

1 FAM 530 BUREAU OF INTERNATIONAL NARCOTICS AND LAW ENFORCEMENT AFFAIRS (INL)

(TL:ORG-74; 03-15-1999)

1 FAM 531 ASSISTANT SECRETARY FOR INTERNATIONAL NARCOTICS AND LAW ENFORCEMENT AFFAIRS (INL)

1 FAM 531.1 Responsibilities

(TL:ORG-74; 03-15-1999)

- a. *The Assistant Secretary for INL* reports to the Under Secretary for Global Affairs (G).
- b. *INL is* responsible for the development, supervision, coordination and implementation of international narcotics control assistance activities of the Department of State as authorized under Part 1, Chapter 8 of the Foreign Assistance Act of 1961, as amended (22 U.S.C. 2291-2291k).
- c. *INL is* responsible for development, coordination, and implementation of U.S. Government policy and programs directed at U.S. Government objectives abroad on international criminal justice issues.
- d. *INL* oversees the activities of the Principal Deputy Assistant Secretary who is responsible for the international counternarcotics program and the Deputy Assistant Secretary for International Crime and Policy Planning who is responsible for *the* international criminal justice program and strategic planning for bureau programs and policies.
- e. *INL* supervises the Office of *Resource Management (INL/RM)* which is responsible for financial planning, budget execution, personnel management, administration, and acquisition management.
- f. *INL* has substantive and coordinating responsibility for the following Foreign Affairs Manual (FAM) materials:

- (1) 1 FAM 530—Bureau of International Narcotics and Law Enforcement Affairs (INL); and
- (2) 2 FAM 950—Rewards for Information Relating to International Narcotics Terrorism and Drug Trafficking.

1 FAM 531.2 Organization

(TL:ORG-74; 03-15-1999)

See 1 FAM 531 Exhibit 531.2 *for* an organization chart of INL.

1 FAM 531.3 Authorities

(TL:ORG-62; 01-31-1995)

- a. 22 U.S.C. 2656 and 2651a: The Secretary of State's authorities for the conduct of foreign affairs and administration of the Department of State.
- b. Foreign Assistance Act of 1961 as amended (22 U.S.C. 2291 and 2292).
- c. Department of State Delegation of Authority 145 (2-4-80), as amended.
- d. State Department Basic Authorities Act section 36(b) (22 U.S.C. 2708(b)), narcotics offenders rewards.
- e. Other authorities, as appropriate.

1 FAM 532 DEPUTY ASSISTANT SECRETARIES

1 FAM 532.1 Principal Deputy Assistant Secretary

(TL:ORG-74; 03-15-1999)

- a. *The Principal DAS* advises the Assistant Secretary on *formulating* policy, establishing goals, and implementing programs.
- b. *The Principal DAS exercises lead oversight and policy management responsibility for the bureau's counternarcotics programs.*
- c. *The Principal DAS* supervises the bureau's Office of *Americas Program (INL/LP)* and the *Office of Asia, Africa, and Multilateral Programs (INL/AP)* which are responsible for bilateral programs providing direction and guidance on *international crime and* narcotics control to U.S. missions abroad, and coordinating and monitoring activities of other U.S.

Government agencies working abroad in narcotics control *and international crime activities*. *INL/LP is responsible for programs in Central and South America, Mexico and the Caribbean. INL/AP is responsible for programs in Asia, Africa, Middle East, and multilateral organizations including the United Nations.*

- d. *The Principal DAS oversees the bureau's management, funding, personnel, program, budget, and administrative issues; and works closely with the bureau Controller/Executive Director on all management issues.*
- e. *The Principal DAS supervises bureau efforts, policy formulation, and program management to address civilian police monitoring or training operations in crisis states.*
- f. *The Principal DAS has primary responsibility for coordination of the bureau's activities with the Department's other functions and for ensuring that international narcotics control matters receive appropriate consideration in the formulation of U.S. foreign policy.*

1 FAM 532.2 Deputy Assistant Secretary for International Crime and Policy Planning

(TL:ORG-74; 03-15-1999)

The Deputy Assistant Secretary for International Crime and Policy Planning:

- (1) *Is* responsible for the development and implementation of foreign policy initiatives to counter international criminal threats to U.S. national interests and programs to strengthen *law enforcement* institutions;
- (2) *Is* responsible for the development and implementation of long-range strategic planning to implement bureau goals and objectives;
- (3) Designs substantive evaluations of INL programs and directs the formulation, preparation, review, and consolidation of evaluations in order to improve, modify or develop new programs and activities;
- (4) Oversees the bureau's major external and internal planning and reporting systems *and* develops evaluation systems to strengthen bureau programs/projects;
- (5) Directs an effective, productive liaison with members of the Congress and their staffs *and* promotes full understanding of the Department and bureau's goals and its requirements to meet the goals of international narcotics control;

- (6) Supervises the Office of *Europe, NIS, and Training (INL/ENT)* and the Office of Policy Planning and Coordination (INL/PC); *and*
- (7) Provides primary liaison for the bureau with the Intelligence Community on international criminal justice issues.

1 FAM 533 OFFICE OF RESOURCE MANAGEMENT (INL/RM)

(TL:ORG-74; 03-15-1999)

- a. *The Office of Resource Management (INL/RM)* directs the bureau's financial management program including budget formulation and execution, *and* provides fiscal accountability and reporting to Congress.
- b. *INL/RM* directs the personnel, administrative, and management activities of the bureau and provides guidance and support to those posts abroad which have narcotics control *and international crime* assistance programs.
- c. *INL/RM* manages the bureau's procurement of commodities and technical services and accomplishes audit and end-use monitoring of INL-funded commodities.
- d. *INL/RM directs the bureau's aviation support program that is responsible for aviation support to overseas narcotics control programs and it plans, deploys and oversees the interregional aviation assets including logistics, inventory control, maintenance, overhaul, training, quality assurance, etc.*
- e. *INL/RM*, on behalf of the Assistant Secretary, exercises with authority to redelegate, all administrative authorities delegated to the Assistant Secretary by the Secretary, except those authorities required by law, regulation, or otherwise to be performed by the Assistant Secretary or higher authority.

1 FAM 534 OFFICE OF AMERICAS PROGRAM (INL/LP)

(TL:ORG-74; 03-15-1999)

- a. *The Office of Americas Program (INL/LP)* develops policy initiatives for narcotics producing and transit countries *in South America, Central America, Mexico, and the Caribbean* and provides guidance to Foreign Service posts in implementing Department policies *on international*

narcotics and crime.

- b. *INL/LP* provides overall program direction for INL bilateral narcotics assistance programs *in support of ongoing embassy initiatives to enact these programs in concert with host nations.*
- c. *INL/LP* is responsible for developing and revising regional and drug- *and crime*-specific strategies and coordinating these strategies with the Federal community.
- d. *INL/LP* coordinates policy and programs with other U.S. Government departments and agencies involved in international narcotics control *and crime* activities, particularly with the Department of Defense (DOD), *Department of Justice (DOJ), Department of Treasury (DOT), and* Agency for International Development (USAID).

1 FAM 535 OFFICE OF ASIA, AFRICA, AND MULTILATERAL PROGRAMS (INL/AP)

(TL:ORG-74; 03-15-1999)

- a. *The Office of Asia, Africa, and Multilateral Programs (INL/AP) develops policy initiatives for narcotics producing and transit countries in Asia, Africa, and in international organizations, including the United Nations, and provides guidance to Foreign Service posts in implementing Department policies on international narcotics and crime.*
- b. *INL/AP* provides overall program direction for INL bilateral narcotics and anti-crime assistance programs.
- c. *INL/AP* is responsible for developing and revising regional and drug-specific strategies and coordinating these strategies with the Federal narcotics community.
- d. *INL/AP* coordinates policy and programs with other U.S. Government departments and agencies involved in international narcotics control and crime activities, particularly with the Department of Defense (DOD), Department of Justice (DOJ), Department of Treasury (DOT), and Agency for International Development (USAID).
- e. *INL/AP* oversees coordination with United Nations (UN) drug agencies to determine appropriate level of contributions and designs strategies to provide development assistance to multilateral organizations.

1 FAM 536 OFFICE OF POLICY PLANNING AND COORDINATION (INL/PC)

(TL:ORG-74; 03-15-1999)

- a. The Office of Policy Planning and Coordination (INL/PC) develops and coordinates broad international narcotics and crime control policy guidance for the bureau, posts, and the Department as reflected in contributions to the bureau and the Department's program plans, congressional presentation documents, and other ad hoc taskings from the Department, Congress, or other executive agencies.*
- b. INL/PC provides analytic and management support in connection with legislative issues including drafting and coordinating testimony, responding to congressional inquiries, and arranging briefings for members of Congress and their staffs.*
- c. INL/PC conceptualizes, drafts, and coordinates within the Department and among other agencies, classified and unclassified international narcotics and crime control strategies.*
- d. INL/PC manages the bureau's public affairs program including producing and coordinating daily press guidance; arranging press briefings and interviews; designing and developing public outreach initiatives; and developing and maintaining the bureau's web site.*
- e. INL/PC assists in developing and implementing the U.S.-EU Transatlantic Agenda for Cooperation on Justice and Law Enforcement Issues, and coordinates U.S. participation in the Lyon Group—the G-8's experts group on international organized crime—to ensure that the United States maintains its leadership role and achieves its national objectives.*
- f. INL/PC develops policy, program, and resource requirements to implement civilian police reform programs in failed states including coordinating these requirements within the Department and the interagency and international communities.*
- g. INL/PC manages the bureau's role as functional coordinator for U.S. Government international outreach on Critical Infrastructure Protection (CIP). INL/PC organizes and chairs intra-departmental and interagency meetings; represents the Department at NSC and other agency CIP meetings; and provides guidance to the field on international CIP awareness, cooperation, and coordination.*
- h. INL/PC manages the production-tasking, compilation, coordination, and publication of the annual, congressionally-mandated International*

Narcotics Control Strategy Report, a multi-hundred-page document that reviews the worldwide international narcotics situation in detail and serves as the evidentiary basis for the President's congressionally-mandated annual narcotics "certification" decisions.

- i. INL/PC serves as the bureau's central liaison point with the Intelligence Community.*

1 FAM 537 OFFICE OF EUROPE, NIS, AND TRAINING (INL/ENT)

(TL:ORG-74; 03-15-1999)

- a. The Office of Europe, NIS, and Training (INL/ENT) coordinates policy and programs to combat international organized crime's involvement in financial crime, illicit drug trafficking, immigrant smuggling, trafficking of women and children, auto theft, weapons smuggling, and intellectual property rights.*
- b. INL/ENT assists emerging democracies in strengthening their national law enforcement institutions to become effective allies in combatting crime worldwide.*
- c. INL/ENT coordinates counternarcotics and anti-crime training programs provided by U.S. law enforcement agencies.*
- d. INL/ENT participates in UN and other international conferences on crime in order to strengthen efforts by international organizations to assist member states in combatting international criminal activity.*
- e. INL/ENT develops criminal justice and demand reduction training programs to strengthen stable democracies throughout the world.*

1 FAM 538 NARCOTICS AFFAIRS OFFICER (NAO)

(TL:ORG-74; 03-15-1999)

In a number of countries, a separate section called the narcotics affairs section (NAS) has been established at posts when the resource level reached about one million dollars or required special attention. Chiefs of mission and other post administrators shall treat the unit as a separate embassy section. The narcotics affairs officer (NAO) heads this section, reporting directly to

the coordinator for narcotics affairs, usually the DCM, and participates as a member of the country team. *With INL's expanded function of international crime, NASs may become more involved in crime issues depending upon the situation within each country. In those cases, the NAO will be responsible for the development, implementation, and evaluation of both the narcotics control and the anti-crime assistance programs.* The NAO also has the following specific duties:

- (1) Manages the day-to-day diplomatic contact with host-government narcotics control officials and serves as the primary advisor to the DCM and COM on narcotics *and crime* issues;
- (2) Generates support for, and actively advances, U.S. policy objectives with key host-government officials, influential organizations, the media, and leaders in the private sector; recommends priorities to be given specific U.S. policy objectives;
- (3) Participates with host-government officials in developing a comprehensive narcotics control program in the areas of crop control/reduction, law enforcement/interdiction (together with DEA), and, where applicable, drug demand reduction *and a coordinated crime assistance program (law enforcement training)*;
- (4) Maintains liaison with and assists the various narcotics control agencies of the host government in developing viable narcotics control project plans and tactics; acts as liaison with the government entities concerned and coordinates with other components of the U.S. mission *such as embassy* political and economic sections, U.S. Information Service (USIS), DEA, and others as necessary;
- (5) Prepares the annual budget request for narcotics control *and anti-crime assistance* funds and administers the funds provided to the host government for material and financial assistance to their national narcotics control agencies; prepares program documentation and procurement requirements for narcotics control *and anti-crime* projects; *and*
- (6) Manages the U.S. program to monitor the host government's use of all U.S.-provided commodities intended for narcotics control *and anti-crime* purposes.

1 FAM 539 EMBASSY COORDINATOR FOR NARCOTICS AFFAIRS (CNA)

(TL:ORG-74; 03-15-1999)

- a. The embassy/mission coordinator for narcotics affairs (CNA) coordinates the activities of all mission components in the attainment of goals of the Bureau of International Narcotics and Law Enforcement Affairs (INL). The CNA acts as the principal advisor to the chief of mission on narcotics-related and, where applicable, law enforcement matters.*
- b. The CNA's duties will vary from post to post depending on:
 - (1) The importance of the host country to the United States from the narcotics/law enforcement standpoint;*
 - (2) The size and complexity of the bilateral narcotics and anti-crime assistance programs being carried out; and*
 - (3) The number of U.S. agencies within the INL program represented at post.**
- c. The personal rank and functional location of the CNA, who should be a Foreign Service officer, will also vary according to the above considerations. In some countries, the CNA will be the deputy chief of mission. In some countries where there are INL projects, the ambassador or deputy chief of mission chairs a country team that sets policy on INL issues and uses the CNA as a staff executive officer to bring matters to their attention and to implement their decisions.*
- d. In all countries the CNA should:
 - (1) Keep abreast of host-government activities and actions in the narcotics/law enforcement fields;*
 - (2) Coordinate and provide policy oversight to the narcotics and law enforcement activities of all participating agencies at the mission and constituent posts;*
 - (3) Serve as a control officer for Congressional delegations investigating narcotics or criminal problems, and for visitors from U.S. Government narcotics and law enforcement agencies by:
 - (a) Facilitating, where needed, upper-level contacts with local government entities and officials;*
 - (b) Serving as a political advisor so they may proceed with adequate knowledge of local political conditions; and*
 - (c) Reporting on the above activities as they may affect program decisions in the Department (INL);***

- (4) Through coordination, prevent differences from arising among U.S. Government agencies in the INL program or between U.S. agencies and host-country counterparts;*
 - (5) Initiate requests for the establishment of INL-funded projects in-country;*
 - (6) Ensure that INL-funded projects are implemented as rapidly as possible. The CNA must monitor them consistently and take steps to ensure that progress toward goal and objective achievements are being made and that commodities, such as trucks or radio equipment, are used for the approved purposes; and*
 - (7) Evaluate the effectiveness of the program at regular intervals.*
- e. The CNA is responsible for oversight of the preparation of the International Narcotics Control Strategy Report (INCSR) in all countries. In countries where there are significant amounts of INL funds employed in narcotics or anti-crime assistance projects, the CNA has the additional duties of providing oversight to the program, including development and implementation, evaluation, and reporting.*
- f. The post shall report the name of the officer to INL/RM (see 2 FAM 043.3).*

1 FAM 531 Exhibit 531.2 BUREAU OF INTERNATIONAL NARCOTICS AND LAW ENFORCEMENT AFFAIRS (INL)

(TL:ORG-74; 03-15-1999)

