

# **1 FAM 320**

## **BUREAU OF PUBLIC AFFAIRS (PA)**

*(CT:ORG-165; 02-23-2007)*  
*(Office of Origin: PA/HO)*

### **1 FAM 321 ASSISTANT SECRETARY AND DEPARTMENT SPOKESPERSON FOR PUBLIC AFFAIRS**

#### **1 FAM 321.1 Policy**

*(CT:ORG-136; 03-15-2005)*

- a. The Bureau of Public Affairs carries out the Secretary's mandate to articulate the foreign policy objectives of the United States and to help foreign and domestic audiences understand the importance of foreign affairs. Led by the Assistant Secretary who also serves as Department Spokesman, the Bureau vigorously pursues the State Department's mission to inform the American and international publics and to feed their concerns and comments back to policymakers.
- b. The Bureau's Front Office, which includes the Principal Deputy Assistant Secretary, Deputy Assistant Secretary, the Deputy Spokesman and Deputy Press Secretary work to ensure that the Bureau accomplishes its goals in a variety of ways, which include:
  - (1) Strategic and tactical planning to advance the Administration's priority foreign policy goals;
  - (2) Conducting press briefings for domestic and foreign press corps;
  - (3) Vigorously pursuing media outreach, enabling Americans everywhere to hear directly from key Department officials through local, regional and national media interviews;
  - (4) Producing, coordinating and disseminating television products and services in the U.S. and abroad for the public, the media, the Secretary of State, the White House and Department bureaus and offices;

- (5) Coordinating media support and briefing schedules for the Secretary of State on all domestic and international engagements;
- (6) Managing the State Department's web site at [www.state.gov](http://www.state.gov) and developing web pages and content with up-to-date information about U.S. foreign policy;
- (7) Answering questions and inquiries from the public about current foreign policy issues by phone, email, or letter;
- (8) Coordinating with the Undersecretary for Public Diplomacy and Public Affairs (R);
- (9) Contracting with regional and functional bureaus on public affairs and public outreach issues and initiatives;
- (10) Arranging town meetings and scheduling speakers to visit communities to discuss U.S. foreign policy and why it is important to all Americans; and
- (11) Preparing historical studies on U.S. diplomacy and foreign affairs matters and publishing scholarly volumes on the official record of U.S. foreign policy.

## **1 FAM 321.2 Scope**

*(TL:ORG-103; 06-11-2001)*

- a. The Bureau of Public Affairs serves as the Department's central point for development and dissemination of information on the Department of State and foreign affairs issues. It also fulfills primary liaison functions with U.S., State, and local governments; non-governmental organizations; and the media.
- b. The Spokesperson serves as the primary press and/or public affairs officer for the State Department.

## **1 FAM 321.3 Responsibilities**

*(CT:ORG-136; 03-15-2005)*

The Assistant Secretary and Department Spokesperson for Public Affairs is responsible for:

- (1) Directing public affairs activities in the Department. Serves as principal adviser to the Secretary, 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;

- (2) Developing public affairs strategies. The office coordinates interagency public affairs strategies with regional and functional bureaus on behalf of the Department, and maintains liaison between the Department, the White House, NSC, state and local government officials, and major nongovernmental organizations concerned with foreign affairs;
- (3) Compiling and publishing the official documentary record of U.S. foreign policy in the congressionally mandated series, Foreign Relations of the United States (FRUS). He or she coordinates the interagency declassification review of documents selected for the series and participates with the geographical and functional bureaus and the Advisory Committee on Historical Diplomatic Documentation in the management and resolution of declassification issues; and
- (4) The substantive and coordinating responsibility for Foreign Affairs Manual (FAM) 1 FAM 320—Public Affairs.

## **1 FAM 321.4 Bureau Organization**

*(CT:ORG-136; 03-15-2005)*

An organization chart of PA is found as 2 FAM 321 Exhibit 321.3.

## **1 FAM 321.5 Authorities**

*(CT:ORG-136; 03-15-2005)*

The authorities are as follows:

- (1) 22 U.S.C. 2651a and 2656, general authorities of the Secretary of State for the conduct of foreign relations and management of the Department;
- (2) 22 U.S.C. 4351 concerns the preparation of the FRUS series, section 4353 concerns declassification appeals, and section 4356 concerns the Advisory Committee on Historical Diplomatic Documentation;
- (3) Executive Order 12958 (1995) provides for a uniform system for classifying, declassifying, and safeguarding national security

information;

- (4) 5 U.S.C. 552, as amended, the Freedom of Information Act (1966), governs the release of U.S. Government information to the public;
- (5) 5 U.S.C. 522a, as amended, the Privacy Act of 1974, relates to the handling of privacy protected information by the Federal Government;
- (6) OMB Circular A-130 relates to management of Federal information resources;
- (7) 39 U.S.C. 3204 governs mailing articles and documents by penalty (official franked) mail;
- (8) 44 U.S.C., Chapter 17, concerns the distribution and sale of documents;
- (9) 36 CFR 1232 concerns reporting requirements for audiovisual activities;
- (10) Executive Order 12612 "Federalism" (1987), requires the Department to take account of the effect of its programs on the States;
- (11) Department Order 1218 (1944) established the position of Assistant Secretary for Public Affairs. This position was ratified by an Act of Congress in December 1944; and
- (12) Other authorities, as appropriate.

## **1 FAM 322 DEPUTY ASSISTANT SECRETARIES**

### **1 FAM 322.1 Principal Deputy Assistant (PDAS)**

*(CT:ORG-136; 03-15-2005)*

The Principal Deputy Assistant Secretary for Public Liaison and Intergovernmental Affairs (PA/PL):

- (1) Performs the duties of the Assistant Secretary in the absence of the Assistant Secretary;
- (2) Under the general guidance of the Assistant Secretary oversees day-to-day Bureau operations and has primary responsibility for

supporting the domestic public affairs activities of the Secretary and principal Department officials;

- (3) Develops strategies to advance the Administrations' top issues, shape effective messages explaining U.S. policies and enhancing communication with the foreign and domestic audiences;
- (4) Oversees the Department's public outreach to, and liaison with, the general public, including the academic, non-governmental and business communities;
- (5) Develops Department policies and programs relating to intergovernmental affairs and coordinates contacts with regional and local officials;
- (6) Oversees production and coordination of audio-visual products and services in the United States and abroad; and
- (7) Has oversight responsibility for the Office of Public Liaison (PA/PL), the Intergovernmental Affairs Staff (PA/IGA), the Office of Strategic Communications (PA/OSC), and the Office of Broadcast Services (PA/OBS).

## **1 FAM 322.1-1 Office Of Strategic Communications (PA/SCP)**

*(CT:ORG-136; 03-15-2005)*

The Office of Strategic Communications and Planning is the creative resource for the Bureau of Public Affairs. The office develops strategies to advance the Administration's top issues, shape effective messages explaining U.S. policies and enhance communication with the American public. The office coordinates with bureaus throughout the Department, the White House, and other government agencies.

PA/SCP's role involves both short and long range strategic planning to:

- (1) Develop communication strategies to support the Secretary's effort to bring foreign policy issues to foreign and domestic audiences;
- (2) Advance the Administration's priority policies and shape effective messages related to those policies; and
- (3) Help ensure that public diplomacy/public affairs are part of all policy.

## **1 FAM 322.1-2 Office Of Broadcast Services (PA/OBS)**

*(CT:ORG-136; 03-15-2005)*

The Office of Broadcast Services (OBS) produces and distributes broadcast television and evolving media products and services in the U.S. and abroad. OBS connects the State Department live to U.S. and international TV broadcasters via fiber and satellite networks. OBS supports the foreign affairs communication mission of the U.S. Department of State by producing live TV pool coverage of events involving the President, Secretary of State, and principal spokespersons; by producing television coverage of current events in the U.S. and worldwide that present U.S. policies; by producing news features, special events programs, documentaries and co-productions with foreign broadcasters. OBS acquires American produced TV programming for Public Diplomacy outreach by U.S. embassies and for international TV placement. AETN – The American Embassy TV Network is the Department of State’s global (1) television network. It is the U.S. Public Diplomacy TV channel worldwide and a direct U.S. television resource for international broadcasters.

OBS Services are as follows:

- (1) Post-requested broadcast productions, targeted news features and special events coverage;
- (2) Produce original policy directed TV feature stories (VNRs), television documentaries and news footage, marketed and distributed worldwide for television news and current events broadcasters;
- (3) Daily coverage of State Department and Foreign Press Center briefings, and foreign affairs hearings from the U.S. House and Senate;
- (4) Live coverage of the President and Secretary of State, often in multiple languages broadcast on AETN;
- (5) Live and recorded coverage of visits by foreign heads of governments;
- (6) Live television interviews and media tours with State Department officials for news broadcasters worldwide;
- (7) Assist foreign TV news bureaus in the U.S. and on special assignment with live coverage and videotapes of news events, b-roll footage, research, story development, interviews and TV production assistance;

- (8) Expansion of Award winning TV CO-OP productions with international broadcasters; and
- (9) Co-productions with international broadcasters that address U.S. issues for regional and language prime-time TV placement worldwide;

### **1 FAM 322.1-3 Office Of Public Liaison (PA/PL)**

*(CT:ORG-136; 03-15-2005)*

Public Liaison's mission is to create and coordinate opportunities for dialogue between the Administration and the public in order to improve public involvement in the Department and its work. The Office works with other offices in the Department to reach younger audiences, including speakers and materials geared toward high school and college age groups as follows:

- (1) Sponsors foreign policy conferences in the Department and in the Washington, DC, area on topics of particular interest, including an active outreach program to secondary schools, colleges and universities;
- (2) Reaches out to the Nongovernmental Organization (NGO) community through conferences and briefings for a wide variety of nongovernmental entities, including business, education, ethnic, women and environmental groups;
- (3) Provides speakers to organizations throughout the United States, including regional foreign policy town meetings with local organizations to encourage the free exchange of information and opinion and to relate foreign policy objectives to community issues;
- (4) Arranges Digital Video Conferences (DVCs) linking speakers in the Department with universities and organizations around the country;
- (5) Maintains a Speakers Pool in order to increase outreach to targeted communities. This Pool is comprised of State Department employees; and
- (6) Deals with the public via phone, email or hard copy mail to answer inquiries and listens to opinions. Regular reports on public opinions are given to the Secretary of State.

### **1 FAM 322.1-4 Intergovernmental Affairs Staff (PA/IGA)**

*(CT:ORG-136; 03-15-2005)*

The Intergovernmental Affairs Staff coordinates and promotes the State Department's growing dialogue with state and local governments concerning international issues. Constituents include 55 state and territorial governors, 7,000+ state legislators, as well as over 87,000 units of local government, including mayors, city council members, county executives, and others. As such, PA/IGA:

- (1) Develops and coordinates Department policies and programs relating to intergovernmental affairs for state and local elected officials;
- (2) Coordinates and/or provides clearance for all official Department correspondence and outreach activities with governors, mayors, and other key state and local government officials;
- (3) Responds to inquiries and requests for information or assistance related to foreign affairs from elected officials, organizations, and government officials throughout the United States;
- (4) Represents the Department at meetings with designated senior intergovernmental affairs officials at the White House and in other U.S. government agencies, and other officials as appropriate to advance mission;
- (5) Develops relationships and maintains close contact with governors, mayors, and other key state and local officials, executives of the Washington, DC offices of state and local governments, as well as with their professional associations. Exchanges information about foreign affairs matters with the state and local government community through briefings, appointments, special mailings, newsletters, and timely statements on foreign policy issues;
- (6) Monitors political, social, and economic developments related to foreign affairs at the state and local level in order to convey the views of these officials on international issues to senior members of the Department and other Federal agencies;
- (7) Provides information and coordinates Embassy or Consulate assistance to key elected officials traveling abroad, including state trade missions, sister-city delegations, and other official delegations;
- (8) Complements PA and Department-wide public outreach efforts by arranging courtesy meetings and other appointments between Department representatives and key state and local elected officials; and;

- (9) Assists with the assignments of Foreign Service officers to state and local governments under the Pearson Amendment and the senior Foreign Service Officers to the Diplomats-in-Residence Program.

## **1 FAM 322.2 Deputy Spokesperson (DS)**

*(CT:ORG-136; 03-15-2005)*

The Deputy Spokesperson (PA/PRS):

- (1) Performs the duties of the Spokesperson in his or her absence;
- (2) Under the general guidance of the Assistant Secretary, develops, oversees, and implements all Bureau policies and programs designed to fulfill the Department's broad press responsibilities;
- (3) Develops overall message for multiple communication activities; and
- (4) Has oversight responsibility for The Office of Press Relations (PA/PRS); Foreign Press Centers (PA/FPC); The Office of Regional Media Outreach (PA/RMO); and USAID Press Office.

### **1 FAM 322.2-1 Office Of Press Relations (PA/PRS)**

*(CT:ORG-136; 03-15-2005)*

- a. The Office of Press Relations explains the Department's positions on foreign policy and public diplomacy issues to domestic and foreign journalists and provides support to the Secretary of State for events covered by the media (press conferences, meetings with foreign dignitaries, travel abroad, temporary media filing centers, etc.). Press Officers are available by phone to assist reporters with questions about U.S. foreign policy and arranging special press briefings open for all media. Media Events officers advise and assist Department colleagues in planning and coordinating media coverage of special events or special briefings for invited press only. The Press Office releases official transcripts of remarks by the Secretary of State and of press briefings, Statements by the Secretary or Spokesman, Notices to the Press, Fact Sheets and Media Notes.
- b. The Office of Press Relations (PA/PRS):
  - (1) Serves as the initial and principal media point of contact at the Department of State;

- (2) Develops and executes the Department's media policy, plans, and programs and serves as the principal office advising the Secretary, the Deputy Secretary, the Assistant Secretary for Public Affairs, and other officials of the Department and other U.S. Government agencies on all aspects of the Department's conduct of press relations;
- (3) Coordinates the release of foreign policy information by supporting the Spokesperson's daily news briefing, and by direct media contact and outreach;
- (4) Arranges the Secretary's photo opportunities and press briefings, and manages the logistical requirements associated with those events and with the Secretary's public remarks. The Office provides advice and logistical support for special briefings for the press by other senior Department officials.

## **1 FAM 322.2-2 Office of Regional Media Outreach (PA/RMO)**

*(CT:ORG-136; 03-15-2005)*

The Office of Regional Media Outreach works with national, local, and specialty media including television, print (newspaper & magazine reporters, columnists, and editorial writers), wire services, radio and the Internet. Outreach activities include:

- (1) Arranging interviews with State Department officials - including the Deputy Secretary, Under Secretaries, Assistant Secretaries, Ambassadors and "Hometown Diplomats" – overseas, in Washington or on travel in the U.S.;
- (2) Developing the "News of the Day" for the Department's website. The message includes a transcript, broadcast-quality digital audio clip, digital photograph and digital video;
- (3) Informing specialty media of Department statements, events and policies to directly reach Women, Hispanics, African-Americans, and Arab-Americans;
- (4) Reaching junior and senior high school and university students via newspapers, TV (Channel One), print (Knight Rider, U-Wire, etc.) and Internet outlets;
- (5) Placing articles, letters and Op-Eds authored by State Department officials, including the Secretary, with domestic and international

publications;

- (6) Creating and maintaining a database of all 204 U.S. media markets to deliver electronically Department statements, policies and messages; and
- (7) Managing the Media Resource Unit, a foreign policy news web site for U.S. officials worldwide. Preparing special reports for overseas White House/State Department travel.

## **1 FAM 322.2-3 Foreign Press Centers (PA/FPC)**

*(CT:ORG-136; 03-15-2005)*

The mission of the Foreign Press Center network, with offices in Washington, New York and Los Angeles, is to support U.S. policies and priorities by helping resident and visiting foreign media to cover the U.S. accurately and comprehensively. The three offices achieve their mission by:

- (1) Holding briefings on current issues by USG and non-USG newsmakers and organizing reporting tours to locations throughout the U.S. on a full range of newsworthy issues;
- (2) Disseminating key information to foreign journalists through the FPC website [www.fpc.state.gov](http://www.fpc.state.gov), a listserver, targeted emails, individualized research service, transcripts and reports;
- (3) Arranging interviews at the requests of posts with USG officials for visiting foreign media;
- (4) Assisting journalists in making contacts with military and defense sources at the Pentagon and throughout the U.S. military establishment;
- (5) Ensuring that foreign journalists have access and infrastructure support regarding summits, ministerials and other high-profile events; and
- (6) Working closely with the National Security Council Press Office to arrange group interviews with the President and National Security Adviser and with other agencies and departments to ensure that their principals have the best advice and venues possible for sharing their message with the global audience.

## **1 FAM 322.3 Deputy Assistant Secretary (DAS)**

*(CT:ORG-136; 03-15-2005)*

The Deputy Assistant Secretary for Public Affairs (DAS):

- (1) Performs duties of the Assistant Secretary in the absence of both the Assistant Secretary and the PDAS;
- (2) Under the general guidance of the Assistant Secretary, is responsible for communications with the general public about foreign policy issues;
- (3) Produces, publishes, and disseminates materials regarding foreign policy matters, for both government and non-government users;
- (4) Oversees policy execution for the Bureau in the areas of strategic management, financial, physical and human resource management, information technology and administrative management;
- (5) Monitors trends in domestic public opinion about foreign affairs matters;
- (6) Oversees the design and development of the U.S. Diplomacy Museum, to include eventual implementation after the official opening;
- (7) Manages information content for the State Department's internet web site at [www.state.gov](http://www.state.gov); and
- (8) Has oversight responsibility for the Executive Office (PA/EX), the Office of Electronic Information and Publications (PA/EI), the Office of the Historian (PA/HO), and the U.S. Diplomacy Center.

## **1 FAM 322.3-1 Office Of Electronic Information And Publications (PA/EI)**

*(CT:ORG-136; 03-15-2005)*

The Office of Electronic Information and Publications disseminates U.S. foreign policy information to the American public. It helps bureaus/offices present their material in a way that demonstrates that what the State Department does is relevant and important to Americans' daily lives. PA/EI:

- (1) Manages [www.state.gov](http://www.state.gov) the Department's primary site for the American public. Develops web sites; edits/drafts content; posts remarks by senior Department principals, fact sheets, annual reports to Congress and other informational materials;

- (2) Manages more than a dozen 'listservs' so subscribers can receive by email full texts of selected U.S. Department of State documents;
- (3) Produces special publications;
- (4) Reviews content to be disseminated electronically and, in coordination with the Bureau of Administration, hard copy publications. Also approves creation of or changes to public Internet domain names;
- (5) Develops/maintains specialized web sites, such as [www.future.state.gov](http://www.future.state.gov); and
- (6) Electronically disseminates key public information (daily press briefing, press statements, speeches, testimony, remarks by Secretary and other Department principals as well as public statements and fact sheets released by the State Department).

## **1 FAM 322.3-2 Office Of The Historian (PA/HO)**

*(CT:ORG-165; 02-23-2007)*

The Office of the Historian prepares the official documentary record of U.S. diplomacy for publication in the Foreign Relations of the United States (FRUS) series in accordance with 22 U.S.C. 4351 et seq. The Office arranges with other foreign affairs agencies and documentary repositories such as the National Archives to collect, edit, and publish the accurate and complete foreign affairs record, and edits and prepares for publication the FRUS series. The Office coordinates the declassification review of the FRUS series in the Department of State and by other agencies, foreign governments, and international organizations. It administers the congressionally mandated meetings of the Advisory Committee on Historical Diplomatic Documentation and serves as the Department sponsor of the Committee. It cooperates with the Office of Information Resources Management Programs and Services (A/ISS/IPS) in the hard copy and electronic declassification and release of Department of State documentation. In addition, the office:

- (1) Prepares historical studies on U.S. diplomacy and foreign affairs matters of special interest for use in policy determinations and/or for public information;
- (2) Makes recommendations to other bureaus on the identification, maintenance, and long-term preservation of the historical diplomatic record, including electronic records; and

- (3) Undertakes outreach projects on the history of U.S. foreign relations and diplomacy. The Office advises the Department on historical matters. It prepares historical outreach products for dissemination within the Department of State and to the public, and participates in the development of historical programs and exhibits for the U.S. Diplomacy Center. It counsels private scholars and journalists on research issues. The Office responds to U.S. Government and public inquiries.

### **1 FAM 322.3-3 General and European Division (PA/HO/GE)**

*(TL:ORG-118; 11-27-2002)*

The General and European Division (PA/HO/GE) plans, selects and edits the official foreign affairs record of U.S. policies concerning the nations of Europe and the Soviet Union; arms control; strategic defense; foreign economic policy; organization of foreign policy; and space and scientific issues for inclusion in the FRUS series. They prepare historical research studies and commentaries on these and other matters.

### **1 FAM 322.3-4 Asian and American Division (PA/HO/AA)**

*(TL:ORG-118; 11-27-2002)*

The Asian and American Division (PA/HO/AA) plans, selects and edits the official foreign affairs record of U.S. policies concerning the nations of East Asia and the Pacific, and the U.S. Republics, as well as global issues such as human rights, international narcotics controls, immigration, and population, for inclusion in the FRUS series. They prepare historical research studies and commentaries on these and other matters.

### **1 FAM 322.3-5 Middle East and African Division (PA/HO/MA)**

*(TL:ORG-118; 11-27-2002)*

The Middle East, Eastern Mediterranean, South Asia and African Division (PA/HO/MA) plans, selects and edits the official foreign affairs record of U.S. policies concerning the nations of the Middle East, the Eastern Mediterranean, South Asia and Africa, as well as global issues such as energy policy, terrorism, refugees, and United Nations affairs, for inclusion in the FRUS series. They prepare historical research studies and commentaries on these and other matters.

## **1 FAM 322.3-6 Policy Studies and Outreach Division (PA/HO/PO)**

*(TL:ORG-118; 11-27-2002)*

The Policy Studies and Outreach Division (PA/HO/PO) plans and prepares historical research studies and documentary compilations in support of current U.S. foreign policy initiatives within the Department and government-wide. They prepare historical outreach products for dissemination to the public, and participate in the development of historical programs and exhibits for the U.S. Diplomacy Center.

## **1 FAM 322.3-7 Declassification and Publishing Division (PA/HO/DP)**

*(TL:ORG-118; 11-27-2002)*

The Declassification and Publishing Division (PA/HO/DP) coordinates directly with the Bureau of Administration and other bureaus, agencies, and with foreign governments and international organizations, as necessary, to obtain declassification review determinations for documents to be published in the FRUS series. They coordinate appeals of documents whose declassification has been denied but whose exclusion from the Series The Historian determines would result in a misleading or inaccurate historical record, in accordance with 22 U.S.C. 4353. They prepare documentary compilations and historical research studies for publication and dissemination, both in print and electronic format, including overseeing and coordinating the design, technical editing, typesetting, printing, binding, and distribution of the FRUS series and other Office publications and products.

## **1 FAM 322.3-8 United States Diplomacy Center (PA/USDC)**

*(TL:ORG-118; 11-27-2002)*

- a. The United States Diplomacy Center is responsible for planning, developing, and operating a visitor's center and museum of American diplomacy for the Department of State. Scheduled to open in 2007, the museum is designed to be a place of learning and inspiration, dedicated to exploring the work and mission of the Department and the history, practice and challenges of American diplomacy. It collects, preserves, and displays documents, artifacts and other records of historical relevance.
- b. Exhibitions in the visitor center and museum engage and inform the public about:

- (1) The work and mission of the Department of State;
  - (2) Key moments and events of American diplomatic history;
  - (3) The practice of American Diplomacy;
  - (4) The challenges of American diplomacy past and present;
  - (5) The service and sacrifice of American diplomats and their families;
  - (6) The vital role American diplomacy has played in the shaping our nation; and
  - (7) The importance of American diplomacy to every person every day.
- c. The Diplomacy Center further engages the public through its outreach activities in educational institutions, programming in the adjacent auditorium and conference center, and through the Internet.

## **1 FAM 322.3-9 Office Of The Executive Director (PA/EX)**

*(TL:ORG-118; 11-27-2002)*

The Office of the Executive Director is responsible for planning, coordinating and executing policy for the Bureau in the areas of strategic management, financial, physical and human resource management, information technology and administrative management. The Executive Office also:

- (1) Oversees the Bureau's strategic planning processes, developing methods for tracking and monitoring progress toward, and impact of, the strategic goals developed during the planning process.
- (2) Conducts special projects of programmatic or policy nature to further outreach and public affairs objectives.
- (3) Provides administrative assistance to Bureau offices regarding travel, procurement, security, space management, records management, administrative reporting requirements, etc.;
- (4) Advises Bureau staff of Department and Federal policies and programs and coordinates the Bureau's human resource requirements with the Bureau of Human Resources. PA/EX processes all necessary documentation regarding human resources and staffing;
- (5) Formulates, presents, and oversees the execution of the Bureau's budget. PA/EX controls Bureau allotments, monitors obligations

- and the status of funds, and issues fiscal reports, as required; and
- (6) Provides a variety of microcomputer-related services to Bureau offices and off-site facilities, including user problem resolution, local area network (LAN) support, LAN hardware and software installation and upgrades, LAN configuration analysis, and IRM planning and reporting.

## **1 FAM 323 THROUGH 329 UNASSIGNED**

# 1 FAM 321 EXHIBIT 321.3 BUREAU OF PUBLIC AFFAIRS

*(CT:ORG-136; 03-15-2005)*

