

# **2 FAM 1920**

## **BRIEFING, DEBRIEFING, AND ARRANGING CONSULTATION FOR NEWLY APPOINTED OR RETURNING AMBASSADORS AND MINISTERS**

*(TL:GEN-1008; 09-07-1965)*

### **2 FAM 1921 RESPONSIBILITY**

*(TL:GEN-1008; 09-07-1965)*

The Director General has general responsibility for ensuring that effective procedures are established and followed in implementing the briefing program for Ambassadors and Ministers (envoys). His office prepares briefing suggestions and check lists and ensures they are current.

### **2 FAM 1922 INITIAL ARRANGEMENTS**

#### **2 FAM 1922.1 Responsibility of the Assistant Secretary and Staff of Bureaus**

*(TL:GEN-1008; 09-07-1965)*

Responsibility for briefing and assisting a newly appointed or returning envoy 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 the briefing, debriefing, and consultation schedules on a departmental and government-wide basis.

#### **2 FAM 1922.2 Advance Notification of Expected Arrival**

*(TL:GEN-1008; 09-07-1965)*

Upon receipt of information that a newly appointed or returning envoy is to be in the Department for leave, consultation, briefing, debriefing, or other purpose, the senior desk officer notifies the Office of the Director General, the Operations Center, the Office of Congressional Relations, the Bureau of Intelligence and Research, and the executive director of the bureau. The latter, in turn, notifies the Office of the Deputy Under Secretary for Administration of the visitor's approximate travel dates. In case the Office of the Deputy Under Secretary for Administration or any other organizational unit has prior

information of an envoy's arrival, it informs the senior desk officer, who notifies the officers mentioned above.

## **2 FAM 1922.3 Notification of Changed Time of Arrival**

*(TL:GEN-1008; 09-07-1965)*

When the arrival of the envoy in the Department has been changed, the senior desk officer is responsible for notifying the officers indicated in section 2 FAM 1922.2 .

## **2 FAM 1922.4 Making Appointments**

*(TL:GEN-1008; 09-07-1965)*

Requests for appointments with the President, the Secretary, the under secretaries, and the deputy under secretaries are submitted by memoranda through normal channels. Appointments with other officials are requested by communication with the offices as indicated. A list of the principal offices concerned with envoy briefings and consultation is provided by the Office of the Director General.

## **2 FAM 1922.5 Extension of Time for Consultation**

*(TL:GEN-1008; 09-07-1965)*

The period of consultation in the Department prior to departure for his post, and during home leave, will be extended to permit an envoy to carry out the briefing and debriefing set forth in these regulations.

## **2 FAM 1922.6 Beginning New Assignment After Previous Assignment**

*(TL:GEN-1008; 09-07-1965)*

Envoys returning for assignment to another geographic area, for the purpose of this regulation, remain the responsibility of the assistant secretary of the geographic bureau controlling the terminating assignment until the envoy is released to the new area of assignment.

## **2 FAM 1923 BRIEFINGS**

*(TL:GEN-1008; 09-07-1965)*

The senior desk officer follows the guidelines provided by this regulation and the Director General in the preparation of a proposed list of conferences with departmental officers and other government officials who have a direct interest in the problems of primary concern to the envoy. He is assisted by the

executive director of the bureau who coordinates briefings with the Director General. After the list has been tailored to the individual envoy's needs, the assistant secretary of the bureau sends a copy to the Director General. The senior desk officer schedules the appointments and conferences, and the envoy is responsible for following the schedule in its entirety.

## **2 FAM 1923.1 Briefing Preliminary to Congressional Appearance**

*(TL:GEN-1008; 09-07-1965)*

In addition to any substantive briefings which a bureau may arrange for a Presidential appointee, the Assistant Secretary for Congressional Relations, as soon as he receives notification that the appointee's name is to be submitted to the Senate, will be available to discuss the appointee's appearance before the Foreign Relations Committee of the Senate and to call his attention to Section 500 of the Foreign Service Act of 1946, as amended.

## **2 FAM 1923.2 Briefing for Assignment**

*(TL:GEN-1008; 09-07-1965)*

The envoy is urged to take advantage of a fuller, more detailed briefing dealing with the over-all background, and the detailed specific information about his assignment along the lines suggested by the Director General. The briefing program shall be arranged as indicated in sections 2 FAM 1922 and 2 FAM 1923. The Department expects an envoy to complete his briefing prior to departure.

## **2 FAM 1923.3 Language Preparation**

*(TL:GEN-1008; 09-07-1965)*

a. The Department seeks to have envoys proceeding to foreign areas where they have not previously served acquire a minimum language and area training prior to departure. In such cases, it is the Department's policy that, unless overriding considerations prevent, they be given at least five weeks, or, if possible, ten weeks of language training. Training is provided at the Foreign Service Institute. In order that the trainee is free from interruptions and has the opportunity to participate in a controlled and supervised program, it is desirable that during the language training the envoy be free from operational duties.

b. For the envoy who already has a substantial knowledge of the language of the post, refresher training, if desired, on an ad hoc basis may be arranged. The envoy's dependents are urged, whenever possible, to undertake language training at the Institute on the same basis.

## **2 FAM 1923.4 Security Briefings**

*(TL:GEN-1008; 09-07-1965)*

The senior desk officer makes arrangements with the Office of Security for envoys to attend its scheduled briefings on pertinent security procedures and requirements in accordance with the Director General's checklist.

## **2 FAM 1923.5 Briefings for Dependents of Envoys**

*(TL:GEN-1008; 09-07-1965)*

a. The schedule of briefings for an envoy includes a scheduling of briefings for wives or husbands so that they, too, may make careful preparation for overseas assignment. Subjects include U.S. Government organization, current foreign policies, post problems, the nature and character of the country and its people where the envoy is assigned, the embassy, the residence, and the staff. Briefings on these subjects are provided by the Foreign Service Institute and the regional bureau.

b. The Office of Community Advisory Services maintains comprehensive and current files on the contributions of dependents to the economic, political and social-welfare life of countries of assignment. The Deputy Assistant Secretary and staff are prepared to discuss activities at the post and the availability of support for embassy dependents' projects. There are also available files on previous experience of direct interest to the envoy's wife. The office seeks to establish continuing relationships with the wife in order to assist her not only in arranging for departure, but also after arrival at the post.

## **2 FAM 1924 MATERIAL TO BE MADE AVAILABLE TO ENVOYS**

*(TL:GEN-1008; 09-07-1965)*

The senior desk officer makes available to the envoys on consultation copies of current telegrams, despatches, and instructions to and from their missions. He also provides newly assigned envoys with the latest post report, the latest inspection report, organizational material on the Department, intelligence material, such basic documentation, both legislative and executive, as may be available in the Department for assistance to envoys in the form of reports, manuals, or publications, and biographic material on prominent figures of the country or organization to which he is assigned. The bureau executive director provides the envoy with complete briefing material on administrative matters.

## **2 FAM 1925 STAFF MEETINGS**

*(TL:GEN-1008; 09-07-1965)*

The senior desk officer consults with the Executive Secretariat to determine the desirability of a visit by the new or visiting envoy to the Secretary's staff meeting. The envoy is invited to attend the appropriate staff meeting within the bureau.

## **2 FAM 1926 SPEECH MAKING AND PRESS CONFERENCES**

*(TL:GEN-1008; 09-07-1965)*

As soon as the dates of an envoy's return to Washington are known, the senior desk officer, in writing, informs the Assistant Secretary for Public Affairs of these dates in order that he may ask the envoy if he would be willing to make speeches and to arrange appropriate information activities during his stay in the United States. Arrangements should be made with the Assistant Secretary for Public Affairs for possible press conferences or individual appointments with correspondents.

## **2 FAM 1927 FACILITIES**

### **2 FAM 1927.1 Administrative Services**

*(TL:GEN-1008; 09-07-1965)*

The geographic bureau through its executive director arranges for office space and secretarial assistance during the envoy's stay. It is also responsible for processing the envoy's travel plans, reservations, passports, visas, etc.

## **2 FAM 1928 DEBRIEFING**

### **2 FAM 1928.1 Availability**

*(TL:GEN-1008; 09-07-1965)*

The Department regards envoy debriefing as especially important and urges that fullest advantage be taken of the envoy's knowledge of the country of his past assignment. Accordingly, on return to Washington for consultation, leave, transfer, retirement or other purpose, an envoy is expected to make himself available on a more extensive scale than hitherto for such debriefing. Section 431 (b) of the Foreign Service Act is construed to cover the availability for debriefing purposes of envoys leaving the service.

### **2 FAM 1928.2 Responsibility**

*(TL:GEN-1008; 09-07-1965)*

Debriefing responsibility is assigned to the bureau assistant secretary who may, in turn, delegate the preparation, planning and execution of the debriefing schedules to the appropriate bureau officer, working in cooperation with the Office of the Director General and, when appropriate, the Office of Congressional Relations. After the schedule has been prepared a copy is sent by the assistant secretary of the bureau to the Director General.

## **2 FAM 1929 REVIEW OF BRIEFING PROCEDURE**

*(TL:GEN-1008; 09-07-1965)*

In keeping with his responsibility for the maintenance of a comprehensive and orderly system of briefing and debriefing of envoys, both as to content and effectiveness, the Director General maintains a continuing review of the adequacy of briefing and debriefing procedures. He makes such recommendations as his review reveals are needed in order to meet the purposes of the program.