



## Internship Program Information

We are proud to announce that starting in September 2004, we have made it faster and more convenient for you to apply for an internship through our "Gateway to State" system. Just visit our web site at [www.careers.state.gov](http://www.careers.state.gov) and click on "Student Programs" to access "Gateway to State: StudentGate." It's that easy!

### DEADLINES

Applications must be *received* by the appropriate deadline below:

SUMMER INTERNSHIP - NOVEMBER 1  
FALL INTERNSHIP - MARCH 1  
SPRING INTERNSHIP - JULY 1

The U.S. Department of State is committed to equal opportunity and fair and equitable treatment of all without regard to race, color, ethnicity, sex, religion, age, sexual orientation, disabling condition, political affiliation, marital status, or prior statutory, constitutionally protected activity. The Student Programs office at the Department of State provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify our office at this e-mail address: [StudentInternPrograms@state.gov](mailto:StudentInternPrograms@state.gov). The decision on granting reasonable accommodation will be on a case-by-case basis.

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# AN INTRODUCTION TO THE U.S. DEPARTMENT OF STATE INTERNSHIP PROGRAM

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## **Who We Are**

The U. S. Department of State is the official international relations arm of the President of the United States. The Department is responsible for formulating, implementing and supporting U.S. foreign policy, assisting U.S. citizens abroad and managing the human and material resources that provide the platform for U.S. foreign policy. Members of the Department's Foreign Service and Civil Service are engaged in issues such as conflict resolution, nuclear nonproliferation, human rights and democracy, environmental issues, world trade, public diplomacy, and the promotion of the interests of Americans and their businesses abroad. Department of State employees are also involved in support and management issues—improving logistical systems to get the best possible value for tax dollars.

As you will see on pages 16 – 36, the Department of State is composed of many different bureaus, some "regional" (for example, the Bureau of African Affairs), others "functional", dealing with specific external issues or internal responsibilities (such as the Bureau for Democracy, Human Rights and Labor; the Bureau of Administration; and the Bureau of Economic and Business Affairs).

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## **The State Department's Mission**

To administer U.S. foreign policy and maintain diplomatic relations throughout the world

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## **The Objec- tives of the Internship Program**

- To encourage students to consider careers in foreign affairs
  - To provide students with valuable work experience in a foreign affairs agency
  - To aid the Department in achieving its mission
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# THE INTERNSHIP PROGRAM

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## You are eligible to apply if you are:

- A U.S. citizen
- A student. A student is an individual who has been accepted for enrollment, or who is enrolled, as a degree-seeking student in an accredited college or university.
- A full- or part-time continuing college or university junior, senior, or graduate student. An applicant is considered a junior if he/she will have completed all sophomore credits (60 or more semester hours or 90 quarter hours) by the time the internship begins and will be entering at least the junior year immediately following completion of the internship.
- In good academic standing in an accredited institution

**IMPORTANT:** You may apply for the Department's internship program if you have not yet completed your registration at a college or university or are awaiting an admissions determination. However, if selected for an internship, you must provide proof that you have registered, or have been accepted for enrollment, for studies in the semester or quarter immediately following the internship before you can begin your internship.

*In accordance with the Federal Equal Opportunity Recruitment Program, the Department encourages women and minority students to apply for these positions.*

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## Types of Internships

There are two different types of internships: domestic and overseas.

- **Domestic** – About half of the internships are in Washington, D.C. A limited number of intern positions are available at Department offices in other large cities in the United States.
- **Overseas** – The remaining internships are at our embassies and consulates abroad. Not all overseas posts are able to participate in the program, and participation may vary from year to year. For more information, please refer to the descriptions of participating bureaus that begin on page 16.

**IMPORTANT:** Applicants who wish to intern abroad must present evidence of medical insurance coverage that is valid abroad, to include medical evacuation and repatriation of remains coverage. Interns may not travel to post without completing and submitting a copy of the Verification of Medical Coverage form to the Department's Intern Coordinators' office.

**NOTE:** In recognition of the fact that world conditions may change, the Department reserves the right to reassign interns should circumstances warrant.

## THE INTERNSHIP PROGRAM, Cont.

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### Length of Internships

Students must be available to begin their internship within the timetable described on page 13. Interns usually serve for one semester or quarter during the academic year, or for a minimum of 10 consecutive weeks during the summer; they are expected to work a 40-hour week.

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### Salary and Benefits

- The majority of all internships are **UNPAID**.
  - Pending the availability of funding, a limited number of **PAID** internships are available to students who can demonstrate financial need. These positions are centrally funded by the Bureau of Human Resources. Students selected for these paid positions serve in bureaus throughout the Department of State.
  - To apply for a paid internship, students must include in their internship application package their current Student Aid Report (SAR), which indicates their EFC (Expected Family Contribution) number. (This report is generated from the submission of the Free Application for Federal Student Aid form.) **Student Aid Reports submitted without the EFC number will not be considered.**
  - Students are paid for a maximum of 10 consecutive 40-hour weeks, starting the first day of their internship, at the GS-4, 5, or 7 level, based on their level of education at the time they apply. Centrally funded interns are not eligible for overtime.
  - If the appointment is for 90 days or more, the intern earns annual and sick leave at the rate of four hours per bi-weekly pay period plus paid Federal holidays during the period worked. Paid interns contribute to Social Security.
  - Unless otherwise stipulated in the bureau descriptions, which begin on page 16, transportation to and from Washington or overseas posts is the responsibility of the intern.
  - Although unpaid interns are not Federal government employees, and are not entitled to any employee benefits, they are protected in the event of job-related injuries under the Federal Torts Claims Act.
  - Many educational institutions grant academic credit for internships and/or offer financial aid for internships.
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## THE INTERNSHIP PROGRAM, Cont.

### **Housing**

Housing is not provided for domestic internships. Arrangements and associated costs are the responsibility of the interns. A listing of suggested housing alternatives in Washington, D.C. is provided to students selected as interns and alternates.

Abroad, every effort is made to provide housing at no cost to interns, but, because circumstances may vary at different posts, this cannot be guaranteed. The bureau descriptions, which begin on page 16, include available guidance on bureau housing policies. Before accepting an overseas internship, students may wish to confirm with the selecting bureau whether housing will be provided.

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### **Metrochek Transit Benefit Program**

The Federal government provides transportation benefits to qualified Federal employees to encourage the use of mass transportation domestically to conserve energy, improve air quality and reduce traffic congestion on U.S. roads and highways. All paid and unpaid interns assigned to Washington, D.C. and using public transportation are eligible for the Metrochek Transit Benefit program that helps to defray the cost of traveling to and from work. The benefit is based on actual commuting costs and, as of July 2004, cannot exceed \$100 per month.

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## THE SELECTION / CLEARANCE PROCESS

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### How Interns are Selected

All applications are submitted online through the *“Gateway to State”* system, which also screens them to make sure that they are complete and that applicants meet the eligibility criteria. Once that process is completed, the bureau will have access to those applications submitted to them. Bureau representatives evaluate applicants based on the application materials. For many internships, foreign language ability is an important factor in placement for internships abroad. Completing some academic studies relevant to the type of work you wish to perform increases your competitiveness.

The bureau(s) or office(s) to which you have applied may make a verbal offer to you. However, the offer is not “official” until selectees receive written notification from the Student Programs office. This notification is a tentative offer to participate in the internship program. A final offer is contingent upon complete investigation and issuance of a security clearance. Those who are not selected for internships will also be notified. So that we may contact you as soon as possible, **please make sure that any changes of address are updated immediately in your applicant profile.**

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### Security Clearance Process

Students tentatively selected for the internship program must undergo a background investigation and receive either a Secret or Top Secret security clearance. The clearance process takes approximately 90-120 days to complete from the time the forms are received by the Bureau of Diplomatic Security (DS). Investigations may take substantially longer than 120 days if you have had extensive travel, education, residence and/or employment overseas, or if you have dual citizenship, foreign contacts, immediate family or relatives who are not citizens of the United States and/or a foreign born spouse or if there is a security, suitability, or medical issue to resolve. These issues could include a current or past history of drugs or alcohol abuse, as well as a recent history of credit problems. Further information regarding issues of dual citizenship and foreign influence is available at [www.careers.state.gov](http://www.careers.state.gov). Although these problems will not necessarily preclude you from receiving a security clearance, they will lengthen the time required to complete the clearance process. The appropriate security forms you will need to complete will be included with your preliminary notification of acceptance. When you receive these forms, **please complete, sign, and return them by the date indicated in the letter. *This is important!* DS may be unable to process your security clearance if you fail to meet that deadline.**

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## THE SELECTION / CLEARANCE PROCESS, Cont.

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### **Random Drug Testing**

All interns serving in positions which require a clearance for access to information classified as "Secret" or above will be subject to the Department's random employee drug testing program.

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### **Final Offer of Appoint- ment**

After all procedures are completed and clearances obtained, interns assigned domestically will be contacted by the Student Programs office with an official, final offer of appointment. The Bureau Coordinator normally contacts interns assigned abroad. **Travel to Washington, D.C. or abroad for purposes of reporting for duty should not be done until you receive an official offer of appointment from either the Student Programs office (for domestic assignments) or the Bureau Coordinator (for overseas assignments) confirming the granting of your security clearance and permission to report for duty. The office or post to which you are assigned will be unable to employ you until you have been fully cleared.**

**Note:** Federal law requires denial of a passport to any spouse certified by the Department of Health and Human Services as being more than \$5,000 in arrears on child support.

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# WHAT TO EXPECT AS A STATE DEPARTMENT INTERN

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## **Duties of an Intern**

Internships are excellent preparation for future careers in both the Civil Service and the Foreign Service. The Department is looking for students with a broad range of majors, such as Business or Public Administration, Social Work, Economics, Information Management, Journalism, and the Biological, Physical and Engineering Sciences, as well as those majors more traditionally identified with international affairs.

Intern duties and responsibilities may vary according to post or office of assignment. For instance, interns may write reports on human rights issues, assist with trade negotiations, assist with citizen's services or visa work, help Americans in distress abroad, or organize conferences or visits of high-level officials. Others may research economic or environmental issues, write news stories, work on web pages or help produce electronic journals.

Interns with scientific and technical backgrounds might work with issues such as arms control, genetically modified organisms (GMOs), infectious diseases, and remote sensing.

Those interested in management may use their expertise working on projects involving budgets, human resources, information systems, or general logistical support to posts abroad. Some may be involved in educational and cultural exchange activities. Interns are also instrumental in the recruiting of U.S. speakers and specialists for overseas programs.

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## **Intern Activities**

Your summer experience at the Department of State not only includes the exceptional knowledge and work experiences that you will gain in your office setting, but it also offers the opportunity to explore the Washington Metropolitan Area. During each intern session, a Student Activities Coordinator is assigned to the Student Programs staff to plan activities that will enhance your internship. These activities include brown bag lunches with senior Department officials, tours, and social activities. The tours allow students to get better insight into the daily functioning of other government organizations. Examples of past tours include the Bureau of Engraving and Printing, the Pentagon, and the Capitol, as well as tours of various embassies. Guest speakers include some of the top managers in the Department, who share their career experiences and give students a better understanding of the Department's objectives.

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## WHAT TO EXPECT AS A STATE DEPARTMENT INTERN, Cont.

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### **Intern Activities, Cont.**

The social activities (during work and after-hours) allow networking and socializing with other student employees.

Interns assigned overseas and in field offices can expect to get involved with embassy functions or events appropriate to the area in which they are assigned.

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### **Appropriate Attire**

The Department of State does not have an official dress code; however, as the leading U.S. foreign affairs agency, the Department of State is in the front line of customer service to the public at home and abroad. This mission requires that our employees project competence and professionalism. Therefore, the appearance of employees should also be professional, in a way that conveys respect for colleagues, customers, and the work environment, and should not pose a safety or health hazard or distraction from work.

The Department welcomes the cultural diversity of its workforce, and seeks to maintain freedom for personal expression without sacrificing the professional image essential to the performance of its mission.

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### **Other Student Employment Programs**

Find out more about other student employment program opportunities such as Cooperative Education Program, Stay-in-School, Student Disability Program, Summer Clerical Program, Fascell Fellowship Program, Thomas R. Pickering Foreign Affairs Fellowship, and the Presidential Fellows Program by visiting our web site at [www.careers.state.gov](http://www.careers.state.gov).

## APPLICATION INSTRUCTIONS

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### Apply Online

Applications for the U.S. Department of State's intern program **must** be submitted online, using the *"Gateway to State"* system.

To access *"Gateway to State: StudentGate"*, visit our website at [www.careers.state.gov](http://www.careers.state.gov) and click on Student Programs. Then click the *"Gateway to State: StudentGate"* button. If you are a new user, follow the instructions to create a new user account. Please remember to write down and save your user ID and password.

Now you are ready to begin your internship application.

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### Your Application Package

There are three parts to the application process:

- Applicant Profile
- Application, including Statement of Interest
- Transcripts and optional Student Aid Report (SAR)

In the first part of the application process, you will create your applicant profile by providing biographic and prior Federal government employment information. This section will determine if you meet application eligibility requirements. You must answer all "required" fields in order to proceed through the application process.

The second part of the online application process is specific to the internship program. In this section, you will:

- Identify up to two bureaus for which you wish to be considered for an internship assignment
  - Answer questions regarding your personal, academic and employment credentials to be used by bureau representatives in making their selections
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## APPLICATION INSTRUCTIONS, Cont.

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### Your Application Package, Cont.

- Submit a one-page **Statement of Interest** that describes your objectives and motivation in seeking an internship. As bureau representatives use this statement in making their selections, you should use the statement to explain how your academic courses and other personal experiences relate to the bureau(s) or office(s) to which you are applying. Please use this opportunity to tell us about any specific disadvantages you may have overcome.

The third part of the application process is the submission of your **transcript** and, if you're applying for a paid internship, your current **Student Aid Report (SAR)**. Your application is not considered complete until these documents have been received using the following procedures:

- Once you have completed the online questionnaire and Statement of Interest, you will be prompted to print out cover sheets that will be used to fax your transcripts and your current SAR. **It is extremely important that only these cover sheets be used for faxing these documents.** The cover sheets are coded to insure that your documents will be included in your online record.
  - Transcripts: Both official and unofficial transcripts are acceptable for unpaid internships. Paid internships require official transcripts. If you are a first year graduate student, you must submit a copy of your most recent undergraduate transcript.
  - OPTIONAL – Student Aid Report (SAR). If you wish to be considered for a paid internship, you must use the above procedures to fax a copy of your Student Aid Report (SAR). The SAR must include your Expected Family Contribution number (EFC). You will not be considered for a paid internship if you do not submit a SAR or if the EFC number is not indicated on your SAR.
  - We strongly recommend that you retain a copy of your fax confirmation sheet/number in case verification of your submission is required.
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## APPLICATION INSTRUCTIONS, Cont.

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### Submitting Your Application

When you have completed the online questionnaire and the Statement of Interest and have printed out the fax cover sheets, you will be ready to complete your application. You should remain in the program until you have received an **application confirmation screen**. Print this screen for verification of your application. If you do not receive the confirmation screen, you must assume your application was not complete. Follow the instructions, which will indicate which section(s) of the application you must still complete. **Please remember that your application is not considered complete until you have transmitted your transcript and, as appropriate, your SAR.**

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### Accessing Your Application

You may stop working on your application at any time and return later to resume its completion or to update any biographical, student, or employment data. To do this you should:

1. Retain your User ID and Password for future use
  2. Save your application
  3. Return to the Student Program web page, click on the ***"Gateway to State: StudentGate"*** button, enter your user ID in the logon field, and enter your password to access your individual application and data
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# ***Gateway to State: StudentGate***

## **Application Checklist**

**Check off each item to make sure everything has been done.**

### **Reminder !!!**

- Did you receive and print out an application confirmation screen after submitting your application?
- Did you use the system-generated cover sheet to fax your transcript?
- Did you use the system-generated cover sheet to fax your Student Aid Report (SAR) showing your Expected Family Contribution (EFC) number? (Optional)
- Did you receive verification that faxed items were successfully transmitted?
- Did you keep copies of everything for your records?

## Application Processing Timetable

The following chart is provided to help applicants track their application during the months of the selection process. Please be patient and follow guidelines on notifications below. Keep this form handy for future reference.

<b>Activity in Intern Program</b>	<b>Summer Internship</b>	<b>Fall Internship</b>	<b>Spring Internship</b>
<b>I.</b> Intern Brochure Distributed to Colleges and Universities	August	August	August
<b>II. Application Deadline</b>	<b>November 1</b>	<b>March 1</b>	<b>July 1</b>
<b>III.</b> Selections Made by Bureaus; Selectees Notified in Writing by Intern Coordinator's Office	November - December	March – April	July -August
<b>IV.</b> Non-Selects Notified in Writing by Intern Coordinator's Office	December – January	April	August
<b>V.</b> Forms Received from Selectees to Initiate Security Clearances*	January	April	August
<b>VI.</b> Security Clearances Completed. Official Offers of Appointment Made	March - April	June - July	September - October
<b>VII. Interns Enter on Duty</b>	<b>May – July</b>	<b>September – October</b>	<b>January – February</b>
<b>VIII.</b> Internship Ends	September	December	April

\*Security clearance processing takes approximately 90-120 days, so it is important to return signed, completed forms to the Student Programs office by the date indicated in the letter. Either the Student Programs office or the Bureau Coordinator will notify you when the security clearance is issued.

## BUREAU SELECTION CHARTS

Bureau/Office	Major																			
	Accounting	Adult Education/Training	African Studies	Agriculture	Architecture	Art History/Art Studies	Biological/Physical Sci	Business	Communications	Computer Science	Criminal Justice	Construction Mgt.	East Asian Studies	Economics	Engineering	Environmental Studies	European Studies	Facility Management	Finance	Geography
International Organizations	*	.	.	.	.	.	.	.	.	.	.	.	.	*	.	.	.	.	.	.
Legal Adviser	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.
Legislative Affairs	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.
Near Eastern Affairs	*	.	.	.	.	.	.	*	.	.	.	.	.	*	.	.	.	.	.	.
Democracy, Human Rights & Labor	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.
Oceans & Int'l Environmental & Scientific Affairs	.	.	.	.	.	.	*	.	.	.	.	.	.	*	.	*	.	.	.	.
Office of Foreign Missions	.	.	.	.	.	.	.	*	.	.	.	.	.	.	.	.	.	.	.	.
Office of the Inspector General	*	.	.	.	.	.	.	*	.	*	.	.	.	.	.	.	.	.	.	.
Ofc of the U.S. Global Aids Coord.	*	.	*	.	.	.	*	.	*	.	.	.	*	*	.	.	*	.	.	.
Policy Planning Staff	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.
Political-Military Affairs	.	.	*	.	.	.	.	.	.	.	.	.	*	*	*	.	*	.	*	.
Population, Refugees, & Migration	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.
International Information Programs	.	*	*	.	.	.	.	*	*	*	.	.	*	*	.	*	*	.	.	.
South Asian Affairs	.	.	.	.	.	.	.	*	.	.	.	.	.	*	.	.	.	.	.	.
Under Secretary For Arms Control & International Security Affairs	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.
Under Secretary for Global Affairs	.	.	.	.	.	.	.	.	.	.	.	.	.	*	.	.	.	.	.	.
United States Mission to the UN	.	.	.	.	.	.	.	.	*	.	.	.	.	*	.	.	.	.	*	.
Western Hemisphere Affairs	*	.	.	.	.	.	.	*	*	*	.	.	.	*	.	*	.	.	.	.

The chart on pages 14 and 15 is to be interpreted as a guideline only. It is intended to help applicants in identifying bureaus to which their majors may be commonly related. Bureaus require a broad range of skills and academic backgrounds to accomplish their goals, and do not limit their selections to only those majors indicated on the chart.

Bureau/Office	Major																			
	Government	History	Humanities	Human Resources	Information Systems	Interior Design	International Relations	Journalism	Latin American Studies	Law	Library Science	Linguistics	Middle Eastern Studies	Political Science	Print Making	Public Administration	Public Affairs	Real Estate	South Asian Studies	Any Majors
International Organizations	.	.	.	*	.	.	*	.	.	.	.	.	*	.	*	*	.	.	.	.
Legal Adviser	.	.	.	.	.	.	.	.	*	.	.	.	.	.	.	.	.	.	.	.
Legislative Affairs	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	*
Near Eastern Affairs	.	.	.	*	.	.	*	.	.	.	.	*	*	.	*	.	.	.	.	.
Democracy, Human Rights & Labor	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	*
Oceans & Int'l Environmental	.	.	*	.	.	.	*	.	*	.	.	.	.	.	.	.	.	.	.	.
& Scientific Affairs	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.
Office of Foreign Missions	.	.	.	*	.	.	*	.	.	.	.	.	*	.	*	*	.	.	.	.
Office of the Inspector General	.	.	.	*	.	.	.	.	*	.	.	.	.	.	*	.	.	.	.	.
Ofc of the U.S. Global Aids Coord.	*	.	*	.	.	.	*	*	*	.	.	.	*	.	*	*	.	.	*	*
Policy Planning Staff	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	*
Political-Military Affairs	*	*	.	.	.	.	*	.	*	.	.	.	*	*	*	.	.	.	*	.
Population, Refugees, & Migration	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	*
International Information Programs	*	*	.	*	*	.	*	*	*	*	*	.	*	*	*	*	.	.	*	.
South Asian Affairs	*	.	.	.	.	.	*	.	.	.	.	.	*	.	*	.	.	.	*	.
Under Secretary For Arms Control	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	*
& International Security Affairs	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.
Under Secretary for Global Affairs	.	.	.	.	.	.	.	*	.	.	.	.	.	.	.	.	.	.	.	*
United States Mission to the UN	.	.	.	.	.	.	*	*	*	.	.	.	*	.	*	.	.	.	.	.
Western Hemisphere Affairs	.	.	.	.	.	.	*	*	.	.	.	.	*	.	*	.	.	.	.	.

## **PARTICIPATING BUREAUS/OFFICES**

The following is a brief overview of each participating bureau or office that offers internships at various times during the year. You may apply for an internship in **two (2) bureaus or offices**. If you wish to be considered for an overseas internship, at least one of your bureau choices must be one of the following: AF, EAP, EUR, IO, NEA, SA, or WHA. You will also have the opportunity to indicate the specific country in which you would like to intern. Please note that some bureaus offer internships in domestic locations other than Washington, D.C. If you are interested in working at one of these locations, you will have the opportunity to express your preference.

### **Bureau of Administration ( A )**

#### **Center for Administrative Innovation ( A/CAI )**

Supports management professionals, both overseas and domestic, who maintain and improve the critical administrative platform upon which U.S. government agencies operate abroad. Helps management professionals improve their operations by providing better tools and techniques, including best practices from the private sector. Targets good ideas and trends; researches and test-pilots them for possible worldwide application at U.S. government missions overseas. Analyzes and evaluates administrative business processes for overseas and domestic operations from the customer's perspective. It is also a great group of people and a fun place to work.

Paid internships are available during the summer in Washington, D.C. Unpaid internships are available throughout the year in Washington, D.C.

#### **Office of the Procurement Executive ( A/OPE )**

The Office of the Procurement Executive formulates, establishes and reviews policy governing federal contracting and procurement, federal assistance and competitive sourcing activities for domestic and overseas missions. Interns working in A/OPE can expect to work on numerous cross cutting issues, such as researching legislation or federal regulations and drafting policy. They may have direct contact with overseas missions and domestic bureaus in support of the A/OPE mission. Students interested in program and project management, drafting substantive communications, and Department of State activities would find an internship in A/OPE beneficial and rewarding.

### **Office of Operations ( A/OPR )**

Manages, directs, and establishes policies for diverse administrative programs including domestic real property and facility management, centralized acquisition, worldwide supply and transportation, assistance to overseas schools, language services, and the administration of foreign allowances. A/OPR offices that typically participate in the intern program are:

- **A/OPR/ALS** - Develops and coordinates policies and regulations, standards and procedures for the administration of the government-wide allowances, post differentials and representational expenses for government employees assigned to foreign countries; sets rates for overseas per diem and other allowances.
- **A/OPR/LS** - The Office of Language Services provides interpreting, translating, and other language services needed to conduct foreign relations with the non-English-speaking nations and peoples of the world. LS responds to the language needs of both the Department of State and the White House. Paid summer translating internships are available for graduate students with good writing skills and mastery of English and at least one of the following languages: Arabic, Russian (and languages of the former USSR), Spanish, or French. Interns spend 10 weeks working under the tutelage of State Department translators. To be selected, applicants must be U.S. citizens and pass a translating test given at the Office of Language Services in Washington, D.C.
- **A/OPR/FMSS** - Responsible for the management and administration of domestic building operations and maintenance. FMSS is also responsible for all domestic energy, environmental, fire and life safety programs.

Paid and unpaid internships are available in Washington, D.C. throughout the year.

### **Office of Records and Publishing Services ( A/RPS )**

Provides executive direction and policy guidance on substantive activities to ensure that the Department and other foreign affairs agencies receive the full range of classified and unclassified information and multi-media publishing services in a cost-effective customer service-oriented manner.

- **A/RPS/MMS** - Provides centralized editorial, graphics, multi-media publishing, and distribution services, and prescribes standards for Departmental editorial, printing, and photocopier activities throughout the Department
- **A/RPS/DIR** - Manages the Department's directives program, the articulation and collection of departmental organizational and functional policies, standards, and procedures (often referred to as regulations). In cooperation with program offices, incorporates statutes, Executive Orders, and other agency directives into Department policy and procedures.
- **A/RPS/IPS** - Serves as the primary point of contact and principal adviser on all matters concerning the management of information as a critical resource, specifically relating to records life cycle management; public and need-to-know access to information, classification management and declassification, privacy, research of official record and public information resources, and corporate records archives.

Unpaid internships are available in Washington, D.C. throughout the year.

### **Office of Logistics Management (A/LM)**

Provides Department of State logistics supply chain management activities including acquisition, warehousing and distribution, transportation, and property management support domestically and to every American embassy and consulate worldwide. Our clients both overseas and domestic are primarily from the Department of State but may also be personnel of other U.S. government agencies involved in foreign affairs and overseas operations.

Our services include:

- Procuring goods and services of all types, including all contract activities and vendor management
- Implementing an Integrated Logistics Management System (ILMS), and business processes to ensure “best practices” are followed in the Department. These practices include e-commerce, supply chain management and performance-based and customer-focused management
- Supporting nearly 4,000 officers in the foreign affairs community worldwide to relocate to their next assignment and transport their household effects and privately owned vehicles to their assigned posts
- Shipping all types of materials, whether the possessions of employees or supplies and equipment worldwide
- Warehousing of goods and inventory management
- Managing the Department’s worldwide vehicle fleet
- Providing Diplomatic Pouch and Mail services to embassies and consulates worldwide
- Developing and implementing cross-functional logistics policy
- Recruitment, career development and training of logistics personnel worldwide

Paid internships are available during the summer only. Interns will work on projects in one or more of the logistics functional areas.

### **Office of Small and Disadvantaged Business Utilization (A/SDBU)**

Ensures that the Department of State effectively utilizes U.S. small businesses (Small Disadvantaged, Woman-owned, Veteran-owned, Service Disabled Veteran-owned, HUBZone) in its prime contracts and subcontracts. Provides training and counseling to:

- The small business (SB) community about doing business with the Department; facilitates SB access to contract opportunities within the Department
- Department personnel about contracting with small businesses. Assists them in identifying resources, resulting in increased opportunities for small businesses

Interns working in A/SDBU can expect to work on market research, as well as assist the webmaster in updating our web site. Interns may also be assigned special projects. Prospective interns must possess good organizational and computer skills.

Unpaid internships available during the summer in Rosslyn, Virginia.

### **Bureau of Arms Control ( AC )**

Strengthens national security by expediting effective arms control and disarmament policies, and will:

- Be responsible within State for arms control verification and monitoring.
- Assist the special adviser for verification and compliance by providing policy, technical and analytical support
- Develop, for Presidential approval, options for arms control policy, strategy and negotiations
- Lead interagency efforts to negotiate new agreements (START III and other future agreements) and in ongoing negotiating efforts in the Conference on Disarmament (CD) like missile material cutoff and antipersonal land mines
- Chair the interagency backstopping and lead the diplomatic implementation of a large number of existing agreements, including ABM, INF, START I, START II, CWC, and BWC

Unpaid internships are available in Washington, D.C. throughout the year.

### **Bureau of African Affairs ( AF )**

- Conducts U.S. foreign relations with the countries in sub-Saharan Africa.
- Directs, coordinates, and supervises U.S. government activities within those countries, including consular and administrative management issues.

Unpaid internships are available for both undergraduate and graduate students in Washington, D.C. throughout the year. Interns posted abroad are provided housing and transportation to and from post. Internships abroad are available during the summer only.

### **Bureau of Consular Affairs ( CA )**

- Directs consular services relating to the protection, assistance, and documentation of American citizens abroad
- Conducts all passport activities, including documentation and control of travel of U.S. citizens and nationals
- Administers laws, formulates regulations, and implements policies relating to the determination of U.S. citizenship and nationality
- Oversees the issuance of immigrant and non-immigrant visas to the U.S.
- Provides guidance and leadership on consular aspects of children's services and fulfills U.S. treaty obligations relating to children

Unpaid internships are available throughout the year in Washington, D.C. and Passport Agencies located in the following cities: Washington, D.C. (PPT/WN and PPT/SIA), Boston (PPT/BN), Charleston (PPT/CPC), Chicago (PPT/CG), Honolulu (PPT/HH), Houston (PPT/HN), Los Angeles (PPT/LA), Miami (PPT/MM), New Orleans (PPT/NO), New York (PPT/NY), Norwalk, CT (PPT/CT), Philadelphia (PPT/PA), Portsmouth, NH (PPT/NCP), San Francisco (PPT/SF), and Seattle (PPT/SE).

### **Office of the Chief of Protocol ( S/CPR )**

- Provides the President and the Secretary of State with advice on fulfilling the government's obligations relating to national and international protocol
- Plans, arranges, and executes programs for visiting chiefs-of-state and heads of government, foreign ministers, and other high-level officials
- Coordinates with the White House on the presentation of credentials of foreign ambassadors to the President
- Accredits foreign ambassadors and other diplomatic and consular officers
- Registers employees of foreign governments and determines their eligibility for rights and immunities
- Manages the operation of the Blair House
- Plans and executes arrangements for official functions hosted by the Secretary of State

Paid and unpaid internships are available in Washington, D.C. throughout the year.

### **Bureau of Democracy, Human Rights and Labor ( DRL )**

- Develops and implements U.S. policy on democracy, human rights, international labor, and religious freedom
- Helps build global consensus in support of democratic rule and universal human rights principles
- Publishes the annual *Country Reports on Human Rights Practices*, which provide a comprehensive assessment of human rights around the world today
- Conducts dialogues on human rights and democracy with other nations, both bilaterally and through multilateral forums
- Works closely with members of Congress and their staffs, non-governmental human rights organizations, and the media
- Reviews political asylum requests
- Monitors key issues like religious freedom, labor, and women's rights

Unpaid internships are available in Washington, D.C. throughout the year. Interns work closely with office directors on special projects and the bureau's normal operations.

### **Bureau of Diplomatic Security ( DS )**

- Investigates passport and visa fraud; as well as other special investigations
- Conducts personnel security investigations
- Issues security clearances
- Protects the Secretary of State and certain foreign dignitaries and officials
- Provides physical and technical security for every U.S. embassy and consulate abroad
- Is responsible for counter-terrorism initiatives, security engineering, building and construction security, diplomatic courier service, and security training

Within the bureau, there are several divisions that provide administrative services such as automated systems support, financial and personnel management, and other general services.

Unpaid internships are available in Washington, D.C. and occasionally at selected field offices in the U.S. such as Atlanta, Boston, Chicago, Dallas, Denver, Greensboro (NC), Houston, Los Angeles, Miami, New York, Philadelphia, Phoenix, San Diego, San Francisco, San Juan (PR), Seattle, and Virginia (Dunn Loring and Rosslyn).

### **Bureau of East Asian and Pacific Affairs ( EAP )**

- Conducts U.S. foreign relations with countries in the East Asian and Pacific region
- Directs, coordinates, and supervises U.S. government activities with interest in political, economic, consular, and administrative matters in those countries
- Analyzes and prioritizes U.S. private sector trade and investments
- Researches and analyzes political and economic issues

Unpaid internships are available in Washington, D.C. and abroad at most U.S. embassies and consulates during the summer only. Interns gain experience with the foreign affairs interagency process. Under limited circumstances, housing may be available abroad. For students applying for internships abroad, please specify in your Statement of Interest the embassy or consulate for which you wish to be considered.

### **Bureau of Economic and Business Affairs ( EB )**

Develops and implements U.S. international economic policy relevant to protecting and advancing U.S. economic, political, and security interests. Pursues objectives by managing bilateral and multilateral relationships in the areas of trade, energy, transportation, communications, finance, and food resources policy.

- **Office of the Coordinator for Business Affairs ( EB/CBA )**  
Advises the Under Secretary for Economic, Agricultural, and Business Affairs, as well as the Assistant Secretary for Economic and Business Affairs, on foreign policies affecting U.S. international economic competitiveness and ensures that the interests of the U.S. business community are properly considered in the formulation and implementation of U.S. foreign policy:
- **International Communications and Information Policy ( EB/CIP )**  
Coordinates development and implementation of policy in international telecommunications with both bilateral and multilateral organizations
- **Energy, Sanctions and Commodities ( EB/ESC )**  
Formulates and manages overall U.S. government economic sanctions policy and strategy; coordinates the use of economic sanctions as a tool of foreign policy, ensuring that U.S. commercial and competitiveness issues are factored into U.S. government sanctions and export control decisions
- **Policy Analysis and Public Diplomacy ( EB/PAPD )**  
Coordinates public affairs/public diplomacy activities: prepares press guidance, providing media support for policy initiatives, responding to media requests and supporting public diplomacy initiatives for foreign audiences on economic issues
- **International Finance and Development ( EB/IFD )**  
Develops a satisfactory climate for U.S. investment overseas through bilateral and multilateral investment agreements that encourage foreign countries to adopt market-oriented policies that treat private investment fairly
- **Trade Policy and Programs ( EB/TPP )**  
Advances economic prosperity by increasing trade through the opening of overseas markets and freeing the flow of goods, services, and capital. Promotes U.S. trade interests within the World Trade Organization (WTO) and regional trade organizations such as the Asia-Pacific Economic Cooperation (APEC), the North American Free Trade Agreement Secretariat NAFTA , and the Free Trade Area of the Americas (FTAA)

- **Transportation Affairs (EB/TRA)**

Provides the fullest possible commercial support for the global aviation industry, which is uniquely dependent upon U.S. government leadership to ensure its rights and market access in foreign countries; serves as the chief aviation negotiator for the U.S. Under the 1958 Federal Aviation Act, the Department carries out its aviation responsibility with the direct involvement of airlines, communities, and labor

Unpaid internships are available in Washington, D.C. throughout the year. For further information on each office, please see the Department of State web site:

<http://www.state.gov>

**Bureau of Educational and Cultural Affairs (ECA)**

The Bureau of Educational and Cultural Affairs supports the long-term national interest by fostering mutual understanding between the people of the United States and other countries. Bureau academic and professional exchange programs identify future leaders and build a foundation of trust with current and potential leaders throughout the world. Bureau programs and activities include the Fulbright Exchange Program, the International Visitor Program, Citizen and Professional Exchange Programs, English Language Programs, Cultural Programs, Educational Advising, Humphrey Fellowships and College and University Affiliations Programs.

- The **Office of Academic Exchange Programs** plans and manages a wide spectrum of merit-based educational programs from Fulbright exchanges to a range of special programs for Russia and the New Independent States
- The **Office of Global Educational Programs** administers professional and teacher exchanges, institutional linkages, and programs and services designed to support and promote the international exchange of student and scholars
- The **Office of English Language Programs** conducts a variety of activities to promote the teaching and learning of English overseas
- The **Office of Citizen Exchanges** manages programs in professional, cultural and youth programs. Grants are used to strengthen public-private partnerships with American universities, community organizations, professional groups and other non-profit institutions
- The **Office of International Visitors** brings current and emerging foreign leaders to the U.S. to meet and confer with professional counterparts and to gain a more complete understanding of the U.S.
- **Cultural Programs** emphasize fostering long-term relationships between artists, institutions and audiences, stimulating self-sustaining networks

Specific skill sets which would be well-applied in the Bureau of Educational and Cultural Affairs (ECA) also include web design and management, and organizational development to include training, group facilitation, conflict management and surveying/polling.

Unpaid internships are available in Washington, D.C. throughout the year. For more information see the Bureau of Educational and Cultural Affairs' web site:

<http://exchange.state.gov>

### **Bureau of European and Eurasian Affairs ( EUR )**

- Conducts U.S. foreign relations with countries in Europe (including Turkey and the former Soviet Republics)
- Directs, coordinates, and supervises U.S. government activities within these regions, including consular and administrative management issues
- In addition to working on country-specific issues, the bureau offers the opportunity to do multilateral work related to the European Union, NATO, the OSCE, the OECD, the G-8, and the Council of Europe. Applicants interested in these multilateral positions should specifically note such interest in their Statement of Interest.

Unpaid internships are available in Washington, D.C. and abroad at certain U.S. embassies and consulates throughout the year. When available, housing is provided to interns assigned abroad. For students applying for an internship abroad, you will have an opportunity to specify the country in which you are willing to pursue your internship. You may elaborate on your choices in your Statement of Interest. Duties of both domestic and overseas interns are similar in nature to that of an entry-level professional.

**Note: The Pamela Harriman Foreign Service Fellowships**, sponsored by the College of William and Mary, will provide a \$5,000 award for two U.S. college students to work in the U.S. Embassies in Paris and London. The fellowships are available during summer sessions only. (A fellowship is also provided for a student to work in a component of the Office of the Secretary-see S entries on pages 31-34. Applications of persons chosen by the Department of State for internships in London or Paris and who have authorized the Department to provide their information to other organizations, will be forwarded to The Pamela Harriman Foreign Service Fellowship Program for consideration. Eligible candidates will be contacted with instructions on applying for a Harriman Fellowship. The Harriman Board has determined that only undergraduate students entering their senior year and graduating seniors continuing their studies will be considered for a Fellowship. E-mail inquiries on the Fellowship Program should be addressed to: [harriman@wm.edu](mailto:harriman@wm.edu). All written inquiries should be addressed to:

**The Pamela Harriman Foreign Service Fellowship Program  
PO Box 8795  
The College of William and Mary  
Williamsburg, VA 23187**

### **Family Liaison Office ( M/FLO )**

- Serves all U.S. government employees and family members assigned to, serving at, or returning from a U.S. embassy or consulate abroad deal with the challenges of a mobile lifestyle
- Advocates for programs to improve quality of life by identifying issues and solutions
- Provides high volume of client services in the areas of Family Member Employment (including job availability at an embassy or consulate abroad and opportunities for working on the local economy overseas), Education and Youth (including boarding school options, youth programs, and support for families with special needs children), and Support Services for those experiencing a personal change (including divorce, eldercare, adoption) or post crisis
- Assists employees and family members evacuated from post due to political unrest or natural disasters
- Manages the Community Liaison Office (CLO) program with 160 field offices worldwide

- Manages the expeditious naturalization process for foreign born spouses of Department of State employees
- Delivers services through individual counseling, training and presentations, publications and the FLO web site

Please visit FLO's web site: <http://www.state.gov/www/flo/>

Unpaid internships are available in Washington, D.C. during the summer. Interns will work on special projects in one or more of the above areas.

### **Foreign Service Institute (FSI)**

- Trains Department of State and other U.S. government agency employees involved in foreign affairs
- Encourages research and other studies of new and developing areas of foreign policy concerns
- Develops training materials for total curriculum including video and multimedia based training courses
- Provides intensive instruction in over 50 languages
- Offers a variety of area studies courses that familiarize Foreign Service personnel in the specific geographic/cultural area to which they are assigned
- Assists personnel and their families going to or returning from overseas assignments in cross-cultural and lifestyle adaptation, in addition to family and work adjustment/readjustment

Unpaid internships are available in Washington, D.C. throughout the year.

### **Office of the Under Secretary for Global Affairs and Coordinator (G)**

- Coordinates U.S. foreign relations on a variety of global issues, including democracy, labor and human rights, population and the environment, international scientific affairs, narcotics control, international law enforcement, migration, and refugees.
- Oversees U.S. participation in the Community of Democracies, U.S.-Afghan Women's Council and U.S.-Iraq Women's Network initiatives
- Oversees activities of four Bureaus: Democracy, Human Rights and Labor; International Narcotics and Law Enforcement; Oceans and International Environmental and Scientific Affairs; and Population, Refugees, and Migration
- Oversees the Office of International Women's Issues and the Office to Monitor and Combat Trafficking in Persons
- The Under Secretary serves as the Special Coordinator on Tibetan issues.

Selections will be made from applicants with demonstrable knowledge of, and interest in, one or more Global issues. Unpaid internships are available in Washington, D.C. throughout the year.

### **Bureau of Legislative Affairs (H)**

- Supervises and coordinates all legislative and liaison activities between the Department and Congress (except certain management issues) and the Office of Management and Budget
- Plays the lead interagency strategy role on foreign affairs legislation

Unpaid internships are available in Washington, D.C. throughout the year.

### **Bureau of Human Resources (HR)**

- Carries out recruitment and examination for the Foreign Service, including administration of the Foreign Service Written Examination and Oral Assessment
- Develops and administers personnel policies and procedures of the Department, including assignments, career development, employee relations and retirement programs for both Foreign and Civil Service
- Coordinates the Department's student employment programs
- Publishes the Department's monthly magazine for employees worldwide

Unpaid internships are available in Washington, D.C. throughout the year.

### **Bureau of International Information Programs (IIP)**

IIP is the principal international strategic communications service for the foreign affairs community. Using public diplomacy tools, IIP reaches out to key foreign audiences to improve their understanding of U.S. foreign policy and society.

The Office of International Programs is a reinvention lab, built on team-based management and cutting-edge technology. The IIP staff:

- Writes and edits materials to explain U.S. policy to overseas audiences in such fields as foreign policy, military and economic affairs
- Prepares stories, web pages and electronic journals aimed at foreign readers in various subject areas including human rights, narcotics, terrorism, American society, democracy, and information technology
- Recruits and schedules U.S. officials, persons from the academic community and subject specialists for overseas speaking and training programs
- Publishes pamphlets in paper and electronic versions on a variety of topics on American society and government, foreign policy and global issues
- Provides, through the Public Diplomacy Research Center, information services to IIP and to overseas programs

Specific skill sets, which would be well-applied in the Office of International Information Programs (IIP), also include web design and management, and organizational development to include training, group facilitation, conflict management and surveying/polling.

Unpaid internships are available in Washington, D.C. throughout the year.

### **Bureau of International Narcotics and Law Enforcement Affairs (INL)**

- Plans, implements, and oversees international narcotics and crime control activities.
- Provides program direction to U.S. missions abroad
- Negotiates cooperative agreements with foreign governments
- Represents the U.S. at the United Nations on narcotics and crime matters
- Works closely with other government agencies on domestic drug issues
- Assists foreign governments to combat narcotics and crime activities, e.g., eradicate narcotic crops, destroy illicit laboratories, train interdiction personnel, prevent money laundering and other organized crime, develop anti-crime and counternarcotics education programs

Unpaid internships are available in Washington, D.C. during the summer only. Intern projects include: monitoring the narcotics and crime control programs in South America, the Caribbean, Central America, Mexico, Asia, or Africa; reporting on narcotics and crime activities; and researching and analyzing narcotics trafficking and crime profiles. Proficiency in Spanish is desirable.

### **Bureau of Intelligence and Research ( INR )**

- Directs the Department's program of intelligence analysis and research
- Conducts liaison with the Intelligence Community
- Represents the Department in interagency intelligence groups and on committees

**INR's Office of Research (INR/R)** conducts opinion polls and focus groups in all regions of the world to gauge public attitudes on international security, trade and

economy, market reforms, democratic transitions, and other current issues related to foreign policy. The Office of Research findings are distributed to policy makers throughout the Department and the rest of the foreign policy and intelligence communities. Interns conduct background research, synthesize information, and present findings to analysts, both verbally and in writing, on a wide range of subjects. Other responsibilities include maintenance of trend data, tracking of domestic polls in countries surveyed and monitoring domestic media for articles related to international and regional affairs. Interns assist in the preparation of tables and graphs for inclusion in reports, participate in some basic data analysis (using SPSS) and may assist in the writing of reports. In addition, the Office's Media Reaction Branch analyzes foreign editorial opinion on American policies and U.S. public diplomacy initiatives. Interns work alongside analysts to draft one-page analyses of foreign editorial opinion on U.S. policies. In INR's Office of Research, unpaid internships (which do not require a Top Secret clearance) are available throughout the year.

All other offices in INR can only accept applications from individuals who hold both a Top Secret clearance and clearance for access to Sensitive Compartmented Information. Previous applicants who had these clearances held them through their participation in U.S. military reserve units.

All INR internships are located in Washington D.C.

### **Bureau of International Organization Affairs ( IO )**

- Provides guidance for U.S. participation in international organizations and conferences
- Acts as the channel between the U.S. government and international organizations
- Builds coalitions necessary to advance U.S. policies in the United Nations and specialized agencies
- Scope of interest includes the U.N. Security Council, the U.N. General Assembly, and the maintenance of international peace and security

Unpaid internships are available all year in Washington, D.C. and overseas in Vienna and Geneva.

### **Bureau of Information Resource Management (IRM)**

The mission of IRM is to ensure that all of the Department of State's information resource management requirements are met in the areas of:

- voice communications
- transmission networks
- personal computers
- electronic media products
- information processing / retrieval systems
- telecommunications
- automated data processing
- local area network systems
- mass data storage
- fifth generation computing

IRM is responsible for providing services in these areas to the entire Department of State, including its diplomatic missions abroad, and to other foreign affairs agencies abroad.

Unpaid internships are available in Washington, D.C. throughout the year.

### **Office of the Legal Adviser (L)**

- Furnishes legal advice on all domestic and international legal problems arising in the course of the Department's activities
- Involved in formulating and carrying out the foreign policy of the U.S.
- Involved in promoting and developing international law and institutions as a fundamental of the foreign policy of the U.S.

Paid internships are offered to applicants who are at least second-year law students.

Unpaid work-study internships are available for the fall and spring semester for second-year law students and in the fall for third-year law students.

If you are a **second-year law student** applying for a summer internship, or if you are applying for the Work-Study Program with the Office of the Legal Adviser, the application process described in this brochure is not applicable. You must submit a resume and a copy of your law school transcript directly to:

**Personnel Officer  
Office of the Legal Adviser - Room 5519  
U.S. Department of State  
Washington, DC 20520-6419**

**Applications may also be faxed to 202-736-7508.**

### **Bureau of Near Eastern Affairs (NEA)**

- Conducts U.S. foreign relations with countries in the Middle East and the Maghreb States in North Africa
- Directs, coordinates, and supervises activities within those countries, including consular and administrative management issues

Unpaid internships are available in Washington, D.C. throughout the year and abroad at certain embassies and consulates during the summer only. Posts abroad provide housing at no cost to interns.



### **Bureau of Nonproliferation ( NP )**

Leads U.S. efforts to prevent the proliferation of weapons of mass destruction by supporting the Secretary of State in leading the interagency policy process in this area and:

- Leads U.S. efforts to prevent the spread of weapons of mass destruction (nuclear, chemical, and biological weapons) and their missile delivery system; to secure nuclear materials in the states of the former Soviet Union; and to promote nuclear safety and the protection of nuclear materials worldwide
- Leads U.S. efforts to promote responsibility, transparency, and restraint in international transfers of conventional arms and sensitive dual-use technology
- Leads major nonproliferation negotiations and discussions with other countries; and participates in all nonproliferation-related dialogues

For more information, please visit: <http://www.state.gov/t/np>

Unpaid internships are available in Washington, D.C. throughout the year.

### **Bureau of Overseas Buildings Operations ( OBO )**

Assists the Secretary of State and the Under Secretary for Management with formulating policy on the worldwide buildings program abroad for the Department of State (DOS) and the U.S. government community serving abroad under the authority of the chiefs of mission. This bureau:

- Formulates and directs the implementation of buildings policies abroad to provide safe, secure, and functional facilities for the conduct of U.S. diplomacy and the promotion of U.S. interests worldwide
- Acts as the Single Real Property Manager for U.S. government diplomatic and consular real property abroad
- Advises the Secretary and the Under Secretary for Management on buildings operations matters abroad and supervises the Department's Bureau of Overseas Buildings Operations
- Establishes building program priorities abroad in accordance with Congressional mandates, program objectives, and policies of the President, the Secretary, the Department, and the bureaus
- Develops and defends buildings abroad appropriations and authorization requests in the Department and before the Office of Management and Budget (OMB) and Congressional committees
- Decides on the worldwide priorities for the design, construction, acquisition, maintenance, utilization, and sale of real properties and use of sales proceeds
- Develops a Long-Range Overseas Buildings Plan (LROBP)
- Establishes and directs the implementation of an energy conservation program for posts abroad
- Provides direction and guidance on buildings matters abroad to regional bureaus and other agencies

Paid and unpaid internships are available in Washington, D.C throughout the year.

### **Bureau of Oceans and International Environmental and Scientific Affairs ( OES )**

The Bureau of Oceans and International Environmental and Scientific Affairs is the Department of State's focal point for foreign policy development in the areas of:

- U.S. policy on environment and development
- Terrestrial conservation affairs
- Global climate change
- Oceans and fisheries affairs
- Marine conservation
- International science and technology cooperation programs
- Emerging and infectious diseases and HIV/AIDS
- Science and Technology
- Public outreach on environmental diplomacy

Unpaid internships are available in Washington, D.C. throughout the year.

### **Office of Foreign Missions ( DS/OFM )**

- Facilitates the secure and efficient operation in the U.S. of foreign missions and international organizations
- Grants appropriate benefits, privileges, and immunities for those missions and organizations
- Regulates the observance of corresponding obligations in accordance with international law

Paid internships are available in Washington, D.C., New York, Chicago, San Francisco, Los Angeles and Miami throughout the year.

### **Office of the Inspector General ( OIG )**

- Provides policy direction and conducts, supervises, and coordinates objectives, independent audits, investigations, inspections, and security oversight reviews relating to programs and operations
- Systematically reviews and evaluates the administrative activities and operations of Foreign Service posts, bureaus, and other operating units of the Department
- Ensures that policy goals and objectives are effectively being achieved and that the interests of the U.S. are accurately and effectively represented

Paid and unpaid internships are available in Washington, D.C. throughout the year. The Office of Counsel in the Office of the Inspector General encourages second-year law students to apply.

### **Bureau of Public Affairs ( PA )**

The Bureau of Public Affairs helps Americans understand the importance of foreign affairs. It informs the American people and press and feeds their concerns and comments back to the policymakers. The following offices work within the bureau to accomplish these goals in many different ways:

- **Strategic Communications (PA/SCP):** Develops strategies to advance the Administration's priority policy issues, shapes effective messages explaining U.S. policies on new and ongoing issues, and enhances communication with the American public

- **Press Office (PA/PRESS):** With primary focus on the Washington, D.C. press corps but with frequent contact with nationwide and international media, serves as the first point of contact for reporters with questions on the global range of U.S. foreign policy issues. Coordinates all aspects of the Department's daily press briefing, including the Spokesman's preparations. Facilitates media coverage of the Secretary of State's public events
- **Regional and Press Outreach (PA/RPO):** Pursues media outreach, enabling Americans everywhere to hear directly from key Department officials through local, regional and national media interviews
- **Public Liaison (PA/PL):** Schedules briefings and conferences in the Department and arranges town meetings and speakers to visit communities to discuss U.S. foreign policy and why it is important to all Americans; answers questions from the public about current foreign policy issues by phone, email and letter
- **Intergovernmental Affairs (PA/IGA):** Works with state, local and territorial governments to ensure that their foreign policy interests are being served
- **Electronic Information (PA/EI):** Manages the State Department's web site at state.gov, develops web pages with up-to-date information about U.S. foreign policy, and prepares special publications
- **Foreign Press Center (PA/FPC):** Generates programs for foreign journalists and broadcasters to deepen their understanding and the accuracy of their reporting on American society and U.S. foreign policy
- **Broadcasting Services (PA/OBS):** Produces audio-visual products and services in the U.S. and abroad for the public, the press, the Secretary of State, and Department bureaus and offices. Assists in producing live interactive TV programs and short TV feature stories, conducting TV interviews to explain the Department's mission and U.S. foreign policies to both domestic and foreign audiences
- **Office of the Historian (PA/HO):** Publishes the official record of U.S. foreign policy (Foreign Relations of the United States) and researches/writes historical studies for U.S. policy makers

Unpaid internships are available in Washington, D.C. throughout the year in all of the above offices as well as the United States Diplomacy Center (see USDC description).

### **Bureau of Political-Military Affairs (PM)**

Supports the Secretary and the Under Secretary in playing a larger role in security and defense policy and will:

- Provide a more informed State voice on Defense policies with major foreign policy implications
- Provide analytic support on defense-related foreign policy issues
- Contribute to the coordination of peacekeeping and related foreign policy issues
- Lead a stronger State effort on regional security issues
- Assume greater responsibilities in crisis management
- Be responsible for arms transfers, defense trade controls, and political-military and Defense cooperation in critical infrastructure protection

Unpaid internships are available in Washington, D.C. throughout the year.

**Bureau of Population, Refugees, and Migration ( PRM )**

- Develop and implements U.S. policies on international population, refugee and migration matters
- Advances U.S. humanitarian principles by providing assistance to victims of persecution and civil strife
- Administers U.S. refugee admissions program that processes and resettles refugee in the U.S.

Unpaid internships are available in Washington, D.C. throughout the year.

**Bureau of Resource Management ( RM )**

- Manages the financial affairs of the Department
- Budgets and allocates the resources of the Department
- Formulates, directs, and advises on all matters relating to the financial management systems of the Department
- Directs the Department's worldwide financial reporting and accounting programs
- Directs and implements the management policy of the Department

Paid and unpaid internships are available in Washington, D.C. throughout the year.

**Bureau of South Asian Affairs ( SA )**

- Conducts U.S. foreign relations with the South Asian countries of India, Nepal, Sri Lanka, Bhutan, the Maldives, Pakistan, Afghanistan, and Bangladesh
- Directs, coordinates, and supervises activities within those countries, including consular and administrative management issues

Unpaid internships are available in Washington, D.C. throughout the year and abroad at certain embassies and consulates during the summer only. Overseas posts provide housing at no cost to the interns.

**Office of the Coordinator for Reconstruction and Stabilization ( S/CRS )**

This new office oversees and coordinates civilian response activities of the U.S. government in key states making the transition out of civil strife.

- The office prepares, plans, and supports U.S. government stabilization and reconstruction activities in a range of situations that require the capabilities of multiple U.S. government agencies, including: complex emergencies, failing states, failed states, post-conflict environments, and/or situations involving peacekeeping or other international interventions.
- The office provides the Secretary of State and other U.S. government decision-makers with clear options; is developing an Operational Readiness Corps and Reserve for "surge" capacity; and serves as an internal expert consulting group, which either can support regional bureaus in coordinating, or can itself directly coordinate, the U.S. government response as the situation warrants.
- The office seeks to monitor "hot spots," plans responses, conducts exercises, and pre-identifies people and funds for rapid response.

- The office aims to become a catalyst for applying lessons learned in sectors like governance, civil society, rule of law, democratization, transitional security, public safety, humanitarian relief, refugee resettlement, infrastructure reconstruction, education, community outreach, banking, debt, trade, privatization, economic stabilization, and multilateral diplomacy regarding failing and failed states.
- The office works with key private sector groups like Non-Governmental Organizations, Private Voluntary Organizations, contractors, think tanks and universities in order to develop expertise and build institutional response capacity.

Paid and unpaid internships are available in Washington, D.C. throughout the year.

**The Office of the Global AIDS Coordinator ( S/GAC )**

- Implements the President's five-year \$15 billion Emergency Plan for AIDS Relief - largest commitment ever by a single nation toward an international health initiative
- The Office of the Coordinator oversees and directs all resources and international activities of the U.S. government to combat the global HIV/AIDS pandemic, including U.S. contributions to the Global Fund to Fight AIDS, tuberculosis, and malaria.
- In the focus countries of the Emergency Plan, life-saving medical treatment will be provided to two million people living with HIV/AIDS, seven million new HIV infections will be prevented, and care will be provided to ten million people infected and affected by HIV/AIDS, including orphans and vulnerable children.
- Additional information about the Office of the U.S. Global AIDS Coordinator may be found at [www.state.gov/s/gac](http://www.state.gov/s/gac).

Paid and unpaid internships are available in Washington, D.C. throughout the year.

**Office of the Coordinator for Counterterrorism ( S/CT )**

- Coordinates the U.S. overseas counterterrorism policy and response to international terrorist incidents that take place outside of U.S. territory
- Ensures that the policies, plans and activities of foreign governments advance the United States' objectives in the Global War on Terrorism
- Engages in bilateral, multilateral, and public diplomacy to deter terrorism through a firm policy of no concessions to terrorists, prosecution or extradition of international terrorists, and vigorous opposition to state-sponsored terrorism
- Provides the lead in conducting interagency bilateral counterterrorism consultations with some 20 governments, and is an active participant in multilateral and regional negotiations and meetings
- Identifies and develops justification for the U.S. government's biennial designation of foreign terrorist organizations
- Coordinates U.S. counterterrorism research and development including consultations and cooperation with selected countries
- Leads interagency Foreign Emergency Support Team that stands ready to deploy overseas on four hours notice in the event of an international terrorist incident

Paid and unpaid internships are available in Washington, D.C. throughout the year.

### **Office of Civil Rights ( S/OCR )**

- Manages all Department of State programs and activities which promote equal employment opportunity (EEO) and affirmative action for employees and applicants for employment
- Directs a complaints processing program which addresses complaints of discrimination based on race, color, national origin, sex, religion, age, sexual orientation, disabling condition, or prior statutory, constitutionally protected activity
- Advises the Secretary of State and senior Departmental managers on affirmative action and diversity issues and develops and implements policies and procedures to eliminate barriers to equal employment opportunity
- Conducts briefings and training sessions on EEO, diversity management, and diversity for departmental components worldwide

Unpaid internships are available in Washington, D.C. throughout the year to undergraduate, graduate, and law students with an interest in public service, equal employment opportunity and civil rights issues.

### **Foreign Service Grievance Board ( S/FSG )**

- Congress established the Foreign Service Grievance Board to ensure procedural protections for Foreign Service employees. The Board must resolve the tensions that sometimes develop between the need to protect employee rights and the desire to enhance Foreign Service efficiency. The major function of the Board is to provide a forum for the fair review and adjudication of grievance appeals. The Board's jurisdiction extends to any grievance, as defined in section 1101 of the Act, and to any separation for cause proceeding initiated pursuant to section 610(a)(2). The jurisdiction of the Foreign Service Grievance Board is limited to current and former members of the Foreign Service who are U.S. citizens. The Board also has jurisdiction with respect to labor-management implementation disputes and certain retirement annuity pension claims.
- The Board has a position available year-round for a college intern. Students interested in a broad view of the practical problems of the Foreign Service, personnel management and/or computer database management are encouraged to apply.

Unpaid internships are available in Washington, D.C. throughout the year.

### **Office of the Secretary, Policy Planning Staff ( S/P )**

The Policy Planning Staff (S/P) serves as a source of independent policy analysis and advice for the Secretary of State. S/P's mission is to take a longer-term, strategic view of global trends and frame recommendations for the Secretary of State to advance U.S. interests and American values. Fulfilling this mission entails:

- Undertaking broad analytical studies of regional and functional issues
- Taking the lead on certain issues as tasked by the Secretary of State
- Engaging functional and regional bureaus within the Department and relevant government agencies to ensure coordination and integration of policy with longer-term objectives
- Holding policy planning talks with major allies

- Acting as liaison to the non-governmental, think-tank and academic communities
- Articulating policy through the Secretary's speechwriters who are members of the staff

Unpaid internships are available in Washington, D.C. throughout the year.

**Note: The Pamela Harriman Foreign Service Fellowships**, sponsored by the College of William and Mary, will provide a \$5,000 award for one U.S. college student to work in a component of the Office of the Secretary. The fellowships are available during summer sessions only. (Fellowships are also provided for a student to work in the U.S. embassies in Paris and London - see EUR entry on page 23). Applications of persons chosen by the Department of State for internships in a component of the Office of the Secretary and who have authorized the Department to provide their information to other organizations, will be forwarded to The Pamela Harriman Foreign Service Fellowship Program for consideration. Eligible candidates will be contacted with instructions on applying for a Harriman Fellowship. The Harriman Board has determined that only undergraduate students entering their senior year and graduating seniors continuing their studies will be considered for a Fellowship. E-mail inquiries on the Fellowship Program should be addressed to: [harriman@wm.edu](mailto:harriman@wm.edu). All written inquiries should be addressed to:

**The Pamela Harriman Foreign Service Fellowship Program  
PO Box 8795  
The College of William and Mary  
Williamsburg, VA 23187**

### **Office of the Science and Technology Adviser to the Secretary ( STAS )**

Appointed in September 2000, the Adviser and STAS lead an initiative to:

- Strengthening the S&T literacy and capacity of the Department as a whole - both by increasing the number of scientists in the Department and by increasing training and exposure of diplomatic and civil service personnel to S&T issues
- Building a partnership with the outside S&T community - academia, technical agencies, associations, industry - particularly in the U.S., but also abroad
- Providing advice to the Secretary and other senior Department officials, and catalyzing initiatives for greater State leadership in international S&T cooperation and related policy developments for new and emerging S&T issues

STAS can accommodate up to two interns during any internship period, but also will assist in identifying regional and functional bureaus, as well as embassies abroad, that may require S&T interns. The positions may or may not be paid, depending on bureau policy. Accordingly, applicants should also indicate their field(s) of concentration as well as any preferences for overseas locations. See the STAS website: <http://www.state.gov/g/stas/>.

### **Office of War Crimes Issues ( S/WCI )**

- Advises the Secretary of State on U.S. efforts to address serious violations of international humanitarian law committed anywhere in the world including the Balkans, Africa and Asia
- Consults with other U.S. government agencies, Congress, foreign governments, the United Nations and other government and non-governmental organizations on international tribunals and other mechanisms designed to address mass atrocities
- Works with U.S. government offices, foreign governments and non-governmental organizations on post-conflict transitions, including justice and accountability mechanisms
- Work involves significant focus on legal issues

Unpaid internships are available in Washington, D.C. throughout the year. There is a preference for law students.

**Office of the Under Secretary for Arms Control and International Security Affairs ( T )**

The Under Secretary's office provides policy direction in the following areas:

- Nonproliferation, including missile and nuclear, as well as chemical, biological, and conventional weapons
- Arms control, including negotiation, ratification and implementation of agreements on strategic, non-conventional and conventional forces
- Regional security and defense relations, which involve policy regarding U.S. security commitments worldwide as well as use of U.S. military forces in unilateral or international peacemaking roles
- Export control policy, e.g., the U.S. government controls exports that might contribute to proliferation or otherwise harm U.S. interests, while at the same time allowing legitimate exports that help U.S. business

Unpaid internships are available in Washington, D.C. throughout the year.

**United States Diplomacy Center (PA/USDC )**

When completed in several years, the museum and center for United States diplomacy will feature:

- The history of U.S. diplomacy
- The practice and purpose of U.S. diplomacy
- The challenges of U.S. diplomacy past and present

The Diplomacy Center will enable interns to participate in the creation of a new facility and seeks interns who will work in areas such as:

- Administration, development and membership
- Interpreting diplomatic history and practice
- Exhibition development and research
- Collections management
- Education outreach

Unpaid internships are available in Washington, D.C. throughout the year.

**United States Mission to the United Nations ( USUN )**

The United States Mission to the United Nations was established in 1947 by the United Nations Participation Act to assist the President and the Department of State in conducting U.S. policy at the United Nations.

- Carries out our nation's participation in the world body
- Recommends what course of action the U.S. should pursue in the world organization

Internships may be in: Political Affairs, Economic and Social Affairs, UN Resource Management, Military Staff Committee, Research and Reference, Legal Section, Host Country Affairs, Press and Public Affairs, and Regional Security Office. Unpaid internships are available in New York City throughout the year.

### **Bureau of Verification and Compliance ( VC )**

- Leads the verification and compliance effort for existing arms control and nonproliferation agreements, which includes ABM Treaty and related documents, CFE Treaty and related documents, CSBMs, START I and II, LTBT, TTBT, PNET, BWC, CWC, and NPT. Additionally, the Bureau is responsible for ensuring compliance with the NPT and the MTCR
- Leads the further elaboration of the verification and monitoring regime of the Comprehensive Nuclear Test Ban Treaty (CTBT) and the development of the verification and monitoring regime and subsequent compliance effort for the Fissile Material Production Cutoff Treaty (FMCT)
- ABM/NMD Protocol, a START III agreement, nuclear warhead dismantlement issues, Anti Personnel Landmine Limitations, the BWC Compliance Measures Protocol, and all other arms control and nonproliferation agreements and commitments

Unpaid internships are available in Washington, D.C. throughout the year.

### **Bureau of Western Hemisphere Affairs ( WHA )**

- Conducts foreign relations with Mexico, Canada, Central and South America and the Caribbean
- Directs, coordinates, and supervises U.S. government activities within this region, including political, economic, consular, public diplomacy and administrative management issues
- Prefers Spanish, French, Portuguese speaking/reading applicants

Unpaid internships are available in Washington, D.C. and abroad at certain U.S. embassies and consulates throughout the year. When available, housing is provided to interns assigned abroad. Internships are offered in the political, economic, consular, public diplomacy and administrative sections of embassies abroad. **For students applying for an internship abroad, please specify in your Statement of Interest the embassy or consulate at which you wish to pursue your internship.** Duties of interns, both domestic and abroad, are similar in nature to that of a Junior Foreign Service Officer. These can include: reading/answering cable traffic, attending meetings, escorting visitors, compiling briefing books, conducting special research projects, and a host of other duties. Once selected, overseas interns are provided with an outline of specific duties and projects. Domestic interns are provided with duty statements and a handbook.

### **U.S. Mission to the Organization of American States ( WHA/USOAS )**

The United States Mission to the Organization of American States was formally established in 1948, and is the only embassy located within the Department of State in Washington, D.C. The Organization of American States (OAS) is the world's oldest regional organization, dating back to the First International Conference of American States held in Washington, D.C. in October 1889. It is the premier multilateral forum for dealing with political issues in the Western Hemisphere.

Unpaid internships are available in political affairs, economic and social affairs, and resource management throughout the year in Washington, D.C.