

1 FAM 310

BUREAU OF LEGISLATIVE AFFAIRS (H)

(TL:ORG-107; 10-26-2001)

1 FAM 311 ASSISTANT SECRETARY FOR LEGISLATIVE AFFAIRS (H)

1 FAM 311.1 Responsibilities

(TL:ORG-107; 10-26-2001)

a. Reports directly to the Secretary of State. Under the overall direction of the Secretary of State, directs and manages the Bureau of Legislative Affairs.

b. Supervises and coordinates all legislative and non-legislative relationships between the Department and the Congress; and supervises and coordinates all legislative relationships between the Department and the Office of Management and Budget, and between the Department and other Executive Branch agencies.

c. Directs the presentation of the Department's legislative program, including the development, preparation and submission of legislation to Congress.

d. Supervises and coordinates the relationship between the Department and the Congress on all budgetary and appropriations matters relating to foreign and security assistance and on arms sales abroad.

e. Provides advice and information to other bureaus and offices of the Department on legislative matters.

f. Serves as the initial point of contact in the Department for legislative inquiries.

g. Manages the Department's role in the OMB interagency (A-19) clearance process.

h. Manages and transmits correspondence and reports to the Congress excepting:

(1) Treaties and executive agreements, which the Office of the Legal Adviser (L) transmits;

(2) Anti-deficiency notifications, which the Bureau of Finance and Management Planning (FMP) transmits;

(3) Reprogramming notifications, which the Under Secretary for Management (M) transmits; and

(4) Other such communications as directed by law, Executive Order, or the Secretary.

i. Assists Congress in its official foreign travel, and has the fiduciary responsibility for the expenditure of Congressional travel funds.

j. Has substantive and coordinating responsibility for 1 FAM 310—Legislative Affairs (H). H also has substantive involvement responsibilities in other FAM and Foreign Affairs Handbook (FAH) materials, as applicable.

1 FAM 311.2 Bureau Organization

(TL:ORG-62; 1-31-95)

An organization chart of H is found as 1 FAM 311 Exhibit 311.2 .

1 FAM 311.3 Authority

(TL:ORG-107; 10-26-2001)

The following authorities apply:

(1) 22 U.S.C. 2651a and 2656, general authorities of the Secretary of State for the conduct of foreign relations and management of the Department; and

(2) Other authorities, as appropriate.

1 FAM 312 DEPUTY ASSISTANT SECRETARIES

(TL:ORG-107; 10-26-2001)

a. The Deputy Assistant Secretaries in the Bureau of Legislative Affairs, as designated by and at the direction of the Assistant Secretary:

(1) Manage and direct the Department's legislative program in the House or the Senate;

(2) Recommend action programs and advise the Assistant Secretary on events and developments concerning the Department's legislative program in the House or the Senate;

(3) Serve as the liaison between the Assistant Secretary and other areas of the Department in developing information and preparing policy statements, reports, or speeches for Members of the House or Senate, or House or Senate committees;

(4) Manage the confirmation of Presidential appointees that require the advice and consent of the Senate;

(5) Advise the Assistant Secretary on approaches to be used in keeping the Congress informed on the substantive aspects of the Department's current and proposed policies and programs;

(6) Develop and implement legislative strategies, prepare legislative positions and action plans, and serve as a chief point of contact for foreign policy and Department initiatives presented to the Congress on behalf of the Department Under Secretary they represent; and

(7) Supervise and direct the activities of several legislative management officers with responsibilities for legislative programs of designated bureaus.

b. At the discretion of the Assistant Secretary, there will be Deputy Assistant Secretaries for:

(1) *Principal Deputy Assistant Secretary (representing the career Foreign Service);*

(2) *Deputy Assistant Secretary for Regional/Global/Functional Affairs;*

(3) *Deputy Assistant Secretary for Senate Affairs; and*

(4) *Deputy Assistant Secretary for House of Representatives Affairs, and such others as may be necessary.*

1 FAM 313 LEGISLATIVE AFFAIRS-STAFF DIRECTORS

(TL:ORG-107; 10-26-2001)

a. There are five staff directors in the Bureau of Legislative Affairs:

- (1) Staff Director for Legislative Operations;*
- (2) Staff Director for Regional Affairs*
- (3) Staff Director for Global and Functional Affairs;*
- (4) Staff Director for Senate Affairs; and*
- (5) Staff Director for House Affairs.*

b. These staff directors, at the discretion of their respective deputy assistant secretaries:

(1) Manage the daily coordination of interagency legislative initiatives, that may impact on the Department and the Administration through the Legislative Management Officer (LMO);

(2) Develop and manage strategies and approaches that will enhance the support for the Department and the Administration;

(3) Compile and analyze each day's Congressional activities to assess the effectiveness of the assigned staff and the political climate on a broad range of international topics;

(4) Brief Department seniors and interagency seniors on the activities and reactions of Congressional committee members on pending legislative initiatives and recommend approaches for resolving possible conflicts;

(5) Confer with the respective deputy assistant secretary, and other Department seniors to exchange views and approaches, in order to enhance the Department's engagement with Congress; and

(6) Establish and maintain productive relationships with Congressional committee members and their staffs to carry out the responsibilities of the office.

1 FAM 314 THE STAFF DIRECTOR FOR LEGISLATIVE OPERATIONS

(TL:ORG-107; 10-26-2001)

The Staff Director of the Office of Legislative Operations in the Bureau of Legislative Affairs, at the direction of the Principal Deputy Assistant Secretary:

(1) Supervises and manages the activities of the specialized legislative support units of:

- (a) Congressional correspondence;*
- (b) Congressional travel;*
- (c) Legislative reference;*
- (d) Congressional inquiries;*
- (e) Administrative services and planning; and*

(f) Two state liaison offices located on Capitol Hill for the legislative support of the Senate and House of Representatives.

(2) Develops and implements short and long-term management and administrative policies, goals, and objectives of the Bureau of Legislative Affairs; and

(3) Oversees the financial, personnel, and material resources of the Bureau.

1 FAM 315 LEGISLATIVE MANAGEMENT OFFICER

(TL:ORG-107; 10-26-2001)

a. The legislative management officer (LMO) in the Bureau of Legislative Affairs, at the direction of the appropriate deputy assistant secretary *and the staff director*, as assigned by the assistant secretary, is responsible to:

(1) Develop and implement legislative positions and action plans, and serve as a chief point of contact for foreign policy and Department initiatives presented to the Congress on behalf of the Department bureau(s) they represent;

(2) Coordinate, as appropriate, the participation of the bureau(s) they represent in all major hearings, briefings and other contact with Congress, including coordinating the preparation of all relevant testimony, briefing materials and written and/or oral communications to the Congress; and

(3) Serve as key Department representatives to any inter-agency bodies responsible for coordinating legislative policy of the bureau(s) they represent.

b. The Assistant Secretary determines the number of legislative management officers.

1 FAM 316 THROUGH 319 UNASSIGNED

1 FAM 311 Exhibit 311.2

(TL:ORG-107; 10-26-2001)

