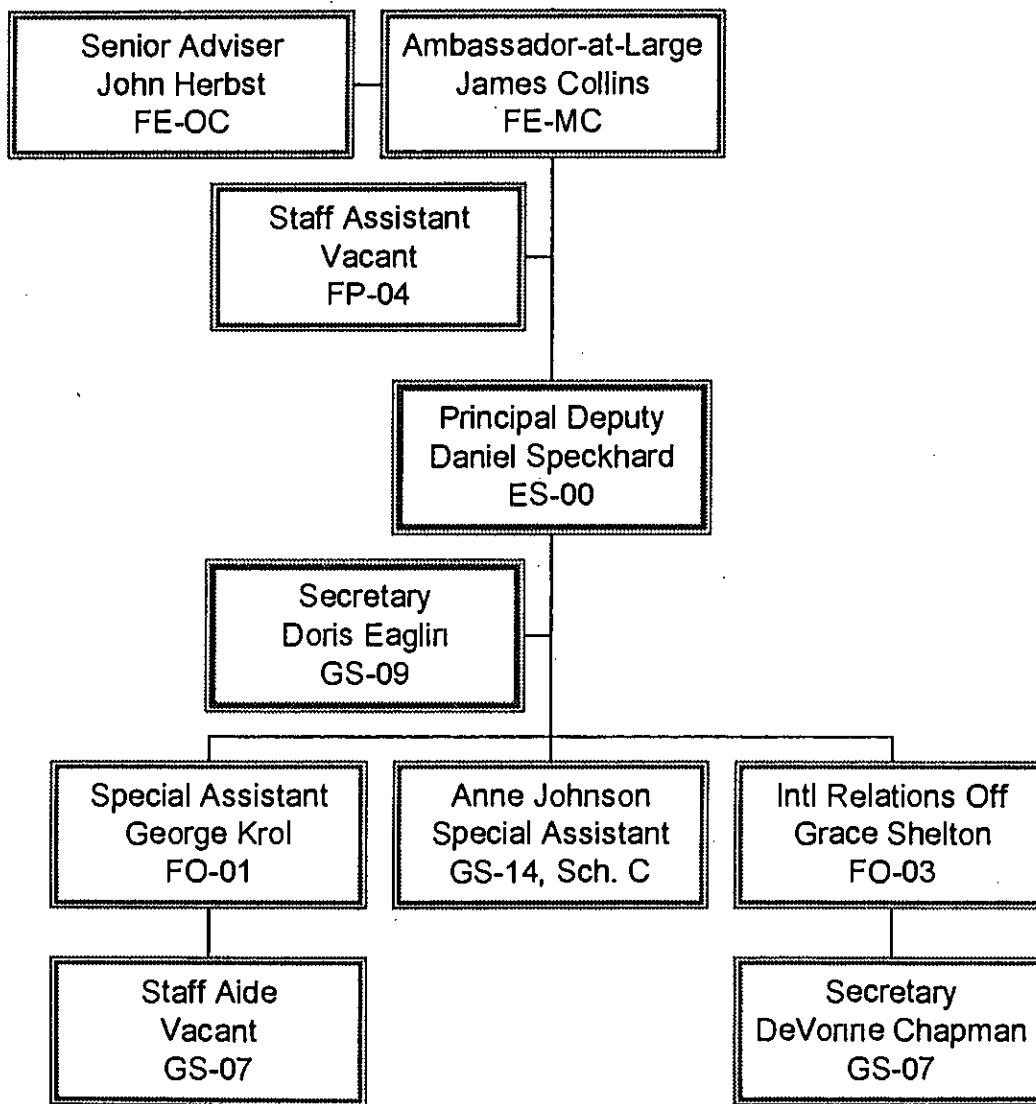
**OFFICE OF THE SPECIAL ADVISER**  
**TO THE SECRETARY**  
**FOR THE NEW INDEPENDENT STATES**  
**(S/NIS)**

The Ambassador-at-Large and Special Adviser to the Secretary for the New Independent States serves as the principal adviser to the Secretary on issues pertaining to the Independent States. The Special Adviser has principal responsibility in the Department for formulating and implementing proposals relating to NIS policy and has oversight responsibility for the Office of the Independent State and Commonwealth Affairs (ISCA) and the Regional Affairs Office (S/NIS/RA). Coordinates NIS policy both within the Department and with other U.S. Government entities, and chairs Interagency Policy Steering Group on Russia, Ukraine and the Eurasian States.

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## Office of the Special Adviser to the Secretary for the New Independent States (S/NIS)



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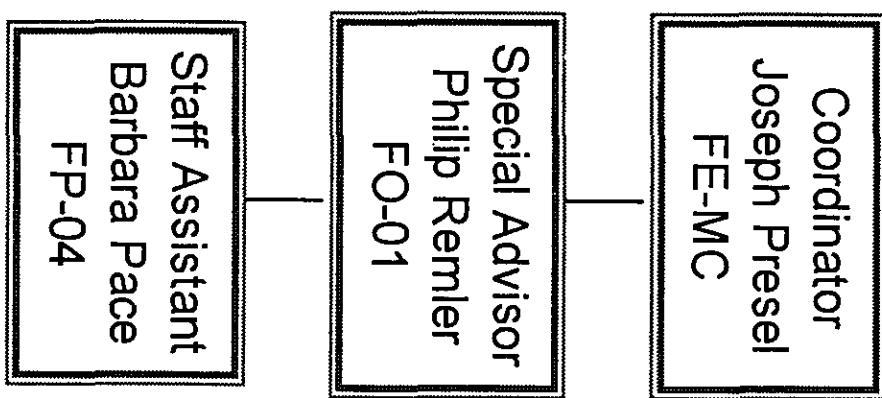
**Office of the Coordinator for the New Independent States  
Regional Affairs (S/NIS/RA)**

Reporting to the Ambassador-at-Large for S/NIS, the Coordinator serves as the Special Negotiator for Nagorno-Karabakh, with responsibility for coordinating within the U.S. government, among U.S. Embassies in the NIS, and with other foreign governments and international organizations, diplomatic efforts to resolve long-standing conflicts. The Special Negotiator is charged with devising and implementing an overall strategy for peacekeeping, peacemaking and preventive diplomacy to resolve the conflict.

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Office of the Coordinator for the New Independent  
States Regional Affairs (S/NIS/RA)



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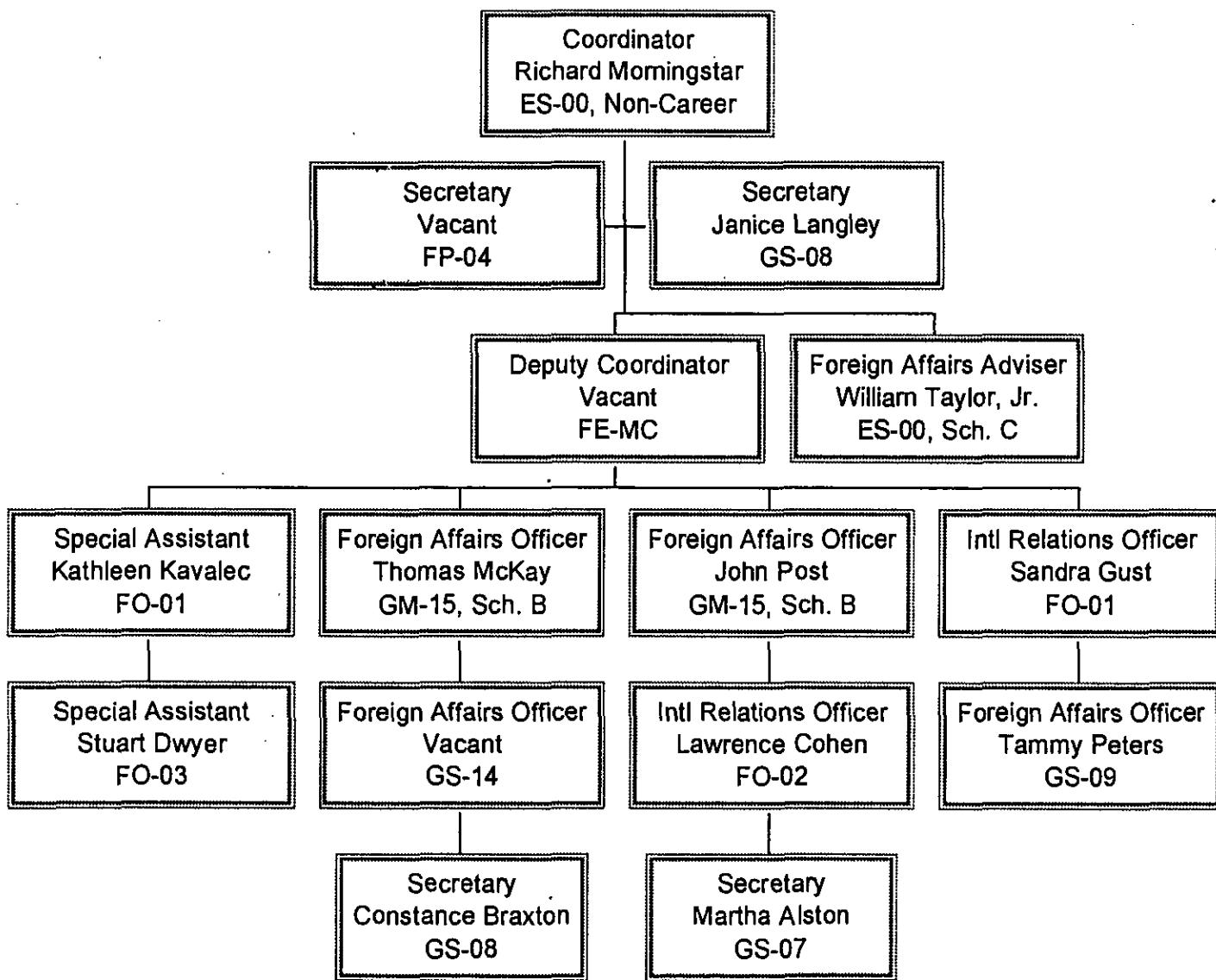
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**OFFICE OF THE COORDINATOR**  
**NEW INDEPENDENT STATES**  
**ASSISTANCE**  
**(S/NIS/C)**

The Coordinator is designated by the President to administer the assistance program for the New Independent States in accordance with Section 102 of the Freedom Act. The Coordinator is also designated as Chair of the Interagency Assistance Coordination Group. As such the Coordinator presides over the allocation of U.S. assistance resources and the interagency process for design and implementation of all policies and programs dealing with bilateral assistance for the New Independent States of the former Soviet Union.

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## Coordinator of U.S. Assistance to the New Independent States (S/NISC)



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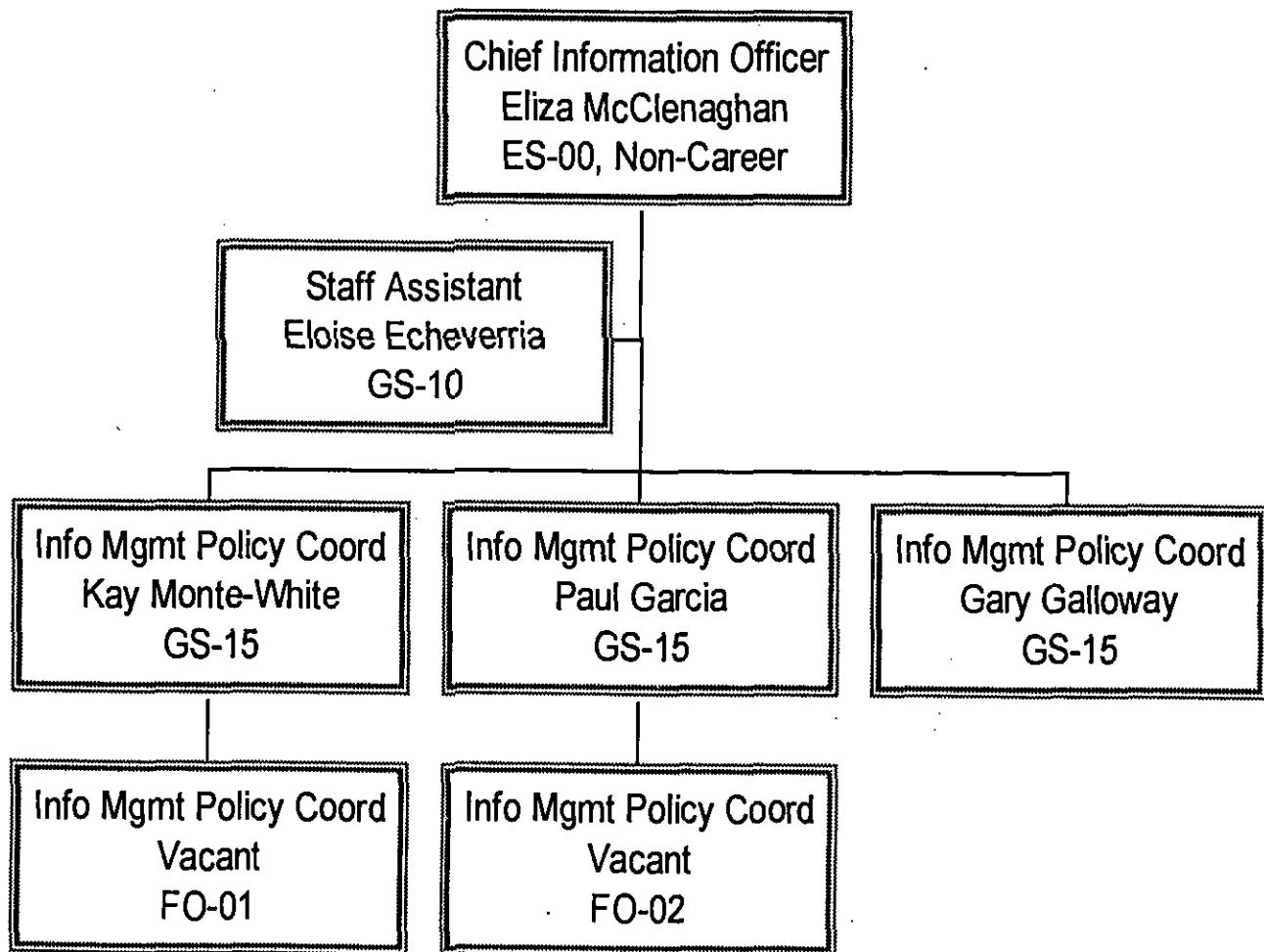
**OFFICE OF THE CHIEF INFORMATION OFFICER**  
**(M/CIO)**

The Chief Information Office (CIO) is responsible for providing advice and other assistance to the Secretary of State, the Under Secretary for Management and other Senior Department personnel to ensure that information technology is acquired, and information resources managed, in a manner that complies with the Paperwork Reduction Act and other legislative mandates. The Chief Information Officer exercises functional authority on behalf of the Under Secretary in carrying out the responsibilities of the State Department under the Paperwork Reduction Act. This position is mandated by the Information Technology Management Reform Act.

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## Office of the Chief Information Officer (M/CIO)



Temporary Consultant - Arthur Freeman

10/31/96

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**Budget & Fiscal**

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## Budget & Fiscal

Travel Policy - It is the policy of the Government that only travel that is necessary to accomplish the purposes of the Government effectively and economically is authorized. An employee traveling on official business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business. Excess costs, circuitous routes, delays, or luxury accommodations and services unnecessary or unjustified in the performance of official business will not be reimbursed. Employees will be responsible for excess costs and any additional expenses incurred for personal preference or convenience.

Common Carrier - Travel by common carrier (air, rail, or bus) generally is the most efficient use of resources and the most expeditious means of travel. Other methods of transportation may be authorized only when the use of common carrier transportation would seriously interfere with the performance of official business or impose an undue hardship on the traveler, or when the total cost by common carrier would exceed the cost by some other method of transportation.

Contract Air Services - The General Services Administration (GSA) negotiates special contract fares yearly for Government employees. This program results in cost savings and all personnel governed by the GSA Federal Travel Regulations are required to use contract service. The use of discount fares offered by contract air carriers is considered advantageous to the Government and is mandatory for authorized air travel between those city-pairs. The American Express Office will advise travelers when the mandatory use of domestic and international city-pair fares is required. American Express will issue tickets only for authorized routings using contract fares unless otherwise specified on the travel authorization.

Non-contract Air Service - The use of non-contract air service may be authorized only when :

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Space on scheduled flights is not available;

Use of contract service would require the traveler to incur unnecessary overnight lodging costs;

A non-contract carrier offers a lower fare, the use of which will result in a lower total trip cost, to include the combined costs of transportation, lodging, meals and related expenses.

Advance justification and approval for the use of non-contract air service must be shown on the travel authorization before the actual travel begins.

In the absence of specific authorization or approval stated on the travel authorization, the traveler will be responsible for any difference in cost that may result from the traveler's unauthorized use of non-contract service.

Class of Service - It is the policy of the Government that less-than premium-class accommodations shall be used for all modes of passenger transportation. Employees who use commercial air travel shall use coach-class or equivalent accommodations. Premium-class air accommodations (such as business class) may be used only as follows:

When regularly scheduled flights provide only premium-class accommodations and the employee certifies this circumstance on the travel voucher;

When space is not available in coach-class on any scheduled flight in time to accomplish the purpose of the official travel;

When the traveler has a medically certified disability for which a competent medical authority recommends premium class travel;

When travel is in excess of 14 hours and a rest stop cannot, because of urgency of the mission, be taken;

When security considerations or exceptional circumstances make the use essential to the successful performance of the Agency's mission.

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The S/S-EX Executive Director has the authority to approve business-class travel in excess of 14 hours. Other requests must be approved by the Under Secretary for Management. Travel by business class is not an entitlement and must be justified before approved.

Rest Stops - When travel is direct between authorized origin and destination points which are separated by several time zones and either the origin or destination point is outside CONUS, a rest period not in excess of 24 hours may be authorized or approved when air travel between the two points is by less than-premium-class accommodations and the scheduled flight time, including stopovers, exceed 14 hours by a direct or usually traveled route.

### Invitation Travel Orders

Non-Government Employees - Travel expenses of private individuals "invited" to confer or advise on government business can be approved as long as the reimbursement of travel expenses is justified as a necessary expense (i.e. it serves some purpose useful or beneficial to the Government). The invitee must legitimately provide a direct service to the Government, such as making a presentation or advising in an area of expertise.

Government Employees - Invitational travel may be accepted from a non-federal source when it has been determined that:

- (1) the travel relates to the employee's official duties under an official travel authorization issued to the employees,
- (2) attendance at the meeting or similar function relates to the official duties of the employee which represents a priority use of the traveling employee's time; and,
- (3) payment is from a non-federal source that is not disqualified on conflict of interest grounds.

Travelers must get approval from S/S-EX Executive Director for invitational travel.

When accepting invitational travel from a non-federal source the following

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factors should be used as a guide to determine any conflict of interest:

the identity of the non-federal source,  
the purpose of the meeting or similar function,  
the identity of other expected participants,  
the nature and sensitivity of any matter pending at the Department  
affecting the interests of the non-federal source,  
the significance of the employee's role in any such matter and,  
the monetary value and character of the travel benefits offered by the  
non-federal source.

Government American Express Charge Card - Employees who travel more than once a year are required to have a Government American Express Card. Applications are available in S/S-EX.

The Fly America Act, 49 U.S.C. App. 1517, as implemented by the Comptroller General's guidelines, Decision B-138942, March 31, 1981, requires Federal employees and other performing United States Government financed air travel to travel by U.S. flag air carriers.

Travel Requests - A memorandum requesting official travel is addressed to the S/S-EX, Executive Director from the head of each office. These requests will be retained for future audits and will serve as personal certification that the travel was mandatory and the purpose of the trip could not be accomplished by any other means.

Each memorandum requesting travel must indicate, as applicable, the following:

- a. The purpose of the travel - please be specific; "consultation with foreign official embassies, etc." will not suffice for audit purposes.
- b. The itinerary with dates of arrival and departure for each stop.
- c. Cost of hotel accommodations.
- d. Cost and class of air ticket.
- e. Special authorizations: telephone calls, car rental, taxi, etc. Special authorizations must be justified as being necessary and advantageous to the Government.

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If travel involves a speaking engagement, the travel request must be approved by the Bureau of Public Affairs before sending it to S/S-EX.

Travel request must be submitted to S/S-EX a minimum of 24 hours in advance of expected travel.

Travel Vouchers - Within five working days of completion of travel, travelers are required to submit an expense report for the travel performed. Vouchers must be approved by the Budget Officer in S/S-EX. Voucher assistance is available in S/S-EX.

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**General Services Office**

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**General Services Office**

Telephones - Government procured telecommunications services, including office telephones and fax machines, cellular telephones, calling cards, and modem lines are to be used only for official business. (S/S Administrative Policy 96/06) Personal telephone calling cards should be used for all non official calls outside of the local calling area. Please note that some calls made from Washington DC to area codes 301 and 703 are outside the local calling area.

S/S-EX receives and distributes telephone bills for long distance, calling card, and cellular telephone bills. Employees are required to annotate and certify that calls billed are official. Payments for all unofficial calls should be made via check payable to the Department of State within 10 working days of the receipt of the bill.

Telephone service in the Main State Building offers a variety of features such as; call forwarding, abbreviated dialing, conferencing and voice mail known as Audix. Telephones with the Audix feature must have a dial 0 option that will connect the caller to an individual. Assistance in the use of these features is available through GSO or in the State Department Telephone Book.

Service changes, additional telephone lines and instrument changes are requested in writing through GSO. Telephone numbers are not relocated for internal office moves since a particular number is not the personal property of an individual sitting at given desk. (For example, an employee changing desks from one work space to another within the same suite.) In these cases, a forwarding message is left on the old number notifying incoming callers of the number change.

Service Problems - In the event that you experience problems during business hours call the AT&T Telephone Operations Center (x79922.) Problems with secure telephone devices, STU III's, should be reported to the S Bureau COMSEC custodian at x71532.

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Please report unresolved telephone problems to GSO.

Telephone Books - State Department and local telephone books can be requested through GSO. Please note that all local directories are not stocked, but will be ordered upon request. The State Department telephone directory is available on-line. The printed version has a wealth of information including how to use the various features of the telephone, shuttle schedules, and the publication Key Officers of Foreign Services Posts in its entirety.

Telephone Credit Cards - Telephone credit cards are provided to principals and members of their staff that travel. Two cards are used; MCI for international calls and AT&T for domestic calls. All calls made using these cards must be verified as official upon receipt of bills.

Other Communications Devices - Cellular telephones and pagers are issued to principals and key staff by GSO. Individuals issued these items are held personally liable in the event of loss, theft or damage. These items are not transferable and must be returned to GSO upon departure from the S Bureau to release the user from personal liability. Replacement batteries are available in the GSO Section in Room 7517.

Working at Home - Government regulations strictly prohibit the installation of telephone lines in private residences. This includes lines to support STU III devices installed for home use. The one exception is the Secretary's direct line to the Operations Center.

Fax - Security regulations prohibit the installation of secure fax equipment in private residences since it is not possible to meet physical security and document control requirements.

Classified Telephones/ STU III - A limited number of key personnel are issued STU III devices for home use. Communications only to the secret level are available on instruments used in private residence. There is no longer a requirement to have a field safe to secure the STU key, but the key must be stored separately from the instrument. An inventory of all STU III devices is required every six months by the COMSEC custodian. Home users are

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required to bring the instrument in to the Department or make other arrangements with the COMSEC custodian for verification of the instrument.

Security - The Principal Security Officer for the S Bureau is the Supervisory GSO. Each office in the S area has a Unit Security Officer that answers day to day questions regarding handling and storage of classified material in coordination with DS and the Principal Security Officer. Requests for security clearances should be directed through S/S-EX Personnel Unit. Requests for card reader access, combination and lock changes and other security matters should be directed to GSO.

Classified Documents - Classified material must not be removed from official premises except when necessary in the conduct of official meetings, conferences or consultations, and must be returned to safe storage facilities immediately upon the conclusion of the meeting, conference or consultation. (5 FAM 973) RESIDENCES ARE NOT CONSIDERED OFFICIAL PREMISES. Classified materials may not be removed for reasons of personal convenience or be kept in overnight in personal custody.

### The Office

Redecorating - There is a statutory limitation of \$5,000 on spending for the furnishing and redecorating of offices of Presidential appointees (Section 618 of P.L. 102-393, dated October 6, 1992). This provision provides that "no funds may be obligated or expended in excess of \$5,000 to furnish or redecorate the office of (Presidential appointees) or to purchase furniture or make improvements of such office unless advance notice of such furnishing or redecoration is expressly approved by the Committees on Appropriations of the House and the Senate."

Redecoration includes the purchase, refinishing and reupholstery of furniture, draperies, carpets, painting and space reconfiguration. The \$5,000 limit applies for the full term of the appointee and includes the entire suite of offices assigned to the individual as well as any other space that is primarily used or directly controlled by the appointee.

Art Bank - The Art Bank is a special program of the Bureau of Administration.

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It offers a collection of lithographs, pastels, watercolors and prints on loan to the Bureaus to decorate Principals' offices. There is a preset allotment of art works for each office. New art works can be selected by arranging an appointment with the Art Bank, x71452. The Art Bank will remove and hang all works that are part of their collection.

The Art Bank does not hang personal art. Many areas of the S Bureau have rare wood paneling and special wall finishes. Individuals desiring to hang personal items on the walls should contact GSO for assistance.

Furnishings, Supplies and Equipment - All furnishings, equipment and supplies are requested through GSO via E-mail or in writing. Toner for printers can be requested from S/S-IRM by sending an E-mail to POEMS or calling the Help Desk at x78700. GSO provides toner for fax machines and copiers as well as stationary (Secretary, Deputy Secretary, action and briefing memoranda) for all offices. We also stock a small quantity of basic office supplies which can be loaned to offices for emergencies.

Each office is expected to maintain sufficient office supplies for daily use, paper, pens, tape, etc. These items are ordered from the GSA catalog via GSO. S/S-EX will obligate the funds and place the order with GSA. The supplies are delivered directly to the requesting office in 2-5 days. If an item is out of stock it will need to be reordered since GSA does not back order.

**GSO is the purchasing agent for the S area offices. In that capacity S/S-EX is the only office that has the authority to spend/obligate funds. Individuals making purchases or agreements for services outside of S/S-EX, or without the appropriate authority, can be held financially responsible for the transaction. All purchases are subject to the availability of funding.**

All requests for computer equipment, software, Internet access must be coordinated with S/S-IRM. To comply with U.S. copyright laws we **must** purchase the appropriate number of copies of software for all of our equipment. We do not use copies of software that have been purchased for an individual's home use. In addition, due to the potential to infect our networks with viruses and our security requirements on some systems, software is

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installed in laptops and desktop computers only by S/S-IRM.

Official Letterhead & Note Cards - Letterhead and note cards can be provided for offices of Undersecretaries or their equivalents. The letterhead can be printed with the formal office title and/or the position of the principal officer. The stationery may not be personalized with the principals name. In-house printing of letterhead takes 4-5 business days. If an outside source must be used due the special requirements of the job or the printshop work load, delivery of a stationery order can take up to 6 weeks.

Business Cards or Calling Cards - Business cards are considered a personal item rather than an official item and cannot be purchased at government expense.

Framing of Photos & Personal Items - Awards, commissions, training certificates and photographs, including those appointing an individual to office, cannot be framed at government expense. These items are classified as personal and Federal statutes do not allow the use of appropriated funds for this purpose, since the items are destined to remain in the personal possession of the individual.

Cable Television TV & VCRs - All requests for cable television must be directed to GSO. The request should include a justification for the installation. Upon approval by FMSS, the requesting office is required to pay for the annual service fee and the installation charges.

Express Mail - Express mail service is available for the shipment of official documents and small packages that would not be able reach their intended destination in a timely manner by any other cost effective means. It is not intended to replace the use of regular mail or to send a document to an office several blocks away. S Bureau currently has accounts with two carriers, DHL and Federal Express.

DHL is used for international shipping of small packages and documents ONLY. To arrange for package pick up call 1 (800) 225-5345.

Federal Express is used for domestic small packages or documents. Although

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they have international service, they are not to be used to send packages overseas. To arrange for pickup call 1 (800) 463-3339. There is also a pick up point at the 21st Street entrance of Main State.

The requesting office must obtain the air bills with the S specific accounting information from GSO in Room 7519. The requester is asked to sign for each air bill at the time they are issued. Packing envelopes for both DHL and Federal Express are also available in GSO.

Maintenance/Equipment Repairs - For heating, cooling, water leaks, light bulb changes, plumbing problems and other minor maintenance problems, call Facility Management and Support Services (FMSS) x75610.

For problems with cleaning and pest control call Calvin Dubose in FMSS, x72788

Copier repairs during business hours

Canon Service Desk	(703) 807-3250
Xerox Service Desk	(800) 822-2979

Please provide the repair service with the serial number of the copier that needs to be repaired, office room number, contact person and telephone number. A response from a service technician can be expected in 3-4 hours. The service technician will call the office to announce the anticipated arrival time. Calls made at the end of the business day are serviced the next day. After hours service is not available. If additional assistance is required to resolve a copier problem call or Email GSO.

Computers - IRM Help Desk - x78700

Typewriters, safes and all other equipment - Contact GSO.

Construction - All requests for modification of space, moving walls, changing lighting, addition of electrical outlets, doors etc., should be sent to GSO. GSO will prepare a scope of work for the project for submission to the appropriate offices for approval and will coordinate the execution of the project. Offices of

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Presidential appointees are subject to the \$5,000 redecoration limit depending upon the nature of the project.

Parking - Parking is managed by the Office of Facilities Management and Support Services, General Services Division (FMSS/GS). FMSS/GS allots each bureau a specific number of parking permits to manage the limited number of parking spaces at Main State and other Department locations. S/S-EX allocates permits to the individual offices and bureaus under the S umbrella. The individual offices and bureaus determine which of their employees are to receive parking privileges during the Parking Open Season each year in August. Temporary permits can be requested to address short term parking needs. All requests for parking permits and changes in parking permits must be made through S/S-EX.

The current fee for parking in the Main State Garage is \$18.00 per month. As required by the Energy Policy Act of 1992 (P.L. 102-486), individuals that have reserved parking passes are considered to have employer subsidized parking and must pay income taxes on the value above \$165 per month. The IRS requires that this excess amount be included in the employee's gross income.

Parking is a privilege, not a right and all permit holders are subject to the parking regulations. FMSS monitors the use of permits. Failure to comply with the parking regulations or misuse a pass can result in the loss of parking for the individual or reduction in the Bureau parking pass allocation. S/S-EX does not issue citations for infractions and therefore cannot pardon violators.

Use of Motorpool Vehicles - The Motorpool does not provide dedicated cars and drivers to Department of State employees. All Under Secretaries, Assistant Secretaries, Deputy Assistant Secretaries and their equivalents may request a car and driver, by reservation, with Motorpool x71672. Priority ranking for available vehicles is Under Secretaries, Assistant secretaries, and finally Deputy Assistant Secretaries.

Motorpool services are charged to the individual's office allotment. The current rate for use of a Motorpool driver and sedan is \$27 per hour for regular service and \$36 per hour for overtime service. Self-drive vehicles can be

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requested at a rate of \$21 per hour. Given the cost of these services, staff members are encouraged to use taxis. Taxi fares are reimbursable by submission of a receipt for the service and a completed taxi voucher approved by the employee's supervisor. (S/S Administrative Policy 96/02)

6 FAM 1931.2 prohibits the use of government leased vehicles for other than official purposes. This specifically excludes the transportation of officers or employees between their place of residence and place of employment or any other place of business.

Shuttle bus service is provided on a regular basis to the National Foreign Affairs Training Center and to State office buildings in Rosslyn. Shuttle service is also available to Dunn Loring, Clarendon, the Passport Office and Newington, but on an infrequent basis. The bus schedules are posted by the D Street exit where the shuttle buses stop and are listed in the State Department Telephone Book.

#### Meeting Rooms

Principal's Conference Room (adjacent to Room 7516) offers table seating for up to 19 persons and a maximum capacity of 42 persons using the theater style seating at the back of the room. A full complement of audiovisual equipment is available (table microphones, overhead projector, TV and VCR) as well as a podium. Meetings can be held to the Top Secret level. Contact S/S-0/CMS x77234 to reserve.

Treaty Room (7th floor between the main elevators) is generally used for official ceremonies, swearing in of ambassadors, and receptions of up to 150 persons. Podiums and audio equipment for use in the Treaty Room can be requested from Technical Services x71634. Contact S/S-EX for reservations, x75638.

8th floor Reception Rooms, auditoriums, conference and meeting rooms - Contact the conference coordinator, Penny Price, x71729. These spaces are managed by FMSS/GS/BU. Requests can be faxed to the conference coordinator at x70718 with a copy to GSO. GSO will provide authorization to the conference coordinator for labor charges associated with the event such as

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providing tables, chairs, stage set up and water service.

Meetings and Food - Food, including coffee service, cannot be provided at government expense for meetings or conferences that are not official representational functions. Official representational funds are provided to assist officers in carrying out their official representational responsibilities. These funds are intended to be used for the entertainment of foreign guests. However, funds may be used to entertain American academicians, business, media, Congressional members/staffers, political leaders or private citizens so long as the clear purpose is to further U.S. foreign policy. Questions and requests for funds should be referred to the Office of the Chief Financial Officer, Donna Bordley, x75031.

Official Photos/ Printing Requests /Conference Services - Technical Services will make official photos of the Secretary, Deputy Secretary, Under Secretaries and equivalents and provide a limited number of prints and negatives. Additional photos are made by outside vendors through GSO. An office requesting additional official photos should provide GSO with the negatives and written request as to the size and number of prints and the desired delivery date.

Department photographers can be requested for official events such as retirements award ceremonies etc., at cost to the requesting office. Call GSO to make the arrangements.

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## **Information Resources Management**

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## Office of Information Resources Management

Information Technology (IT), an important adjunct to any organization has become increasingly critical to the Department's role in the implementation of foreign policy. Long recognizing the importance of IT, the Executive Secretariat (S/S) created an organization dedicated to the computer support of the "seventh floor" principals, staff and other offices under the administrative umbrella of S/S.

The office of Information Resources Management (S/S-IRM) was created in the late 1980's by then Executive Secretary, Melvyn Levitsky. S/S-IRM provides a full range of computer support including:

- Administration
- Operations
- Help Desk
- Software Development
- Hardware Service

Systems Support - Networked computers are used on either of two networks: a Sensitive But Unclassified (SBU) network called Open/Net and a Classified network called the Principal Officers' Electronic Mail System or POEMS. Access to either network is controlled. Request for Access Forms are available by calling the Help Desk (x 78700) which operates on a 7x24 hour basis.

Unclassified System - The Sensitive But Unclassified network or Open/Net provides an e-mail connection to the majority of Department of State employees who are on the SBU network including domestic and overseas employees. In addition, e-mail (without attachments) can be sent to and received from Internet addressees through a "firewall" between the Department and the outside world. Other Internet functions such as Web access and FTP are not allowed. Web access can be achieved through the use of a stand-alone PC with a modem.

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Classified System - The Classified network or POEMS provides a connection to the Department's network of classified computers. Applications available include the Microsoft Office suite of software (Word, Powerpoint and Excel), Microsoft Exchange for e-mail and other applications meeting an office's specific needs.

Telegram delivery to the desktop is provided through a "folder" in Microsoft Exchange. Newstickers are also delivered electronically to an Exchange "folder."

Surfing - Requirements for access to outside information services such as Lexis/Nexis, CompuServe and the Internet will be met through the use of a stand-alone PC and modem.

Problems with applications, PCs and printers should be reported to the Help Desk by either e-mailing POEMS or calling x 78700. Again, the Help Desk is staffed on a 7x24 hour basis, 365 days a year.

Historical Records - While many of the e-mail messages exchanged within the Department are of only temporary interest or value, some contain information that must be preserved for historical record. Current Department policy requires that e-mail messages considered to be official records be printed and retained on file by the user. This policy is necessary for at least two reasons:

- 1) limited storage capabilities preclude our retaining more than a few months of e-mail messages on disk or tape, and
- 2) no technical capability exists to search electronically for and retrieve e-mail messages in response to congressional, White House, public, or other requests for information.

E-mail messages are official records when they:

"... are made or received by an agency under Federal law or in connection with public business; and,

... are preserved or are appropriate for preservation as evidence of the

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organization, functions, policies, decisions, procedures, operations, or other activities of the Government, or because of the informational value of the data within them."

Logging-on - The POEMS staff will provide additional information about Electronic Mail Records when you receive your system logon.

On-site support will be provided by Lynn Sweeney or Yolonda Martin. One of them will be available in the transition area to provide immediate assistance.

IRM Staff - If you have any new requirements or questions about POEMS or any facet of computer support, please call:

Dan McIe	x7-2977
Tom Young	x7-2977
John Bentel	x7-8104

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**Administrative Procedures**

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## S/S Administrative Procedures

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## No. 96/01 - S/S ADMINISTRATIVE PROCEDURES

**SUBJECT: LAPTOP COMPUTERS AND PERIPHERALS -  
INDIVIDUAL RESPONSIBILITIES**

As with all government property, custodians must be held responsible and accountable for exercising all reasonable efforts to protect computer equipment issued to them against theft, loss, damage, and abuse. This is particularly important given the pressure on our budget. We simply cannot afford to replace lost or damaged equipment. Where negligence is demonstrated in the damage or loss of the issued equipment, repair or replacement charges must be assessed to the custodian. Several S family members have paid for loss and damage to pagers and cellular telephones.

Recently, an IBM ThinkPad computer was damaged beyond economical repair. Apparently, it was dropped onto a hard surface breaking the case and destroying the display of the \$4,500 machine. Other laptop computers have been left behind by travelers, have been physically damaged, or have had food and drink spilled in them. At least one credit-card style modem has been ruined due to apparent rough treatment. There have been several reports of officers not using the provided protective carrying cases for their laptops, instead carrying them in their personal luggage, thereby risking damage to the equipment.

These damages and risks have occurred because individuals assigned laptop computers and peripheral devices (printers, modems, etc.) are not exercising reasonable and adequate care in the treatment and protection of the equipment. Please be aware of the value of these items since their high cost could cause financial hardship to individuals found to have lost or damaged them.

If you have any questions about the care or use of laptop computers or peripheral equipment, please contact Lynn Sweeney (Ext. 7-8183) or June Kim (Ext. 6-4915) in S/S-IRM for assistance.

Richard J. Shinnick  
Date:

1/20/96

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## No. 96/02-S/S ADMINISTRATIVE PROCEDURES

SUBJECT: REIMBURSEMENT FOR TAXI EXPENSES  
BETWEEN OFFICE AND HOME

Under certain limited circumstances, employees may be reimbursed for the cost of taxicab travel between office and home. The attached policy details the circumstances under which reimbursement is permitted. Please note that receipts are required for reimbursement, and that transport from home to office can only be provided in extraordinary circumstances.

To help employees get prompt reimbursement, (effective immediately), S/S-EX provides same-day processing of taxi vouchers. If the voucher is submitted by 9:30 a.m., the voucher will be approved and ready for processing at 11:30 a.m.

The reimbursement process works as follows:

When a taxi voucher is submitted, S/S-EX approves the reimbursement and places fiscal data on the voucher. The voucher is ready to be taken to room 1258. The money will be provided on the spot.

To remind, we continue to encourage individuals to use taxis in lieu of Motor Pool transport at any time, and we hope our procedure serves our customers well.

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Under the provisions of 6 FAM 1933.1, and subject to the guidelines below, S/S-EX can reimburse employees for certain taxicab expenses associated with travel between office and home.

I. Office to Home: Reimbursement can be approved for taxi travel from office to home performed after normal work hours when public transportation is unavailable, or when walking to the nearest bus or Metro stop during hours of darkness, after the rush hour, would be a risk to personal safety. The following restrictions apply:

A. Claims for office-to-home taxicab expenses can be approved and reimbursement made when all of the following conditions exist:

1. The expense resulted from officially ordered unscheduled overtime.
2. The employee was dependent on public transportation.
3. The travel was during hours of darkness when public transportation was not available, or a risk to personal safety was involved.
4. A statement certifying to items 1, 2, and 3, above is typed on the face of the voucher form (SF-1164).
5. The voucher has been approved by the Office Director or a person designated in writing by the Office Director.
6. Original receipt for the taxi fare is attached to voucher.

B. In accordance with Comptroller General rulings, reimbursement of office-to-home taxi fares cannot be approved if:

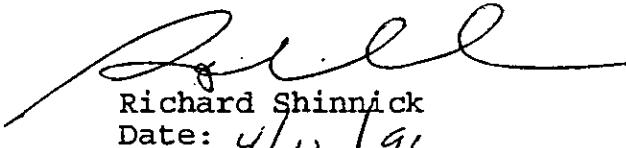
1. The expense was incurred merely because public transportation was inconvenient.
2. The travel was incident to regularly scheduled overtime.
3. The travel was incident to after-hours work performed on a voluntary basis (i.e., not officially ordered).

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II. Home to Office: Reimbursement for taxi travel from home to office is made only in rare instances and only when fully justified by all the circumstances. In no event can reimbursement of home-to-office taxi fares be approved for an employee who owns an automobile.

III. POV Expenses: Regardless of the requirement to report for officially ordered overtime duty, an employee may not be reimbursed for "mileage" for using a privately owned automobile nor for parking fees paid to park a privately owned automobile.



Richard Shinnick  
Date: 4/12/96

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## S/S ADMINISTRATIVE PROCEDURE POLICY

## No.96/03 - S/S ADMINISTRATIVE PROCEDURES

## SUBJECT: TRAVEL REQUESTS AND VOUCHER CLAIMS

In accordance with our internal control management policies, the following management controls have been established:

Memorandum requesting travel is addressed to the Executive Director from the head of each office. Each request indicates as applicable, the following:

- a. The purpose of the travel
- b. Itinerary
- c. Dates of travel
- d. Cost of accommodations and airfare
- e. Number of employees from office attending the same conference or making the same trip
- f. Any special authorizations such as long distance telephone calls, car rental, taxi, etc.

If travel involves a speaking engagement, the travel request must be approved by the Office of Public Affairs before sending it to S/S-EX.

The Deputy Executive Director approves the travel request. The Budget Officer approves funds available.

The Travel Assistant calculates per diem, entitlements and miscellaneous expenses in accordance with the FAMs and the Standardized travel regulations.

The Travel Assistant enters the travel data into CFMS. CFMS has two levels of authority, Pass 1 and Pass 2. Pass 1 allows data to be entered only. Pass 2 allows the data to be approved and processed. The Travel Assistant is authorized Pass 2 authority in processing travel data. Once the data has been approved, processed and printed, the Deputy Executive Director (or Executive Director) signs as approving official and the Budget Officer signs funds available. The traveler is given an original and one copy of the travel authorization.

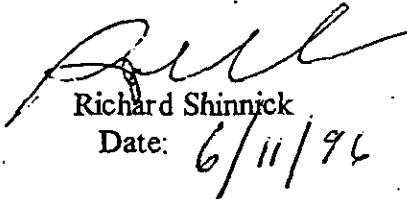
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Upon completion of travel, the traveler is required to submit a voucher claim for reimbursement of expenses within five work days of completion of travel. Voucher claims must include all supporting documentation, including air tickets and hotel receipts, as applicable.

The Budget Officer signs as approving officer on the travel voucher claim form. As approving officer he/she has determined that (1) Reimbursement is claimed for official travel only and (2) All special authorizations are advantageous and in the interest of the Government. This approval will be completed within two work days of submission by the traveler.

  
Richard Shinnick

Date: 6/11/96

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## No. 96/04 - S/S ADMINISTRATIVE PROCEDURES

## SUBJECT: EEO AND DIVERSITY TRAINING

The Secretary regards the advancement of equal opportunity and civil rights goals in and outside the workplace as critical to the Department's mission. He personally, along with others in the S bureau family, has taken a number of steps recently toward implementation of the Department's response to the issues raised by the Palmer and Thomas suits. As you may be aware, U.S. District Judge Aubrey Robinson granted final approval to the Global Consent Decree in the Palmer suit on February 12 of this year; and on March 22, U.S. District Judge Stanley Sporkin granted preliminary approval to the consent decree in the Thomas suit. We all need to be aware of important initiatives being undertaken here in the Department as a result of those consent decrees.

The consent decrees require that the Department shall establish a Council for Equality in the Workplace, to be chaired by the Under Secretary for Management, which will act as an executive coordinating committee for the purpose of advancing the Department's equal employment opportunity and civil rights goals; Under Secretary Moose has appointed Executive Secretary Bill Burns as a member of that council, to assist in carrying out its mandate to consult with Assistant Secretaries, invite comments from individual employees, and analyze Department data to identify real or perceived barriers to advancement based on gender and race, and make recommendations for corrective action if required.

The consent decrees also require that all supervisors of FSOs shall participate in diversity awareness training. The deadline for supervisors who are in Washington is August 11, 1997. The Secretary visited one NFATC training course, "EEO/Diversity Awareness for Managers and Supervisors" on Monday, June 10, to emphasize to course participants his personal interest in and commitment to EEO. He came away very impressed with NFATC's responsiveness to the Department's requirements in this regard.

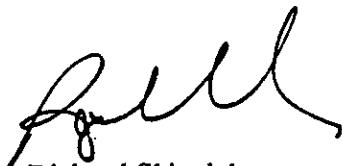
S/S-EX is in the process of upgrading the computer systems in the Office of Equal Employment Opportunity and Civil Rights (S/EEOCR) to enable that office to maintain optimum efficiency and responsiveness in support of the Department's EEO agenda. PER has also issued new guidelines to bureau executive directors and awards officers for implementing consent decree provisions for Department awards. Our S family awards committees are meeting to discuss those guidelines and ensure that they are in full compliance with them.

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More remains to be done, however, and your full support is needed to ensure 100% compliance with the letter and -- equally important -- the spirit of the consent decree requirements. To date, only a handful of our bureau supervisors of FSO employees have registered for one of NFATC's several offerings of the EEO/Diversity course.

Supervisors of FSO employees should not delay their enrollment in this course, and by their active participation in fulfilling the consent decrees' requirements, set the standard in the S bureau for the Department as a whole. To further these important initiatives, S/S-EX Deputy Executive Director Jo Ellen Powell will track all aspects of the Bureau's compliance with EEO/Diversity requirements. She is located in Room 7511A, telephone number 647-5467. Thank you all for your support and cooperation.



Richard Shinnick  
Executive Director

June 21, 1996

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**No. 96/05 - S/S ADMINISTRATIVE PROCEDURES****SUBJECT: COOLING AND HEATING PROBLEMS**

Many bureau clients have expressed concern about the continuing temperature extremes in S Area offices. Below, please find a brief synopsis of the issues that affect the climate control in our offices.

Most of the heating and cooling equipment was installed when the building was constructed about 40 years ago. Parts are scarce and often the building has to improvise. The building was originally designed for 5,000 personnel although 8,000 are currently housed. Increased personnel density increases the heat generated in the building. Air flow patterns have been disrupted by the installation and demolition of walls to accommodate additional staff. To further complicate the situation, heat-generating equipment such as laser printers and copy machines did not exist when the building was constructed.

People have different levels of tolerance to temperature changes and adjust at different rates. The maintenance contractors constantly adjust and re-adjust the system to meet individual, immediate needs at the cost of overall system integrity.

No building, no matter how new or advanced, can adequately adjust to dramatic changes in outdoor temperatures. For example, during the winter we experienced a 40-degree drop in temperature in less than 12 hours. That day most of the complaints of hot offices came in the morning before the temperature dropped when the outdoor air temperature was 62 degrees.

AOPR/FMSS is doing everything possible to address the temperature problems. They have initiated several corrective maintenance projects such as the installation of new minimum air vents in an effort to reduce the temperature variations. In addition FMSS is checking all S area environmental units to ensure they have the correct setting. FMSS has 16 persons assigned to manage these systems and have designated the S area offices as priority whenever they are called upon. As always, S/S-EX will immediately respond to address any temperature problems for our clients, either by e-mail (sent to "GSO") or telephone ( 7-5475 or 7-9221).



Richard Shinnick  
Date: July 30, 1996

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**No. 96/06 - S/S ADMINISTRATIVE PROCEDURES****SUBJECT: Use of Government Telephones**

Government-procured telecommunications services, including office phones and fax machines; cellular phones, calling cards, and modem lines, are to be used only for official business. This restriction also applies overseas to landline and cellular phone services, including the Mitel system which supports the Secretary's travel, provided at Government expense at hotels and embassies. *In other words, non-official calls are not permitted.*

**Local Calls**

Per 5 FAM 513.1, Government-procured local telephone services are to be used for official business only. However, other calls determined to be necessary in the interest of the Government, including emergency personal calls, may be authorized. Examples of calls that may be considered necessary in the interest of the Government are:

- (1) Brief calls to a spouse or child-care provider;
- (2) Brief calls to the employee's family physician or dentist; and
- (3) Brief calls to businesses that can only be reached during working hours, such as a local government agency, bank, automobile service station, or insurance company.

These exceptions apply only to local landline calls. When a cellular phone is used for the above stated reasons, the employee is required to reimburse the government for the call.

**Long Distance Calls**

*Non-official long distance calls are prohibited. Personal calling cards should be used for all non-official calls to locations outside the local calling area.* Please keep in mind that not all calls made from Washington, DC to the 301 and 703 area codes are local. Local telephone directories contain detailed information on the exact exchanges located within the local calling area.

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An employee who does not have a personal long distance calling card and is faced with a personal emergency may make a long distance call with the prior permission of the employee's supervisor. The employee must reimburse the Department for the call. Department-issued long distance calling cards should never be used for personal calls.

### Phone Bills

S/S-EX regularly distributes long distance, calling card, and cellular phone bills to all bureau offices, which in turn distribute the bills to employees. Employees are reminded to check their bills carefully, to annotate each call as official or personal and to reimburse the Government for all non-official calls. Payment for personal calls should be made by check to the Department of State and should be delivered to S/S-EX, Miles Tracy, within 10 working days of receipt of the bill. For employees who regularly travel with the Secretary, S/S-EX will soon be receiving and distributing detailed reports from IM/VIP for calls made on the Mitel phone system installed at overnight stops, to ensure that all of these calls are official.

If you have any questions or concerns about your bills, please contact Miles Tracy in S/S-EX on extension 7-6883.



Richard J. Shinnick  
Executive Director

Date: July 16, 1996

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## No. 96-07 - S/S Administrative Procedures

## SUBJECT: Who's Who in S/S-EX

Please find attached a list of S/S-EX personnel and their principal duties and responsibilities. We hope that this reference document will be a useful management tool for you, by directing you to the appropriate S/S-EX staff member to respond to your requests.

Richard J. Shinnick, Executive Director (7-7457)

- *overall section management*
- *trip coordinator for the Secretary*

Charles Hughes, Deputy Executive Director (7-5467)

- *special projects*

Jo Ellen Powell, Deputy Executive Director (7-5467)

- *daily supervision of section*
- *S/S awards committee chairman*

Mary Ann Fisher, Staff Assistant (7-7457)

- *staff assistant to the Executive Director*
- *preparation of plane requests, manifests, guest and staff memoranda*

Margaret Riccardelli, Secretary (7-5467) (ETA 7/29/96)

- *secretary to Deputy Executive Director*

BUDGET AND TRAVEL SECTIONToni Hawkins, Budget Officer (7-5495)

- *section supervision*
- *oversight of all budget and funding issues*

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- *Secretary and Deputy Secretary representation funds*
- *overtime allocations*
- *travel allocations*
- *certifier of funds availability*
- *preparation of financial reports*
- *preparation of financial data*
- *OBM submissions*
- *approving official for travel vouchers*

Reginald Green, Budget Analyst (7-9794)

- *budget and funding issues for S and PA*
- *taxi and petty cash reimbursements*
- *bills and invoices; vendor payments*
- *Travel vouchers*
- *gift account - Speaker's account*

Le George, Budget Analyst (7-5472)

- *budget and funding issues for D, P, E, T, G, M, S/NIS, S/NIS/C, S/RPP, SMEC.*
- *taxi and petty cash reimbursements*
- *bills and invoices; vendor payments*
- *funding for transfer of labor charges*
- *payments for domestic hotel bills - Secretary travel*

Stephanie Coates, Budget Analyst (7-5468)

- *budget and funding issues for H*
- *coordinator, Travel Management Program implementation*
- *taxi and petty cash reimbursement*
- *bills and invoices; vendor payments*
- *American Express Government Charge Card program*
- *fund cites for transfer of labor charges*
- *requests vendor codes for CFMS*
- *bills Press for travel via MAC*
- *assists travel officer*

Curtis Taylor, Travel Officer (7-5696)

- *issuance of travel authorizations*
- *preparation of travel vouchers*
- *per diem and mileage calculations*
- *passport requests*
- *requests for photos*

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- airline tickets
- travel regulations and entitlements
- fare quotations

#### GENERAL SERVICES SECTION

##### Tom Burke, GSO (7-9221)

- section supervision
- contracting officer
- large acquisitions
- credit card purchase authorizing officer
- vendor liaison
- security officer
- OIG liaison
- internal controls manager
- D travel coordination

##### Nedra Overall, GSO (7-5475)

- alternate contracting officer
- professional services contracts
- vendor liaison
- trip coordination assistance
- minor construction, building repair requests, electrical work, renovation projects

(NB: heating adjustments, air conditioning and routine lighting problems should be reported directly to ext. 7-5610; cleaning and pest control items should be reported to ext. 7-2788)

##### George Rowland, General Services Asst (Property) (7-8842)

- property control manager: distribution and movement of non-expendable property, (e.g. furniture and equipment, cellular phones, pagers) and expendable supplies
- labor/manpower requests
- furniture repairs, carpet cleaning requests
- typewriter repairs
- specialized stationery items (letterhead, briefing or action memorandum forms)
- supplies/equipment for S & D travel

##### Shirley Neal, General Services Asst (Procurement) (7-5621)

- requisitions for purchase orders
- publications/subscription requests
- equipment repairs

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- vendor liaison
- safe and lock repairs
- copier repairs
- credit card purchases
- Department Notices Requisitioning
- general GSA information and supply requests
- audio-visual equipment requests

Miles Tracy, Administrative Specialist (Telephones) (7-6883)

- installation, moving, modifications of telephones
- billing for official phones, including cellular phones
- long-distance official telephone credit cards
- STUs/COMSEC Custodian

*(NB: simple telephone repair requests should be made directly to 7-9922)*

Jay Clark, Clerk (7-7665)

- parking passes

PERSONNEL SECTION

Pat Carter, Personnel Officer (7-5638)

- supervisory personnel officer
- employee relations
- Foreign Service assignments
- resources/FTE
- Senior Foreign Service, Senior Executive Service
- staffing and placement

Kristen Thompson, Personnel Management Specialist (7-5260)

- GS/FS performance evaluations
- intern program
- Civil Service merit promotion program
- position classification
- recruitment, staffing & placement

Cynthia Motley, Administrative Officer (7-5638)

- awards program administration
- insurance
- retirements

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- *Thrift Savings Plan*
- *training*
- *recruitment, staffing & placement*

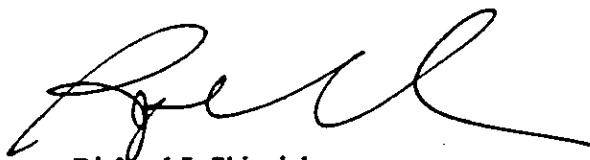
Lori Hart, Administrative Assistant (7-5478)

- *consultants*
- *differentials*
- *employment verification*
- *entrance-on-duty*
- *payroll issues*
- *special clearances*
- *time and attendance*
- *transfer of labor*
- *within-grade increases*

Shirley Gilmore, Secretary/Receptionist (7-5638)

- *Treaty Room reservations*
- *processing training requests/confirmations*
- *campaigns - CFC, bonds, blood drives, etc.*
- *PER files and manuals*
- *personnel locator; telephone directory changes*

*(NB: Reservations for the Principal Officers' Conference Room should be made through S/S-O-CMS, ext. 7-2374)*



Richard J. Shinnick  
Executive Director

July 30, 1996

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**No. 96-08 - S/S ADMINISTRATIVE PROCEDURES****SUBJECT: DESIGNATION OF AUTHORITY  
S, PA, & H BUREAUS**

<u>DESIGNATION</u>	<u>FAM REF</u>	<u>POSITION DESIGNATION</u>	<u>DESIGNEE</u>
<b><u>General</u></b>			
Internal Controls Coordinator (S)	89 State 323132	Supervisory GSO	Nedra Overall
Internal Controls Coordinator (PA)		Executive Assistant	Susan Povenmire
Internal Controls Coordinator (H)		Director, Legislative Operations	Ronald Deutch
Claims Coordinator	6FAM 312	Supervisory GSO	Nedra Overall
Duty Officer (S)	2FAM 111.2	Roster prepared by S/S-EX/PER	
Duty Officer (PA)		Roster prepared by PA	
Duty Officer (H)		Roster prepared by H	
Ethical Conduct/ Conflict of Interest	3FAM 620	Executive Director	Richard Shinnick
Freedom of Information Act Officer	5FAM 482	Chief, Records Mgmt Div.	Charles Jackson

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**Grievance Resolution**

Officer 3FAM 660 Executive Director Richard Shinnick

**Budget & Fiscal**Approving Officer 4FAH 3H-414 Supervisory Budget Officer Antonia Hawkins  
Alternate Reginald Green

Funds Control Officer 4FAM 131.3 Supervisory Budget Officer Antonia Hawkins

**Communications, Systems and Security**

Comsec Custodian 5FAM 982.3 Communications Officer Bill Estell

Information Systems Security Officer 5FAM 991.2 Systems Manager Tom Young

Bureau Security Officer 5FAM 992.1 Supervisory GSO Nedra Overall

**General Services**Accountable Property Officer 6FAM 222.2 Executive Director Richard Shinnick  
Alternate Jo Ellen PowellAuthorizing & Approving Officer (Travel) 6FAM 121 Deputy Executive Director Jo Ellen Powell  
Alternate Richard ShinnickAuthorizing & Approving Officer (Representation) (S) 6FAM 127 Executive Director Richard Shinnick  
Alternate Jo Ellen Powell

Authorizing &amp; Approving Officer (Representation) (PA) PDAS R. Nicholas Burns

Authorizing & Approving Officer (Representation) (H) Director, Legislative Operations Ronald Deutch  
Alternate Peter Hinz

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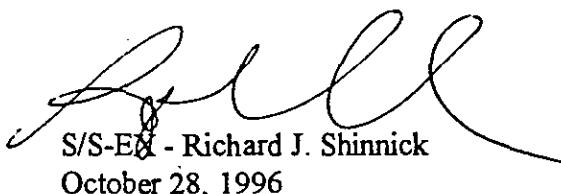
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Contracting Officer	6FAM 221.1	GSO	Nedra Overall
Bureau Safety & Health Officer	6FAM 613.3b	GSO	Nedra Overall
Property Disposal Officer	6FAM 222.1	Supervisory GSO	Nedra Overall
Property Management Officer	6FAM 222.3	GSO	Elizabeth Moore
Receiving Officer	6FAM 225.3	GSO	George Rowland
S/S-IRM Receiving Officer	6FAM 225.3	Systems Officer	Sharon Ohta
Single Real Property Manager	6FAM 700	Deputy Executive Director	Jo Ellen Powell

**Personnel**

Awards Committee (S, PA)	3FAM 643.1	Adviser: Personnel Officer	Cynthia Motley
Awards Committee (H)		Awards Officer	Ronald Deutch
Employee Evaluation Reports	3FAM 524	Personnel Officer	Pat Carter
EEO Counselors	3FAM 131.4b		S/S Monique Quesada S/P - Danette Ragland T - Louise Archer H - Marketta Nelson PA - Gloria Glasgow



S/S-ER - Richard J. Shinnick  
October 28, 1996

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**No. 96-009 S/S-EX - Administrative Procedure**  
**Subject: Records Management**

Following the transfer of records management functions for Department Principals from S/S-RMD to A/IM, S/S-EX has been working with A/IM staff to improve our practices and adherence to Federal law and Department regulations governing records management. Recent changes in procedures for retiring records in the Principals' offices requires an update of appropriate information. There are three significant issues; each is summarized below.

• **Annual Retirement of Records**

All offices are required to retire records on an annual basis in accordance with approved disposition schedules. The Records Management Branch can provide guidance on which records should be retired and those eligible for destruction.

Outlined below are procedures for retiring **Front Office** records:

1. Purge your files of duplicate material.
2. Document the destruction of Top Secret material (per 12 FAM-500).
3. Call the Department's Records Service Center (A/IM/IS/OIS/RSC) on (703) 274-0030 to have records retirement boxes delivered to your office. Two boxes are needed for each file drawer.
4. RSC will pick up the boxes between 10 am - 12 noon, Monday, Wednesday and Friday. Call RSC to arrange a pick-up time. Boxes should not be left unsecure in your office.
5. A/IM/IS/FPC will prepare the Retirement of Records Form (DS-693-B.) If you want to prepare your own form, contact the POEMS Help Desk on x78700, and IRM will install the software on your PC.
6. The completed DS-693-B form with the Lot and Box Numbers indicated will be returned to you. It should become a permanent part of your active files under AINF - Records Management.

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The Department's Records Management staff is available to assist you and can be contacted at the following numbers:

S - John Cruce x77123  
S/COS - John Cruce x77123  
D - Betty Bates x76018  
P - John Cruce x7123  
T - Pat Magin x76021

E - Marria Braden x76011  
M - Marria Braden x76011  
G - Betty Bates x76018  
S/S - Audree Holton x77462

The procedures for retiring all other offices' records are:

1. Purge your files of duplicate material.
2. Document the destruction of Top Secret material (per 12 FAM-500).
3. Prepare a Retirement of Records Form (DS-693-B.) You may call the POEMS Help Desk (x78700) to have the form installed on your PC.
4. Call the Department's Records Service Center (A/IM/IS/OIS/RSC) on (703) 274-0080 to have records retirement boxes delivered to your office. Two boxes are needed for each file drawer.
5. RSC will pick up the boxes between 10 am - 12 noon, Monday, Wednesday and Friday. Call RSC to arrange a pick-up time. Boxes should not be left unsecure in your office.
6. The completed DS-693-B form, with the Lot and Box Numbers indicated, will be returned to you. It should become a permanent part of your active files under AINF - Records Management.

The Department's Records Management staff is available to assist you and can be contacted at the following numbers:

H - Pat Magin x76021  
PA - Betty Bates x76018  
S/P - John Cruce x77123  
S/IR - Ron Hampton x74698  
S/CT - Audree Holton x77462  
S/CSO - Audree Holton x77462

S/OF - John Cruce x77123  
S/FSGB - Audree Holton x77462  
S/EEOCR - Ron Hampton x74698  
S/MEC - Pat Magin x76021  
S/NIS - Ron Hampton x74698  
E/CBA - Marria Braden x76011

• **Preservation of Electronic Documents and E-mail**

Officials need to preserve electronic documents that add to a proper understanding of the formulation or execution of Department action or policy. This includes substantive changes to drafts on policies and decisions. E-mail messages are official records when they are created or received in the transaction of public business and must be retained as evidence of official policies, actions, decisions, or transactions. Relevant E-mail records must be printed and filed with related paper records for long term, permanent retention or retained on-line for short-term retention and eventual deletion.

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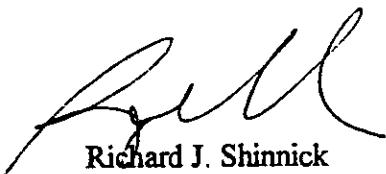
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• **Personal Papers — What Officials Can and Cannot Take**

No records of the Department may be removed by any departing official. Personal papers are documentary materials that are not used in the transaction of agency business. Personal papers may refer to or comment on agency business, but once used for the conduct of that business, they are no longer personal papers. With Department review and approval, officials may take duplicates of records, working papers, and non-record materials (especially materials they drafted, reviewed or acted upon) as long as the information is unclassified and otherwise not sensitive.

All offices need to be aware of these guidelines to carry out their records responsibilities. For additional information or questions, contact Ken Rossman, Records Officer for the Department, on 647-6020.



Richard J. Shinnick

S/S-EX

October 25, 1996

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**No. 96/10 - S/S ADMINISTRATIVE PROCEDURES****SUBJECT: REPORTING LOST OR STOLEN GOVERNMENT PROPERTY****OFFICE ADMINISTRATIVE EQUIPMENT****Property Custodial Officer Assignment**

This notice announces the requirement for offices within the "S" bureau to identify an individual to be assigned the additional duties of property custodial officer, for office administrative equipment, which is normally defined as "common-use furniture, furnishings, and equipment". Designation of an individual for these purposes will enhance the bureaus management and internal controls for property accountability.

In an office environment accountability for equipment, furniture and furnishings which occupy a "common-user" area is normally the responsibility of the bureau property custodial officer. However, in view of the extended office locations receiving support from the S/S-EX/GSO, and to ensure that department property in common-user areas remains accountable, each "S" office must now identify an individual per office or per suite, to be assigned additional duties as that offices custodial property officer. The name of this individual must be provided to S/S-EX/GSO no later than Friday, November 8, 1996. The names will be incorporated into the bureaus' property management accountability procedures and the individual will then be requested to sign for the common-user equipment and furnishings within their area of responsibility.

The office property custodian will then become responsible for accounting for all administrative equipment within that office of a value over \$500.00 and not assigned to a specific individual. Items such as faxes, copiers, typewriters, standalone PC's, desks, chairs, and refrigerators are considered administrative equipment.

This individual will be responsible for:

The custody, care and safekeeping of the items.

Annual reconciliation of physical inventories.

The preparation of memorandum should the item become lost/damaged.

Identify unneeded property for redistribution.

Authorize property passes for equipment taken outside the building.

Richard J. Shinnick  
S/S-EX  
October 24, 1996

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**No. 96-011 - S/S ADMINISTRATIVE PROCEDURES  
SUBJECT: TRAVEL MANAGER PLUS PROGRAM**

Effective October 7, 1996, S/S-EX, in coordination with FMP, implemented Travel Manager Plus, a software package designed to process TDY travel authorizations and calculate travel vouchers electronically for bureau travelers. Travel Manager Plus is a Windows-based, off-the-shelf software package that features on-line per diem rates (updated monthly), on-line Federal Travel Regulations, and automatic calculation of per diem and miscellaneous expenses. The software has been modified to include the Federal Travel waivers relating to the three-quarter M&IE reimbursement on the first and last days of travel, and the recording of arrival and departure times. Travel Manager Plus will enhance our ability to produce travel authorizations in a timely manner and enable us to process travel vouchers electronically through the Department's central financial management system, rather than through the National Finance Center in New Orleans. This will shorten turnaround time for travelers to receive reimbursement for expenses. In conjunction with voucher processing through CFMS, the Department is exploring an initiative to reimburse travelers via electronic funds transfer directly to a personal bank account, which would further reduce processing time.

The coordinator for Travel Manager Plus implementation will be Stephanie Coates in S/S-EX. She will work closely with you and your staffs to ensure a smooth transition to the new system and to answer any questions which may arise.

In conjunction with Travel Manager Plus, S/S-EX will implement FMP's revised Simplified Travel Program policy for temporary duty (TDY) travel by Department of State employees, which clarifies the Simplified Travel Program announced by Department Notice on December 28, 1995. In summary, the revised policy:

-- restores the pro-rated reduction schedule contained in the Federal Travel Regulations for the M&IE portion of per diem, for meals furnished to the traveler by the Federal Government, in place of a minimum reduction of 50% of M&IE for any meal(s) furnished by the USG;

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- provides clear examples of what constitutes a meal furnished by the Federal Government (e.g. meals contracted for directly by the Government, or meals paid for from representation funds);
- reduces the requirement for receipts to substantiate miscellaneous expenses; and
- simplifies per diem computation and reimbursement, and relieves the traveler of the requirement to report the times of departures and arrivals on the voucher, except when travel is less than 24 hours.

Copies of the Department Notice announcing the revised Simplified Travel Program are available in S/S-EX.

To help ensure that all Bureau travelers for SecState trips are in compliance with the regulations and Department policy, S/S-EX henceforth will advise travelers *in advance* if any meal(s) are contracted for by the USG and will advise travelers at the completion of the trip if any meals were paid for from representation funds to ensure the correct calculation of the M&IE reimbursement for individual travelers. S/S-EX will continue to provide the per diem work sheet at the conclusion of each SecState trip to provide the traveler with per diem information for each stop as well as arrival and departure times of the Secretary's aircraft.

Travel Manager and the revised Simplified Travel Program will help S/S-EX to provide better and more pro-active service to its clients in dealing with the voluminous regulations which govern travel.



Richard J. Shinnick

S/S-EX

October 28, 1996

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No. 96-12 - S/S Administrative Procedures  
**SUBJECT: Who's Who in S/S-EX (Update)**

Please find attached a list of S/S-EX personnel and their principal duties and responsibilities. We hope that this reference document will be a useful management tool for you, by directing you to the appropriate S/S-EX staff member to respond to your requests.

Richard J. Shinnick, Executive Director (7-7457)

- overall section management*
- trip coordinator for the Secretary*

JoEllen Powell, Deputy Executive (7-5467)

- daily supervision of section*
- S/S awards committee chairman*

Mary Ann Fisher, Staff Assistant (7-7457)

- staff assistant to the Executive Director*
- preparation of plane requests, manifests, guest and staff memoranda*

Margaret Riccardelli, Secretary (7-5467)

- secretary to Deputy Executive Director*

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BUDGET AND TRAVEL SECTIONToni Hawkins, Budget Officer (7-5495)

- *section supervision*
- *oversight of all budget and funding issues*
- *Secretary and Deputy Secretary representation funds*
- *overtime allocations*
- *travel allocations*
- *certifier of funds availability*
- *preparation of financial reports*
- *preparation of financial data*
- *OMB submissions*
- *approving official for travel vouchers*

Reginald Green, Budget Analyst (7-9794)

- *budget and funding issues for S and PA*
- *taxi and petty cash reimbursements*
- *bills and invoices; vendor payments*
- *Travel vouchers*
- *gift account - Speaker's account*

Le George, Budget Analyst (7-5472)

- *budget and funding issues for D, P, E, T, G, M, S/NIS, S/NIS/C, S/RPP, SMEC.*
- *taxi and petty cash reimbursements*
- *bills and invoices; vendor payments*
- *funding for transfer of labor charges*
- *payments for domestic hotel bills - Secretary travel*

Stephanie Coates, Budget Analyst (7-5696)

- *budget and funding issues for H*
- *coordinator, Travel Management Program implementation*
- *taxi and petty cash reimbursement*
- *bills and invoices; vendor payments*
- *American Express Government Charge Card program*
- *fund cites for transfer of labor charges*
- *requests vendor codes for CFMS*
- *bills Press for travel via MAC*
- *assists travel officer*

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Vacant, Budget Assistant

- issuance of travel authorizations
- preparation of travel vouchers
- per diem and mileage calculations
- passport requests
- requests for photos
- airline tickets
- travel regulations and entitlements
- fare quotations

GENERAL SERVICES SECTIONNedra Overall, GSO (7-5475)

- section supervision
- contracting officer
- large acquisitions
- credit card purchase authorizing officer
- vendor liaison
- security officer
- OIG liaison
- internal controls manager
- D travel coordination

Elizabeth Moore, GSO (7-9221)

- alternate contracting officer
- professional services contracts
- vendor liaison
- trip coordination assistance
- minor construction, building repair requests, electrical work, renovation projects

(NB: heating adjustments, air conditioning and routine lighting problems should be reported directly to ext. 7-5610; cleaning and pest control items should be reported to ext. 7-2788)

George Rowland, General Services Asst (Property) (7-8842)

- property control manager: distribution and movement of non-expendable property, (e.g. furniture and equipment, cellular phones, pagers) and expendable supplies
- labor/manpower requests
- furniture repairs, carpet cleaning requests

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- typewriter repairs
- specialized stationery items (letterhead, briefing or action memorandum forms)
- supplies/equipment for S & D travel

Shirley Neal, General Services Asst (Procurement) (7-5621)

- requisitions for purchase orders
- publications/subscription requests
- equipment repairs
- vendor liaison
- safe and lock repairs
- copier repairs
- credit card purchases
- Department Notices Requisitioning
- general GSA information and supply requests
- audio-visual equipment requests

Tom Couch, GSO (Procurement Assistant) (7-6766)

- equipment repairs
- safe and lock repairs
- copier repairs
- credit card purchases
- parking passes

Vacant, GSO (Administrative Specialist - Telephones) (7-6883)

- installation, moving, modifications of telephones
- billing for official phones, including cellular phones
- long-distance official telephone credit cards

(NB: simple telephone repair requests should be made directly to 7-9922)

PERSONNEL SECTION

Pat Carter, Personnel Officer (7-5638)

- supervisory personnel officer
- employee relations
- Foreign Service assignments
- resources/FTE
- Senior Foreign Service, Senior Executive Service
- staffing and placement

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Kristen Thompson, Personnel Management Specialist (7-5260)

- GS/FS performance evaluations
- intern program
- Civil Service merit promotion program
- position classification
- recruitment, staffing & placement

Cynthia Motley, Administrative Officer (7-5638)

- awards program administration
- insurance
- retirements
- Thrift Savings Plan
- training
- recruitment, staffing & placement

Lori Hart, Administrative Assistant (7-5478)

- consultants
- differentials
- employment verification
- entrance-on-duty
- payroll issues
- special clearances
- time and attendance
- transfer of labor
- within-grade increases

Shirley Gilmore, Secretary/Receptionist (7-5638)

- Treaty Room reservations
- processing training requests/confirmations
- campaigns - CFC, bonds, blood drives, etc.
- PER files and manuals
- personnel locator; telephone directory changes

(NB: Reservations for the Principal Officers' Conference Room should be made through S/S-O-CMS, ext. 7-2374)



Richard J. Shinnick  
Executive Director

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