

3 FAH-1 H-1400 ARRANGEMENTS FOR SENIOR AND PRESIDENTIAL APPOINTEES

3 FAH-1 H-1410 ARRANGEMENTS FOR PRESIDENTIAL APPOINTEES

(TL:POH-14; 06-26-1996)

(State Only)

(Applies to Foreign Service Employees Only)

This subchapter contains guidelines and procedures which implement the regulations published in 3 FAM 1410 and should be used in conjunction with that subchapter.

3 FAH-1 H-1411 PROCESSING OF PRESIDENTIAL APPOINTMENTS

(TL:POH-14; 06-26-1996)

(State Only)

(Applies to Foreign Service Employees Only)

Recommendations for Presidential nominations and appointments under the jurisdiction of the Department of State are made by memorandum from the Secretary of State to the President. These nominations and appointments include not only ambassadors and principal officers of the Department, but also top-level positions in the United Nations, the Inter-American system, and other international commissions, organizations, and conferences where membership requires Presidential appointment.

3 FAH-1 H-1412 RESPONSIBILITY

3 FAH-1 H-1412.1 Under Secretary for Management

(TL:POH-14; 06-26-1996)
(State Only)
(Applies to Foreign Service Employees Only)

The Under Secretary for Management has responsibility for assuring the Secretary and the Deputy Secretary that:

- (1) Appropriate consultations and clearances within the Department of State, including the Office of Inspector General, have been completed before selectee recommendations are put forward for approval;
- (2) That formal security, conflict-of-interest, and medical clearance (if appropriate) are obtained once a selection is made and White House approval has been received; and
- (3) That (if appropriate) agreement of the host state or international organization has been obtained.

3 FAH-1 H-1412.2 Director General

(TL:POH-14; 06-26-1996)
(State Only)
(Applies to Foreign Service Employees Only)

- a. The Director General shares responsibility with the Under Secretary for Management for ensuring that the items listed in section 3 FAH-1 H-1412.1 are completed. The completion of these items is carried out by the Senior Level Division (PER/CDA/SL) and the Presidential Appointments Staff (PER/CDA/SL/PAS) in the Bureau of Personnel, under the Director General's authority.
- b. In addition, the Director General has general responsibility for ensuring that effective procedures are established and followed in implementing the briefing program for chiefs of mission, including the two-week Ambassadorial Seminar conducted by the Foreign Service Institute.

3 FAH-1 H-1412.3 Assistant Secretary for the Bureau Concerned

3 FAH-1 H-1412.3-1 Briefing and Consultations

(TL:POH-14; 06-26-1996)
(State Only)
(Applies to Foreign Service Employees Only)

- a. For new ambassadorial selectees, briefings and consultations in the Department of State can begin once clearances are received and the agreement has been requested. These briefings can be expanded to other U.S. Government entities once the White House announcement and nomination have been made. Briefings and consultations outside of the U.S. Government cannot take place until after Senate confirmation.
- b. Responsibility for briefing and assisting the newly appointed or returning chief of mission is assigned to the Assistant Secretary of the bureau concerned, who may, in turn, delegate to the appropriate bureau officer the planning and execution of substantive and administrative briefing, debriefing, and consultation schedules on a departmental and government-wide basis. Bureaus should ensure new chiefs of mission attend the two-week Ambassadorial Seminar organized by the Foreign Service Institute.
- c. Requests for appointments with the President, the Secretary, the Under Secretaries, and the Assistant Secretaries are submitted by memoranda through normal channels. Appointments with other officials are requested by communications with the offices as indicated.
- d. A list of the principal officers concerned with envoy briefings and consultation is provided by the Presidential Appointments Staff (PER/CDA/SL/PAS).
- e. The period of consultation in the Department prior to departure for post, and during home leave, may be extended to permit a chief of mission to carry out the briefing and debriefing set forth in 3 FAM 1410 and this subchapter.

3 FAH-1 H-1412.3-2 Chief of Mission Returning from Assignment

(TL:POH-14; 06-26-1996)

(State Only)

(Applies to Foreign Service Employees Only)

Chiefs of mission returning for assignment to another geographical area, for the purposes of 3 FAM 1410 and this subchapter, remain the responsibility of the Assistant Secretary for the geographic bureau controlling the terminating assignment until released to the new area of assignment.

3 FAH-1 H-1413 MATERIALS TO BE MADE AVAILABLE TO ENVOYS

(TL:POH-14; 06-26-1996)

(State Only)

(Applies to Foreign Service Employees Only)

- a. The senior desk officer makes available to a new ambassadorial selectee (with appropriate security clearance) the following documents:
 - The latest post report;
 - The current Office of Inspector General reports;
 - Organizational material on the Department;
 - Intelligence material;
 - Copies of pertinent mission cable traffic;
 - Such basic documentation, both legislative and executive, as may be available in the Department for assistance in the form of reports, manuals, or publications; and
 - Biographic material on prominent figures of the country or organization to which assigned.
- b. The bureau executive director will provide complete briefing material on administrative matters.
- c. Incumbent chiefs of mission, while on consultation in the Department, receive copies of current telegrams to and from their mission.

3 FAH-1 H-1414 LANGUAGE PREPARATION

(TL:POH-14; 06-26-1996)

(State Only)

(Applies to Foreign Service Employees Only)

- a. The Department seeks to have chiefs of mission proceeding to foreign areas where they have not previously served acquire minimum language and area training prior to departure. Appropriate language training is provided by the Foreign Service Institute. It is desirable that during the language training the envoy be free from operational duties in order to assure that the trainee has the opportunity to participate in a controlled and supervised program which is free from interruption.
- b. For the chief of mission who already has a substantive knowledge of the language of the post, refresher training, if desired, on an ad hoc basis

may be arranged.

- c. Dependents are urged, whenever possible, to undertake language training by the Foreign Service Institute on the same basis.

3 FAH-1 H-1415 BRIEFINGS FOR DEPENDENTS

(TL:POH-14; 06-26-1996)

(State Only)

(Applies to Foreign Service Employees Only)

- a. The schedule of briefings for a chief of mission includes scheduling of briefings for spouses so that they may also make careful preparation for overseas assignments. The Foreign Service Institute and the regional bureau will provide briefings on:
 - Government organization;
 - Current foreign policy;
 - Post problems;
 - The nature and character of the country where assigned, and its people;
 - The embassy, the residence, and the staff.
- b. Spouses are encouraged to attend, along with the new ambassador, the two-week Ambassadorial Seminar organized by the Foreign Service Institute.
- c. The Family Liaison Office (M/DGP/FLO) seeks to establish continuing relationships with the spouse of the chief of mission in order to assist the spouse in arranging for departure and after arrival at the post. M/DGP/FLO maintains current and comprehensive files on the contributions of dependents on the economic, political, and social-welfare life of countries of assignment. The Director and staff of M/DGP/FLO are prepared to discuss community activities at the post and the availability of support for embassy dependents' projects with the chief of mission's dependent(s). There are also available files on previous experience of direct interest of a spouse.

3 FAH-1 H-1416 CONGRESSIONAL APPEARANCE

(TL:POH-14; 06-26-1996)

(State Only)

(Applies to Foreign Service Employees Only)

Once the President has nominated an individual for Senate confirmation, the Office of Legislative Affairs becomes the focal point for assisting the nominee through the Senate confirmation process. That office, under the direction of the Assistant Secretary for Legislative Affairs, will:

- Brief the nominee on the Senate confirmation process;
- Provide the names and biographic information on appropriate members of the Senate Foreign Relations Committee; and
- Assist the bureau in preparing a nominee for a Senate hearing.

3 FAH-1 H-1417 SPEECH MAKING AND PRESS CONFERENCES

(TL:POH-14; 06-26-1996)

(State Only)

(Applies to Foreign Service Employees Only)

As soon as the dates of the chief of mission's return to Washington are known, the senior desk officer will inform the Assistant Secretary for Public Affairs, in writing, of those dates so that the Assistant Secretary may:

- Ask the chief of mission if he/she would be willing to make speeches; and
- Arrange appropriate informational activities;
- Arrange possible press conferences; and
- Arrange individual appointments with correspondents.

3 FAH-1 H-1418 FACILITIES AND ADMINISTRATIVE SERVICES

(TL:POH-14; 06-26-1996)

(State Only)

(Applies to Foreign Service Employees Only)

The executive director of the geographic bureau will:

- Arrange for office space and secretarial assistance during the chief of mission's stay in the United States; and
- Process travel plans, reservations, passports, visas, etc., for the chief of mission.

3 FAH-1 H-1419 DEBRIEFING

(TL:POH-14; 06-26-1996)

(State Only)

(Applies to Foreign Service Employees Only)

- a. The Department regards debriefing as especially important and urges the fullest advantage be taken of the chief of mission's knowledge of the country of past assignment. Therefore, on return to Washington for consultation, leave, transfer, retirement, or other purposes, the chief of mission is expected to be available on an extensive scale for such debriefing.
- b. Section 401(b) of the Foreign Service Act makes chiefs of mission leaving the Foreign Service subject to perform such functions as debriefing while on chief-of-mission salary.
- c. Debriefing responsibility is assigned to the bureau Assistant Secretary who may, in turn, delegate the preparation, planning, and execution of the debriefing schedule to the appropriate bureau officer, working in cooperation with the Office of the Director General and, when appropriate, with the Bureau of Legislative Affairs.
- d. After the debriefing schedule has been prepared, a copy will be sent by the Assistant Secretary of the regional bureau to the Director General.