

State

The Newsletter

United States Department of State

June 1990

*Honored
on
Foreign
Service
Day*





THE COVER—Diego C. Asencio, right, and Robert M. Sayre at the silver jubilee event. Story on Page 2. (State Department photo by Robert E. Kaiser)

STATE (ISSN 0278-1859) (formerly the Department of State Newsletter) is published by the U.S. Department of State, 2201 C Street N.W., Washington, D.C. 20520, to acquaint its officers and employees, at home and abroad, with developments that may affect operations or personnel. The magazine also extends limited coverage to overseas operations of the U.S. and Foreign Commercial Service of the Commerce Department and the Foreign Agricultural Service and the Animal and Plant Health Inspection Service of the Agriculture Department.

There are 11 monthly issues (none in August). Deadline for submitting material for publication is in the first week of each month. Contributions (consisting of general information, articles, poems, photographs, art work) are welcome. *Double-space* on typewriter, spelling out job titles, names of offices and programs—*acronyms are not acceptable*. Black-and-white, glossy-print photos reproduce best, but some color photos are acceptable. Each photo needs a caption, double-spaced, identifying all persons left to right. Send contributions to STATE magazine, DGP/PA, Room B-266. The office telephone number is (202) 647-1649.

Although primarily intended for internal communications, STATE is available to the public through the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Second-class postage paid at Washington, D.C., and additional mailing offices. POSTMASTER: Send address changes to PA/OAP, Room 5815A, Department of State, Washington, D.C. 20520.

Editor Sanford Watzman
Deputy editor Veda Engel
Assistant editor Barbara Noyer
Staff Assistant Gregg Gibson □



State

June 1990
No. 334



6



14



31



44

News stories

- 2 Quayle is keynoter on Foreign Service Day
- 11 Six more persons named for ambassadorships
- 12 A.P. Larson is choice for economic post in Paris
- 13 Coming to a bookstore near you: "Americana Project"
- 13 New building passes
- 27 State observes "Asian Pacific American Month"
- 59 Clifford Wharton, first black ambassador, is dead

Feature stories

- 9 Blow-by-blow account of hostage release in Syria
- 14 You heard them here (did you?): a pianist, a soprano

- 18 Consular work up over (as opposed to down under)
- 57 Where "gone fishin' " really means "workin' "

Photo stories

- 30 Post of the Month: Ouagadougou

Special

- 16 From the Director General

Departments and features

11 Appointments	13 News Highlights
20 "Ask Dr. Goff"	58 Obituaries
42 Bureau Notes	34 Personnel:
57 Commerce	Civil Service
54 ebp	28 Personnel:
24 Education and Training	Foreign Service
22 Honors, Awards	23 Suggestion program

Letters to the Editor

Re guns: Sampas has his say

BEIJING, CHINA

DEAR EDITOR:

With reference to his letter in the March issue, it is George C. Stavrou, the self-styled expert on our Constitution, not I, who needs to do a little reflecting.

Instead of sticking to the facts in discussing gun control, Mr. Stavrou repeats a number of myths. No authority I ever came across in my law school studies on the Constitution claimed there was an unrestricted right to bear arms. What the Constitution says (in the Second Amendment) is: "A well-regulated militia, being necessary to the security of a free State, the right of the people to keep and bear

arms, shall not be infringed." No responsible person has suggested seriously that the people who are members of today's militia (the National Guard) be restricted as to the arms they possess. On the other

Mr. Sampas' original letter, "Guns aren't glamorous," appeared in the January issue. Other letters, agreeing and disagreeing with him, were in the March, April and May issues.

hand, no reasonable person would advocate that nuclear arms should not be regulated on the grounds that this is prohibited by the Constitution.

Mr. Stavrou states that the Soviets

—(Continued on Page 54)

Foreign Service Day

Vice President is speaker as 1,000 gather for silver jubilee event

Sayre, Asencio are among those receiving awards

THE 25th ANNUAL Foreign Service Day was commemorated in the Department on May 4, with awards going to two retired ambassadors—Robert M. Sayre, who was presented the Foreign Service Cup, and Diego C. Asencio, who received the Director General's Cup. The silver jubilee "homecoming" was attended by some 1,000 retired Foreign Service officers and their spouses, who came from all over the United States and several foreign countries. The event was sponsored by the Department, the American Foreign Service Association (Afsa) and Diplomatic and Consular Officers, Retired (Dacor).

Vice President Quayle addressed the "alumni" at a luncheon in the Benjamin Franklin State Dining Room. Ivan Selin, under secretary for management, and Robert Kimmitt, under secretary for political affairs, also spoke. Employees in the building joined the retirees to pay tribute to five persons who died last year in the service of the country—at a solemn ceremony led by Deputy Secretary Lawrence Eagleburger in front of the memorial plaque in the Diplomatic Lobby. Other events included seminars on foreign affairs and an evening reception in the courtyard sector of the newly-renovated cafeteria. (It was held there because the number of registrants exceeded the limit permitted on the eighth floor under fire regulations.)

The day got under way with Edward J. Perkins, director general, acting as master of ceremonies, and with welcoming remarks by Dacor president Claude Ross and Afsa president Ted Wilkinson. Anne Kauzlarich, president of the Association of American Foreign Service Women, followed them briefly, speaking about her organization's contributions and its 30th anniversary next October. Later, Brandon Grove, director of the Foreign Service Institute, gave a brief update on the campus construction project.

Afsa awards

Afsa presented a number of awards. One went to Ruth Wagner, wife of the U.S. consul in Maracaibo, Venezuela, who received the Avis Bohlen Award for "assisting poverty-stricken victims of Huntington's chorea, an incurable disease endemic in Maracaibo." Afsa also honored three active Foreign Service officers for "extraordinary accomplishment involving



Vice President Quayle in the Benjamin Franklin Room. (State Department photos by Robert E. Kaiser)



Award winners Ruth Wagner and Robert Pelletreau Jr.



Robert M. Sayre, right, with Diego Asencio.

initiative, integrity, intellectual courage and creative dissent." The three were:

—Patricia Hanigan, economic officer in Seoul, who received Afsa's W. Averell Harriman Award for junior officers, for her "original analyses of key economic issues which were an important basis for U.S. policy decisions," and for her "performance as a negotiator (which) resulted in substantial improvement in the ability of U.S. com-

panies to operate in Korea."

—Patrick McDuffie, an AID officer in Haiti, who won the William R. Rivkin Award for mid-level officers, for his "courageous and creative dissent [in] challenging the conventional wisdom which held that the military government in Haiti was moving toward democratic elections and a commitment to economic development."

—Robert H. Pelletreau Jr., ambassador

to Tunisia, who received the Christian A. Herter Award for senior officers, for "carrying out the U.S.-PLO [Palestine Liberation Organization] dialogue, including forthright exchanges with his interlocutors and an active role in the formulation of U.S. policy, against the background of security threats by Middle East extremists."

Language awards

Seven other Foreign Service officers received Afsa's \$1,000 Matilda W. Sinclair Language Awards, for "distinguishing themselves in the study of a hard language and its associated culture." The awards, with funds from a bequest of the late Ms. Sinclair, who was a Foreign Service officer, went to:

- Rekha V. Arness, who studied Thai.
- Milton L. Charlton, Greek.
- Jeffrey Feltman, Hungarian.
- Charles N. Patterson Jr., Hebrew.
- Dale T. Prince, Polish.
- Eric W. Running, Thai.
- Holcombe H. Thomas, Korean.

Of the awardees, only Ms. Wagner and Mr. Pelletreau were able to be on hand. The awards for the others were accepted on their behalf by other persons.

The 'cup' awards

At the morning session, Mr. Sayre was presented the Foreign Service Cup for his "outstanding contributions to the conduct of U.S. relations with Latin America and for strengthening the Foreign Service." The citation read: "He served as acting assistant secretary for inter-American affairs and as ambassador to Uruguay, Panama and Brazil during a time of regional turmoil. His dedicated leadership led in the search for peaceful solutions to bilateral and multilateral problems through cooperative efforts. Throughout his distinguished career, and particularly when he served as inspector general, he was a forceful advocate for greater professional training, better human resources management and for developing a more effective Foreign Service. As assistant secretary for management of the Organization of American States, he now coordinates and provides logistical support to its endeavors for the return to peace and democracy in Central America."

Mr. Asencio was honored for his "dedication to duty, courage of conviction and uncommon diplomatic skill and sensitivity." He was praised for his "commit-

ment to promoting U.S. national interests by building productive, lasting relationships in our hemisphere," during his tenure as ambassador to Colombia and Brazil and as assistant secretary for consular affairs. The citation noted: "Colombian terrorists took him hostage in February 1980, and during the two months he was held, he conducted himself with dignity, bravery and strength of will." Mr. Asencio was also cited for "advancing the image and interests of the Foreign Service" through his service as executive director of the Una Chapman Cox



Edward J. Perkins, master of ceremonies, congratulates merit award winner Vincent Del Vecchio.

Foundation and as chairman of the Commission for the Study of International Migration and Cooperative Economic Development.

Scholarships for teens

Thirty-three high school seniors were recognized at the morning session with scholarships from Afsa and the Association of American Foreign Service Women for "outstanding academic records and leadership qualities, at home and abroad." The awards this year were named in honor of the late Bonnie Pugh, wife of Robert Pugh, retired ambassador to Chad, who died in a plane crash over Niger last September. She was paid tribute for 28 years of service to Foreign Service families at posts abroad.

Vincent Del Vecchio, first-place winner in the Virginia Science Fair and the son of Foreign Service specialist Patrick Del Vecchio, came to the podium, representing himself and 19 other winners of the \$750

merit scholarships, plus 13 other young persons, each of whom won honorable mentions and \$100.

The students who won the \$750 were Francisco Almaguer, Erin Barnes, Elliot Berger, Marika Berlind, Emily Blatt, Meredith Brody, Rebecca Clear, Tamara Deuster, Elizabeth Ford, Eugenia Gratto, Stephen Groening, Karen Hester, Charles Ledogar, Megan McLean, Christopher Myers, Jennifer Peashock, David Schmiel, Charles Schollaert and Jennifer Wickland.

Winners of the \$100 were Mikael Cleverley, Lyllis Colbert, Andrea DeShazo, Peri Johnson, Sarah Joslin, Renanit Levy, Sara Lotfi, Neil McCurdy, Ama Schulman, Mai-Lan Tomsen, Gillian Ward, Susanna White and Joshua Wilson.

Presenters of the day's awards included Dacor president Ross, the Foreign Service Cup; Mr. Perkins, the Director General's Cup and the scholarship awards; L. Bruce Laingen, chairman of the Afsa awards committee, the language awards; Mrs. Stanley Mortimer Jr., daughter of the late W. Averell Harriman, the Bohlen and Harriman awards; Mrs. John Sterry Long, widow of the late Ambassador William R. Rivkin, the Rivkin award; and Christian A. Herter, son of the late Secretary, the Herter award.

Substantive addresses

In their addresses, both Mr. Selin and Mr. Kimmitt fielded questions from the audience. The seminars, which also featured question-and-answer sessions, were conducted by top-ranking officers of the geographic bureaus as well as the Bureau of Oceans and International Environmental and Scientific Affairs. The speakers included, on East Asia and the Pacific, Richard H. Solomon, assistant secretary; on inter-American affairs, Bernard W. Aronson, assistant secretary; on the Near East and South Asia, Jack Covey, deputy assistant secretary; on Africa, Jeffrey Davidow, principal assistant deputy secretary; on Europe and Canada, James F. Dobbins, deputy assistant secretary; and for the environmental bureau, Richard J. Smith, acting deputy assistant secretary.

The luncheon: Quayle is keynoter

Because seating in the Benjamin Franklin Room for the Vice President's address was limited to 250 persons, only those whose names were drawn in a lottery were able to buy tickets for the luncheon.



Anne Kauzlarich

Mr. Quayle called attention to the spread of democracy and free market economies, and said: "The Foreign Service is in a good position to serve as a pilot and a lookout as we proceed toward this new world Analysis of these events and our capacity to exert influence on them will depend on expertise and political ability of people on the spot. I believe that the new political environment of the 1990s is bound to enhance the role of the Foreign Service.

"I have met with scores of Foreign Service officers, and have been consistently impressed by their dedication, and especially by their knowledge of the countries in which they serve."

Mr. Quayle was greeted with appreciative laughter when he said: "From a former skeptic about the Service, I have become an admirer. I commend the members of the Service for the challenges they have faced—the strains upon family life, the isolation and the hostility of countries at odds with our own democratic values. Over its history, more than 200 members of the Foreign Service have given their lives for their country. Mrs. Elise Butler is here with us today. Her husband, 33-year-old John Butler, an outstanding political officer and Rhodes scholar, was gunned down in Grenada last June as he tried to subdue an armed assailant.

"I, as well as President Bush, feel deep compassion for her and others here who have lost loved ones. The nation honors the sacrifice of John Butler and other heroes of the Foreign Service who have made that sacrifice. They have given their all for their country. And I join all who have gathered here today in paying tribute to them and to all of those who have served their country in the Foreign Service so well.



Deputy Secretary Lawrence Eagleburger at the memorial plaque ceremony.



Ted Wilkinson

"You are the messengers for the United States. People around the world form an impression through you and your presence in their country. On behalf of President George Bush, I want to thank you for your patriotism and, most importantly, thank you for your service."

As he departed the Franklin room after his address, the Vice President was introduced to Mrs. Butler. He shook her hand and offered his condolences as he chatted briefly with her in front of the dais.



Under Secretary Robert M. Kimmitt

The memorial ceremony

At the memorial plaque ceremony late in the afternoon, attention was focused on the new names added to the plaque in the past year. Family members of those martyred were seated nearby. The five were:

—Army Colonel James N. Rowe, chief of the Ground Forces Division of the Joint Military Assistance Group in Manila, who was gunned down by terrorists while driving to work last April 21.

—John A. Butler, political officer in Grenada, slain while trying to subdue a demented gunman last June 28.

—Gladys D. Gilbert, a health and population specialist for AID in Addis Ababa,



Family and friends of the deceased at memorial plaque, front row from left: Susan Rowe, widow of James Rowe; Elise Butler, widow of John Butler; Michael Cairney, widower of Gladys Gilbert; Gladys and George Man-

alaros, Ms. Gilbert's mother and stepfather; Virginia Miller, mother of Robert Woods. Second row: Richard Seaward and Gladys Seaward (at right), friends of James Rowe.

who died in a plane crash in Ethiopia last August 7, while accompanying Congressman Mickey Leland, who was also killed, on a mission to relieve hunger.

—Robert W. Woods, a political-economic officer in Addis Ababa, and Thomas J. Worrick, the acting AID representative in Addis Ababa, both of whom perished with Ms. Gilbert and the congressman.

Afsa president Wilkinson paid homage to others who lost their lives: "I want to mention two other individuals who died in

Ethiopia, even though their names cannot be included on the plaque. The first is Roberta Worrick, the wife of Thomas, who also first came to Ethiopia as a Peace Corps volunteer in 1971. The other is Debebe Agonafer, the senior Foreign Service national agricultural economist at the AID mission in Addis Ababa."

Address by Eagleburger

Mr. Eagleburger, eulogizing the five, said: "We can take the fullest measure of pride in the recent historic achievement of



Alex Rowe, held by a family friend, William Southworth, touches his father's name on the memorial plaque.



Brandon Grove

some of the fundamental goals of American foreign policy in the postwar period. But our success has not come without cost. We have just learned that another young American serviceman was gunned down today outside Subic Naval Base in the Philippines.

"There is no doubt that for us, the liv-

President Bush: 'Yours is a tremendous responsibility ... you are visible symbols'

Following is the text of President Bush's message on Foreign Service Day:

I am pleased to send my warmest greetings to all those gathered for this special ceremony in observance of Foreign Service Day.

Recent events around the world have served as a source of hope and inspiration to freedom-loving men and women. We have seen worldwide trends toward democracy and free markets; tensions with the Soviet Union are easing, and arms control efforts are progressing. Increasingly, the nations of the world are working together to find solutions to common concerns. Throughout these rapid changes, our nation has looked to you, the skilled and dedicated men and women of our Foreign Service and Civil Service, to help us meet the challenges presented by these events.

Yours is a tremendous responsibility.

You are visible symbols of our commitment to the principles of liberty, self-determination and democratic government. Yet, in representing our country, you do so knowing that there is great risk in a world that can be as turbulent as it is hopeful. The memorial plaques around which you gather today are stark reminders of the risk faced by each member of the Foreign Service. From the earliest days of our Republic to the present, over 200 men and women have given their lives in diplomatic service to our country. We give solemn recognition today to John Butler, James Rowe, Gladys Gilbert, Robert Woods and Thomas Warrick, all of whom served this country with pride and purpose.

I join with you and the American people in expressing our appreciation for their service and sacrifice. We will be forever grateful. God bless you. □

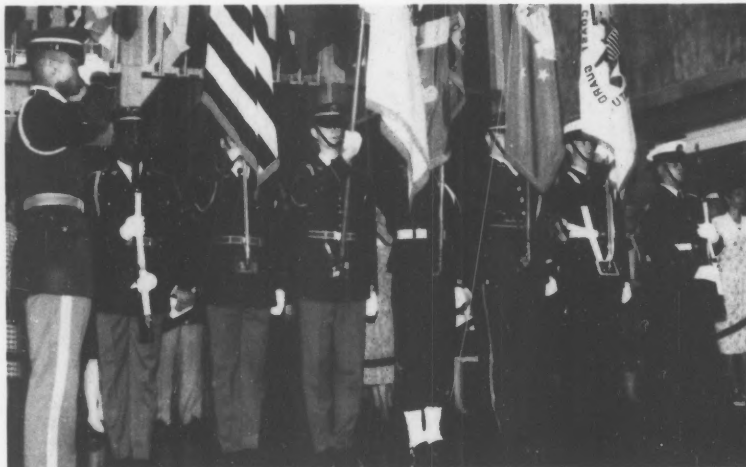




Claude G. Ross

ing members of the Foreign Service community, the five we honor today, as well as those who have gone before them, are national heroes. But for the most part, theirs is an unsung heroism. They worked quietly, and often anonymously, so that untold numbers of their fellow Americans would not themselves have to make the ultimate sacrifice in war, which, as we know, is the failure of diplomacy. What is more, our five colleagues, without exception, gave their lives under tragic and indeed heroic circumstances—in the Philippines, Grenada and Ethiopia—not only in the service of their country, but in the service as well of the struggle against tyranny and poverty.

“Some may think these plaques a small consolation, but long after time has claimed us all, their names will remain etched on these walls as a nation’s tribute to their sacrifice, and as testimony to the gratitude of their colleagues in the Foreign Service.”



Armed forces color guard at the memorial plaque ceremony.

Mr. Eagleburger then read a message from President Bush. As an armed forces color guard stood at attention, he unveiled the plaque. He and Mr. Wilkinson then moved to the plaque as a guard placed a large wreath at the base. The audience paid silent tribute to those who had died as the honor guard presented the colors. Then Mr. Eagleburger and Mr. Wilkinson expressed their condolences to the family members seated nearby.

Other activities

Throughout the day, the retirees met with friends and former co-workers to remi-

nise about former assignments. They visited tables near the registration desk to obtain literature from Afsa, the Una Chapman Cox Foundation and others groups. They viewed exhibits on Foreign Service Day near the Loy Henderson Auditorium and the cafeteria, and attended tours of the eighth floor.

Afsa and Dacor scheduled other events in connection with the day. Afsa sponsored a buffet brunch on May 5 at the Foreign Service Club, highlighted by a discussion of Foreign Service issues, and Dacor held a cocktail buffet on May 3 at its headquarters, Dacor-Bacon House, 1801 F Street N.W. □

It's Ivan Selin at bat as the audience hurls questions at him

As the morning speaker on Foreign Service Day, Ivan Selin, State under secretary for management, brought the audience up to date on developments in his area. This was followed by a question-and-answer exchange that is reproduced here.

Q—I'm shocked about this issue of bidding for jobs and also the emphasis on tandem couples.

A—Originally, we did not have bidding for jobs, but there was a widespread feeling on the part of the Foreign Service—and as far as I can reconstruct, a well-justified feeling—that the Service was arbitrary in its assignments, and that the officers needed some kind of protection. So what started out originally as a job preference survey went on and probably overshot the mark to the point where you couldn't be assigned to a job for which you hadn't bid,

and people would do multiple bids. Putting together a buyer and a seller is not consistent with the discipline of the Foreign Service, but the idea that Foreign Service people should have an opportunity to state their preferences, and that these preferences should be seriously taken into account in assignments is certainly something that we

'All else being equal, why not send people where they want to go?'

can't argue with. But I have moved, and the director general has supported me, to somewhat more of a centralization of the personnel process, and in particular, the assignment process, to shorten the bidding process, to get people to be more realistic—if not on the first bid, then on the second bid, and to assign people more equitably to

the difficult positions. I think the bid, if looked at as a job preference statement—and all else being equal, why not send people where they want to go?—plays a useful role, but that we have gone too far.

You talked about the problem of the tandem couple. I think the tandem couple is one of the outstanding potential resources that we have available. We live in a world where not only are our resources limited, but, unfortunately, security overseas is a significant problem. I don't want to be quoted as trying to get all officers to couple up so we can have fewer houses [laughter], but if we do have a couple to begin with, why not send them overseas together? You keep the marriage together, have less of a security load on the organization, et cetera. But if we're going to do this, we have to work a lot harder, and I think the work is



Under Secretary Ivan Selin

justified, to make the tandem couple career not just a compromise to the lowest common denominator.

We have at least three things we have to do. The first is to make sure that tandem couples are looked at seriously, where each of them gets a good offer—not just sort of whatever's left over—to look for places in large posts particularly, where tandem couples can both be very productive. The second is to give people some counseling early in their careers, that if you are to be a tandem here's a career path that is going to be more likely to allow you to be sort of on the same continent with your spouse, maybe even in the same country. The third is we have to look again at the nepotism rules. It's very clear that we're not going to have an ambassador writing the evaluation for his or her spouse. The posts have become so large, and some of the tasks have become so specialized, that if we really want to make tandem couples an attractive option, you can't cut it off at the deputy chief of mission level. I feel very strongly that we can't have nepotism and favoritism in the embassies. But I do think we can be a little more liberal in how we apply the rules, as well as a little more consistent.

Q—You've got to think about the single officer, too. I'm a woman who made it on her own in this predominantly male Service.

A—The last time I said something like this I was smacked with three lawsuits as a sign of gratitude [laughter]. Nevertheless, I don't believe we provide as attractive a career to the women, single or not single, in the Foreign Service as we might. I am dis-

turbed by the fact that the number of women in the Foreign Service who are single is larger than the number of men. The numbers of women we have at the lower grades are higher than the numbers at the upper grades. I believe—this is all anecdotal—but I believe that we have not in the past looked at tandems as tandems, but rather as a man with a wife who is also in the Foreign Service, and perhaps not been as fair in choosing or offering the jobs as we might. I don't have a concrete set of answers, but I am concerned about what kind of career we offer to women in the Foreign Service. We offer plenty of oppor-

'We have to look again at the nepotism rules'

tunities, but there's a lot of anecdotal evidence that the price that the women have to pay is disproportionately high to reap the rewards. Perhaps you'll invite me back next year and I'll tell you what we've done about it. I don't really have a program at this point, but it's a very, very serious problem. It's reflected in the representation rates of the women at the higher ends of the Foreign Service. I don't think it's a problem of the single women. I think we have problems in how we treat women in the Foreign Service, single or not single. I could go on and on, but I don't have answers to them, so let me just stop at that point.

Q—How do you retain the senior people that you really need, while not clogging the top of the Service to a point where you block it for people coming up?

A—The structure that I foresee is one

in which a certain number of people are promoted from O-1s to OCs—people who have a given amount of time to get promoted from OC to MC on the order of seven years. Once an officer is in the Senior Foreign Service and once an officer has gotten that promotion, one will be assured of a career on the order of at least 14 years. In other words, if the first promotion comes faster than seven years, an officer promoted from OC to MC in two years would have 10 years at the MC grade, at the end of which he or she would either be promoted to career minister or could expect to retire. The use of LCEs would be severely restricted . . . So the idea would be that there would be really quite a long amount of time that people could call for, if they can hit the milestone, namely, that first promotion within a reasonable amount of time. So we would end up with some number of senior officers retiring at the end of the OC career, most going on to finish 14 years, and some going on to be career ministers. There is a quo to go with that quid, and that is that officers have to take the jobs that are assigned to them at that point. I have been less than completely comfortable with a lot of officers telling me: "I've already been an ambassador; I can't be an office director." "I was once a Das; I can't be a Das again."

We can't end up in a situation where roughly almost a [quarter] of our tenured officer corps is in the Senior Foreign Service, if people don't look at the Senior Foreign Service as an opportunity to serve in a lot of different positions as opposed to a ladder up which one must go at every step. As long as people are flexible in taking assignments, we have plenty of jobs that require senior people. It's the [officer] that says, once I've achieved a certain level I shouldn't go back, that makes it so difficult to assign senior officers.

The director general has assured me that he doesn't read the Foreign Service Act that way. He believes that the Senior Foreign Service is available to fill Senior Foreign Service positions, and as long as we can continue to fill these positions with the people trying to use their skills and experiences as much as possible, but not just marking out large numbers of jobs as no longer being available, we won't be clogged on the top. We have plenty of good people; we have plenty of positions if we're relatively flexible in the way we pair up the people with the positions.

Q—I note that the Joint Chiefs of Staff has developed a corps of officers who have . . . policy-analysis computer capabilities. I don't think computer-assisted strategic plan-

ning is very prevalent in our Foreign Service. I was wondering what you might be doing to encourage this.

A—The commissioned officers in the military approach about 1.5 million men and women; so that gives them a pool from which to draw all kinds of specialties. In our case, with 4,000 commissioned officers, we have a somewhat smaller pool—of much higher quality, of course [laughter], to draw from, and there's a real conflict between getting people with specialized skills and at the same time able to handle the general set of assignments, both for the flexibility of assignments and for the increasing generalization of capability needed for advancement.

Having said all that, we're not very good with a lot of the management skills, not just the computing and planning skills. We've asked people to do a lot of different things. We've gone back and forth. I'm sitting up here saying: "Trust me, trust me, —I know you've been jerked around every two years but I'm going to get it right this time, and therefore it will just stand for 10 years." But you've heard that before. We've gone from global outlook—everybody should be able to fill every job at any point in time without any training—to one where people get put too tightly into pigeonholes, and back and forth.

I think the most important thing that we can do is to make it clear to officers that, following the Bremer Commission's logic, that we have policy jobs and we have resource and planning jobs and we expect most of our officers to have meaningful assignments on both sides, but that we will give people an adequate amount of training before we expect them to do these things. There is a tremendous difference in education these days in not only literacy but numeracy, if you will. People in their 20s and 30s feel very comfortable with computers, and even an English "lit" major spends a lot of time on the computer. He or she thinks it's a word processor but it really is a computer [laughter].

So we do start with a cadre of candidates that has a good start on the use of some of the technical tools that scare people of my generation. How we use them really depends on our training. We've got to make sure that people get to be more comfortable with computers. We have to open ourselves up more to outsiders to provide some of this expertise. We haven't done enough of this in the past.

It's an interesting contrast between communications, where the Department has

been very highly professional, highly-skilled, and has a cadre of communicators. But the job of communicators is just to communicate, a much more limited role. Whereas on the computer side we haven't decided if the job of the computer people is to provide computation skills or to develop applications and show people how to use the computer, so we've given our computer people a much less well-defined set of requirements. And they haven't done as well, and I think that's to be expected, given the vague guidance that we've given them. So what we're to do is combine the computer specialists and the communicators into an information management specialist, a support specialty. With broader training, get the users to be more knowledgeable, and then get people like me in management positions to provide these tools usefully. But we won't be able to match the military. They have more resources, they've been devoted to this for 30 years. You can't catch up overnight, it's just inevitable.

'We should have a number of officers who are fluent in economics'

Q—Does our Foreign Service have plans to acculturate as deeply as some of the other Foreign Services have by leaving people in the countries, etc.?

A—Quite frankly, in one word, no. We obviously want people who are sympathetic and knowledgeable to cultures, and I do expect somewhat more specialization. We have about 44% of our officers who have taken three or more languages at FSI. In many cases, these are just brush-up courses, but this is the sign of a certain lack of consistency in how we've done assignments. We would expect those overseas assignments that involve cultural and diplomatic jobs to be somewhat more specialized, but our job is to represent the United States overseas.

We need a certain amount of sensitivity and knowledge of foreign cultures, but the danger of going native, as stereotypical as it sounds, is a significant consideration. We should expect officers to stay in a part of the world where they have some knowledge to carry from one assignment to the next, but you just can't do everything. And the range of functional skills we're asking people to take on and the range of management skills we're asking them to take on just requires that we have a certain level of diplomatic, cultural and political skills and would be able to apply them in a number of different areas.

Q—In the past, economics and trade has not been an area of great emphasis in the State Department. In view of E.C. '92 and the future, would you care to comment?

A—I'd like to give you two answers, because there's two parts to that. One has to do with multilateral organizations; one has to do with commerce and trade. I feel very strongly that it's not enough to just pay lip service to multilateral organizations like the European Community or Nato or the UN. We have to reorient our resources to shift some away from bilateral functions toward the multilateral. Transportation agreements in Europe will be more and more negotiated with the European Community and less with the individual countries. We still have a tremendous investment in the bilateral missions. Nobody has to worry that I'm going to shortchange the bilateral missions. But from a point of priorities, we have to see that there are functions moving to the multilateral area, and we have to have the people to go with that.

As you well know, in 1981 the Foreign Commercial Service started in the Department of Commerce. It was a function previously carried out by the State Department. I'm a great believer in not crying over spilled milk. I would never have allowed that to happen had I been there, but it's done, and instead of trying to complain about trying to get it back, we must adapt to the fact that we are going to have many qualified economic officers overseas that don't work directly for the State Department, although I hope they work for our ambassadors. This will happen in other areas as well.

In the economic area in particular, Lauralee Peters, one of Ambassador Perkins' deputies, says economics shouldn't be thought of as a specialty, it should be thought of as a language. We should have a number of officers, most of our political officers, who are fluent or at least comfortable or who can fake it in economics, depending on our standards [laughter]. Then we need a small number of officers who are really expert in particular areas—more and more in the financial areas—bank transfers and working in the banking system, and not just in macroeconomics. So what I will expect is that we will have an even broader application of our basic economics—not just training.

The other thing is that not only are our young officers more comfortable with computers, it's pretty tough to get through college nowadays without some economics training. So we should take that into account and build on it. ■

Life in the Foreign Service

Deputy chief of mission in Damascus describes hostage release

'This is a small post—every person's effort must be enlisted'

BY JOHN B. CRAIG

The author relates here events leading to the freeing of an American, Robert Polhill.

THE SECURITY RADIO in the ambassador's car crackled. "How many minutes to arrival?" the embassy expeditor asked. Ambassador Edward P. Djerejian



Mr. Craig

and I were on our way to the airport, engaged in last-minute briefings prior to his departure for the chiefs of mission conference in Bonn. The date was April 16. The ambassador planned to be away until the 20th, and we were discussing the coming week and what needed to be accomplished. The radio crackled again: "Where are you?" The Swissair plane was fully booked and loaded, ready to depart a half-hour ahead of schedule. We arrived at the airport to the impatient greeting of the Swissair representative.

On my way back from there, I went over my notes: a call to the minister of state for foreign affairs on the subject of Syrian Jewry; finish up our annual evaluation reports so we would get them in on time; and call the Syrian ministries of foreign affairs and defense to be sure that the National War College visit was approved and the schedule drawn up.

We didn't even discuss the hostage situation. Nevertheless, the whole issue had been percolating. In early march Peggy Say, sister of captive journalist Terry Anderson, had met with the ambassador, then with Foreign Minister Farouk Shara'. Mr. Shara' had told Ms. Say about his commitment (which he then made public) to pursue the hostage situation in his upcoming

'He found the Iranians in a receptive mood ... He was optimistic'

visit to Tehran. On his return from that visit, he had summoned Mr. Djerejian and told him that he found the Iranians in a receptive mood. He was optimistic. The Tehran Times thereafter published several

articles and editorials about the desirability of hostage release.

At a country team meeting in early March, we decided to review our hostage release contingency plans. This is a small post. Every person's effort must be enlisted in order to assure that the release goes smoothly. We had had one previous episode on which we could fix our plans. That was in October 1988, when hostage Mithileshwar Singh had been released. Our plans included selection of an escort, coordination of press arrangements, positioning of security arrangements for the residence where the hostages would be brought, and coordination of the arrival of a medical evacuation plane. They also included arrangements with the embassy contract nurse and a local doctor, in the event immediate medical services were needed. All of these arrangements were coordinated in the utmost secrecy, in order not to raise any hopes unnecessarily. Every person in the embassy had an important role to play, from the communications program unit to the defense attaché to the Foreign Service national expeditors.

'Arrangements coordinated in the utmost secrecy'

But with all of these arrangements in place, we went about our work the week of April 16 with no special information or indication that the speculation swirling around us would lead to anything concrete.

Then at 12:30 p.m. on Wednesday, April 17, the foreign minister's office director called me at my residence, just a few steps across the street from the embassy, and said: "The ambassador isn't here—is that right?" "Yes," I replied. "John," he said, "the foreign minister wants to see you right away—now in fact. Where are you, and can you come immediately and please come alone." "Of course," I said. "I'll be right there." And I put the telephone down.

What was up? I asked myself. Chargés are never received by the foreign minister in this country. I thought it was either something very good (a hostage release) or something very bad. The trip to the foreign ministry takes about two minutes. It's an ugly building, but I didn't even notice how ugly it was as I walked through the lobby. I spent the required few minutes in the office director's office talking about the ambas-

sador's trip and his expected return. The intercom rang, and the foreign minister told his office director he was ready to see me.

As I walked into his office, Mr. Shara' shook my hand and smiled broadly. I had met with him many times with the ambassador, and this was the drill. But this time, he was visibly excited. I knew something

'The foreign minister shook my hand and smiled broadly'

important was about to be said because his translator was there, and that means what's said is official, on the record.

After we were seated, Mr. Shara' began by saying that all deputy chiefs of mission hope that while their ambassadors are away something really important happens. I agreed with him, remarking that certainly all of us dream of such events. "Well, John," he said, speaking in English, as he always does, while the translator took notes in Arabic, "I hope we have some very important news for you." He then revealed that an American hostage was to be released in Damascus to us in a short time. He said this was the result of both Syria's and Iran's efforts with the hostage-holders. He said he wanted to make it clear that this release would be unconditional. I was trying to take down what he said. I could already see the cable coming out of the printer, and I had to get his words down exactly. He asked that I transmit his message to the President and to Ambassador Djerejian. I thanked him for this "fantastic" news, settled a few logistic details (the clearance for the plane, and what we would say to the press people and how they would be handled) and departed for the embassy.

I immediately called in Bob Allen, the defense attaché, and Walt Deering, the regional security officer, directing them to get the logistical arrangements in train. I then went to the classified phone to advise Washington of the news. Betty Sheridan, our support communications officer, was surprised that she got the line through to the Operations Center in Washington so quickly. Normally, we get through only once every 10 dials. The op center reached J. Stapleton Roy, the Department executive secretary, at home, and so within 10 minutes I was speaking to him.

But we couldn't go secure. So there was a delay of 20 minutes until the execu-



Ambassador Edward J. Djerejian and deputy chief of mission John B. Craig, rear, as they

emerged from a meeting at the foreign ministry in Damascus.

tive secretary arrived at his office. Meanwhile, I had asked Joan Sallis, the ambassador's secretary, to come to the communications program unit to take down the cable to Washington.

After speaking with Mr. Roy, I started to try to get in touch with Mr. Djerejian in Bonn. We got through on a classified line to

**'But we couldn't go secure—
so there was a delay'**

his office and, after a few transfers and one dropped line, I was talking to him. He had been called out of a meeting with Assistant Secretary John Kelly.

Again, we couldn't get the secure line to work so we had to talk in an elliptical way on the open line.

"Sir," I said, "you need to return to Damascus immediately." "John," he replied, "are you sure?" "Sir," I said, "there is only one reason I would ask you to come back." He immediately understood and said: "I'll make arrangements immediately."

Brad Summers, our support communications officer, had already determined that Mr. Djerejian could get back the succeeding evening, and we advised him of the schedule. I then went back to the office and met with David Litt, our political officer, and Darryl Penner, the public affairs officer. Mr. Litt was responsible for overall coordination of the release. Mr. Penner had to face the press. We decided we would refer all calls to Mr. Penner. Next, I met with Mr. Deering again and with Matt Zorning, the Marine detachment commander. The Marine on duty had to be instructed how to handle what we anticipated would be a deluge of press calls.

At 6 p.m. Mr. Penner called me at home to say BBC had just announced that a note had been passed to the press in Beirut,

**'We had to talk in an elliptical
way on the open line'**

and a hostage was to be released in 48 hours. I called Joe Billups, the Marine on duty, and told him the information on the

hostage release was now public, and I braced him for the calls. Even while I was speaking to him, the first calls came through.

I went back to my living room to complete a discussion with my house guests, Marilyn and Giorgio Bucellati, distinguished American archeologists who were on the way to Tel Mozan, site of their dig in Syria. They had been in Damascus when another hostage was released, and their account of that was fascinating.

Once I got up, I did not sit down again. The phone rang and rang. The callers were journalists, my foreign ministry contacts, the public affairs office. One of these calls proved to be extremely significant. A journalist, who had gotten by the operator, told me a second note had been delivered, asking that Assistant Secretary Kelly come to Damascus to be present for the hostage release. "What are you going to respond?" she asked.

I hadn't heard this before, and Mr. Shara's emphasis on "unconditional" immediately came to mind. I know nothing about this, I told the journalist, adding that we were in contact with the Syrians and this was all I could say.

Betty Sheridan called and said she had a "Niac Immediate." It was a cable from Bonn—the ambassador would be returning in the wee hours of the morning. "Oh, great," I thought. "The drivers and the expediter have gone home!" I called Charlie Allegrone, our administrative officer. "Help!" I said. "How do we get in touch with the drivers and the expediter?" About a half-hour later, the expediter called in. What a relief!

I thought about the journalist's mention of Mr. Kelly. Was this a condition? I

**'I told him I had no instructions
to say what I was about to say'**

picked up the telephone and called Walid Moualem, the foreign minister's office director (he is also the ambassador-designate to the United States). I told him I had no instructions to say what I was about to say. The foreign minister had said the release was unconditional, yet there were now reports that Mr. Kelly had to come to Damascus. Washington would want to know if there was now a condition. Could he ask the foreign minister? Mr. Moualem said he would do so and would call me back.

About two hours later, at 9:15 p.m., as I was trying to shower and get ready for

—(Continued on Page 56)

Appointments

White House announces choices for 6 more ambassadorships

Envoys named for 3 African, 2 Asian, 1 European nation

PRESIDENT BUSH as of mid-May had named ambassadors for six more countries. All the nominations would require Senate confirmation. The posts and the persons named are:

—*Botswana*—David Passage, director for Africa at the National Security Council, to succeed John Kordek.

—*Hungary*—Charles H. Thomas, principal deputy assistant secretary for European and Canadian Affairs until last year, to succeed Mark Palmer.

—*Liberia*—Peter Jon De Vos, principal deputy assistant secretary for oceans and international environmental and scientific affairs, to succeed James Keough Bishop.

—*Marshall Islands*—William Bodde Jr., dean of the Senior Seminar at the Foreign Service Institute, to succeed Samuel B. Thomsen.

—*Mongolia*—Joseph Edward Lake, director of the Operations Center, to succeed Richard L. Williams.

—*Somalia*—James Keough Bishop, ambassador to Liberia, to succeed T. Frank Crigler.

Following are biographical sketches.

* * *

Botswana

David Passage has been director for Africa at the National Security Council since last year.

He joined the Foreign Service in 1966, and was assigned first to London. In 1969 he was detailed to the U.S. Military Assistance Command in Saigon as a pacification program analyst. He was assigned to the Operations Center, 1970-71, and was an officer on the Secretariat Staff, 1971-72. He served as a special assistant to the assistant secretary for politico-military affairs, 1972-74.

Mr. Passage became a political officer in Quito, 1974-75, then returned to Washington as a special assistant to former Secretary Kissinger. He next was a political counselor in Canberra, 1977-79. He was director of the Press Office and deputy spokesman, then acting spokesman, for the Department. Mr. Passage studied at the National War College, 1981-82, before becoming deputy director of the Office of Southern African Affairs in 1982. He served as deputy chief of mission in San Salvador, 1984-86, and as director of the Office of Regional African Affairs, 1987-89.



Mr. Passage



Mr. Thomas



Mr. De Vos



Mr. Bodde



Mr. Lake



Mr. Bishop

Mr. Passage was born in Charlotte, N.C., on June 16, 1942. He was graduated with a bachelor's in international relations from the University of Denver in 1964. He received a master's in international economics from Georgetown in 1966. His foreign language is Spanish. He is single.

* * *

Hungary

Charles H. Thomas, a career Foreign Service officer, was principal deputy assistant secretary for European and Canadian affairs until recently.

Mr. Thomas joined the Service in 1959. He was vice consul in Ciudad Juarez, 1960-62, and served as third secretary in La Paz, 1962-64. He became desk officer for eastern Caribbean countries in 1964. Mr.

Thomas was a deputy director for the Peace Corps in Honduras, 1966-67, and director in Uruguay, 1967-69. He directed an executive studies seminar at the Foreign Service Institute, 1969-71. He became deputy director, then director, of the Operations Center, 1972-73. He was assigned to the Executive Secretariat, 1973-74.

After undergoing Portuguese language training, Mr. Thomas became political counselor in Lisbon in 1974. He attended the National War College, 1977-78. He became deputy director, then director of the Office of European Security and Political Affairs, 1978-82. After French language training, he served as deputy chief of mission in Brussels, 1982-85. He was deputy assistant secretary for European and Canadian affairs, 1985-86, before his tenure as the principal deputy.

Mr. Thomas was born in Buffalo on June 23, 1934. He was graduated with a bachelor's from Harvard in 1956, and served in the Navy, 1956-59. His foreign languages are Spanish, French and Portuguese. Mr. Thomas won the Award for Heroism in 1965 and Superior Honor Awards in 1982 and 1989. He is married to the former Lourana Lowry Swift; they have a daughter and three sons.

* * *

Liberia

Peter Jon De Vos has been principal deputy assistant secretary for oceans and international environmental and scientific affairs since last year. Before that, he was deputy assistant secretary for science and technology.

Mr. De Vos joined the Foreign Service in Recife in 1962. He was desk officer for Brazil, 1964-66, and a political officer in Naples, 1966-68. He became deputy principal officer in Luanda in 1968, then political officer in Sao Paulo, 1970-71, and Brasilia, 1971-73. He next was a special assistant in the Bureau of Inter-American Affairs, 1973-75, and a political officer in Athens, 1975-78. He attended the National War College, 1978-79. Mr. De Vos became deputy director for southern African affairs in 1979. He served as ambassador to Guinea-Bissau and Cape Verde, 1980-83, and Mozambique, 1983-87.

Mr. De Vos was born in San Diego on December 24, 1938. He received a bachelor's from Princeton in 1960 and a master's from Johns Hopkins in 1962. His

APPOINTMENTS



Terence A. Todman, left, and Morton I. Abramowitz at a May 10 ceremony where Secretary Baker conferred on them the rank of career ambassador. Only 10 other Foreign

Service officers have achieved the rank. Mr. Todman is ambassador to Argentina, Mr. Abramowitz to Turkey. (State Department photo by Robert E. Kaiser)

foreign languages are Portuguese, Spanish, Italian and Greek. He won a Superior Honor Award in 1988. He is married to the former Nancy Lee Wesney.

Marshall Islands

William Bodde Jr. has been dean of the Senior Seminar at the Foreign Service Institute since last year. Before that, he was deputy assistant secretary for European and Canadian affairs, 1986-89.

Mr. Bodde joined the Foreign Service in 1962 as a political officer in Vienna. He was a public information officer at the Department, 1965-66, then attended Johns Hopkins, 1966-67. He next was a political officer in Stockholm, 1967-70; the Department, 1970-72; Berlin, 1973-74; Bonn, 1974-77; and again in the Department, 1977-78. He served as director of the Office of Pacific Island Affairs, 1978-80. Mr. Bodde became ambassador to Fiji, Tonga and Tuvalu and minister to Kiribati in 1980. He was diplomat-in-residence at the East-West Center in Hawaii, 1982-83, then consul general in Frankfurt, 1983-86.

Mr. Bodde was born in Brooklyn on November 27, 1931. He received a bachelor's from Hofstra in 1951 and a master's from Johns Hopkins in 1967. He served in the Army, 1950-54. Before joining the Service, he worked for Newsday and the Housing and Home Finance Agency. He is the author of articles on foreign policy. He has won a Superior Honor and two Meritorious Honor Awards. He is married to the former Ingrid Oberle; they have a daughter and two sons.

Mongolia

Joseph Edward Lake has been director of the Operations Center since 1987. He was an adviser to the U.S. delegation to the UN General Assembly in 1986.

Mr. Lake joined the Foreign Service in

1962 and was assigned to Taipei as a consular officer the following year. He was a graduate teaching assistant in political science at Texas Christian, 1965-66, then a personnel placement officer in the Bureau of European Affairs, 1966-67. He became an economic and commercial officer in Cotonou in 1967. He next was an analyst for the Office of Research for East Asia, 1969-71.

After language training in Taiwan, 1971-73, he served as political officer there, 1973-75. He was a political-military officer in the Office of Philippine Affairs, 1976-77; political officer in Lagos, 1977-78; and consul and principal officer in Kaduna, 1978-81.

After language studies at the Foreign Service Institute, he became chief of the political/economic section in Sofia in 1982. He then served as deputy chief of mission and chargé there, 1984-85. He was deputy director of the Bureau of East Asian and Pacific Affairs' Office of Regional Affairs, 1985-86.

Mr. Lake was born in Jacksonville, Tex., on October 18, 1941. He received a bachelor's in 1962 and a master's in 1967 from Texas Christian.

His foreign languages are Chinese, Bulgarian and German. His awards include two Meritorious Honor and a group Superior Honor Award. He is married to the former Jo Ann Kessler; they have a daughter and two sons.

Somalia

James Keough Bishop has been ambassador to Liberia since 1987. Before that, he was deputy assistant secretary for African affairs, 1981-87.

Mr. Bishop entered the Foreign Service in 1960. He worked as a press officer at

the Department, 1961-63. He became vice consul in Auckland in 1963, then consul in Beirut in 1966. He was an economic officer in Beirut, 1966-68, and Yaounde, 1968-70. Mr. Bishop served as desk officer for Chad, Gabon, Mauritius and Madagascar, 1970-72, and Ghana and Togo, 1972-74. He became deputy director for West Africa in 1974, and attended the Senior Seminar at the Foreign Service Institute, 1976-77. He was director of North African affairs, 1977-79, and ambassador to Niger, 1979-81.

Mr. Bishop was born in New Rochelle, N.Y., on July 21, 1938. He received a bachelor's from College of the Holy Cross in 1960, and a master's from Johns Hopkins in 1981. He has won the Superior Honor Award, two presidential meritorious service awards and three senior performance pay awards. Mr. Bishop is married to the former Kathleen Kirby; they have five daughters and a son. □

Larson: representative to economic body

President Bush has announced his intention to nominate Alan Philip Larson, deputy assistant secretary for economic and business affairs since 1987, as U.S. representative to the



Organization for Economic Cooperation and Development, to succeed Dennis Lamb. The nomination, which carries the rank of ambassador, would require Senate confirmation.

Mr. Larson entered the Foreign Service in 1973 as vice consul in Freetown. He became an economic officer in Kinshasa in 1975 and was assigned to the University of Iowa in 1977. He next was deputy director of the Office of Energy, 1978-82, then served as economic and commercial counselor in Kingston, 1982-84, and executive assistant to the under secretary for economic affairs, 1984-86. He was deputy assistant secretary for international energy and resources policy, 1986-87.

Born in Osage, Io., on July 19, 1949, he received a bachelor's, master's and Ph.D. from the University of Iowa. He won Superior Honor Awards in 1982 and 1988, and in 1989 was named State's "Speaker of the Year." He is married to the former Nancy Ruth Naden; they have a daughter and two sons. ■

News Highlights

Book to be published on 'Americana Project'

A 500-page book on the fine arts collection at State, on the seventh and eighth floors, will be published next year, according to curator Clement E. Conger. Mr. Conger said at a reception for "Americana Project" donors and lenders on April 20 that the book will have some 325 full-page color plates, with about 75 additional photographs.

Each major objet d'art in the collection of some 4,500 pieces "will be discussed in a learned essay by the finest authorities in the country on that subject," Mr. Conger said. He added: "In addition, there will be learned articles on American furniture, art, porcelain, silver, etc. The book is scheduled to be published in September 1991 by Abrams. It promises to be the finest art and antiques book ever published in this country. We are subsidizing this at a cost of about \$900,000."

Contributions which finance such expenditures came to about \$2 million last year, approximately \$500,000 less than in the preceding year, Mr. Conger said. He continued: "We attribute this drop to the recent tax laws, to the unsettled economic situation and to more competition for the gift dollar. In the future, we must raise \$2.5 million a year—\$1 million for acquisitions, \$1 million for the Diplomatic Rooms Endowment Fund and \$500,000 for maintenance, conservation, insurance, etc."

Under Secretary Robert M. Kimmitt, as host at the reception, said: "These rooms in a very real way link the past, the present and the future. They are a living reminder to those of us conducting our nation's diplomacy of the principles on which our country was founded. I can tell you that being reminded of Jefferson's legacy is a bracing tonic for any American official conducting talks with his foreign counterparts on these floors."

"America's Heritage," the videotape on the project that was shown last month on public television, is available for purchase or rental through Phoenix/BFA Films & Video, Inc., 468 Park Avenue South, New

Written exam: October 27

The 1990 Foreign Service written examination will be given October 27 at over 200 locations in the United States and at all U.S. diplomatic and consular posts abroad. Applications are available from the Recruitment Division, P.O. Box 9317, Arlington, Va. 22039. □

York, N.Y. 10016, it was announced. The telephone number is (212) 684-5910.

Released at the reception was a list of gifts and loans to the project last year. (See Page 38.) □

New system for color-coded building passes

The Bureau of Diplomatic Security is introducing a new system of color-coded building passes which will affect some State employees and other persons who work at State, according to a Department Notice of April 18.

The changes are being instituted so that levels of security clearance, can be more readily identified, the bureau's Richard Feltault said. He added that under the new system:

—State employees with "Top Secret" clearances will continue to wear their blue-border badges.

—Blue-border passes will be issued to all other Government employees with "Top Secret" clearances who are permanently assigned to State.

—A gray-border pass will be issued to Department employees with "Secret" clearances, to contractors who work here and to Government employees with clearances who visit State on business at least eight times a month.

—Accredited members of the press will be assigned green-border passes.

—Support personnel (maintenance, cleaning and cafeteria workers and repairmen) will continue to wear the red-border pass. □

Civil Service ombudsman schedules 2 meetings

John Byerly, Civil Service ombudsman for the Department, has scheduled two catch-up meetings this month for Civil Service employees who missed earlier sessions he held with employees of each bureau.

Mr. Byerly will explain his role, and employees will have an opportunity to discuss matters such as training and career development, child care and the workplace environment.

The meetings will be on June 14 and 19 from noon to 2 p.m. in Room 1205. For information, call 647-2182. □

Title of under secretary for security is changed

The Office of the Under Secretary for Security Assistance, Science and Technology has been redesignated as the Office of

the Under Secretary for International Security Affairs. Reginald Bartholomew is the incumbent. □

Ms. Holod wins Foreign Service teen award

Foreign Service teen Aleksandra Holod, 17, is the recipient of the first annual Foreign Service Youth Award. It was presented by the Foreign Service Youth Foundation, the Association of Foreign Service Women, the Overseas Briefing Center and "Around the World in a Lifetime."

The daughter of Anthony and Olga Holod, she won the award for her "outstanding leadership" and activity with Foreign Service teens returning to Washington. She has been editor of "Wings of AWAL," the Foreign Service teen newsletter, since she joined the group in 1988 after returning from Munich. She will serve as activities coordinator for the youth group.

Besides being active with Foreign Service teens, Ms. Holod volunteers with handicapped youngsters in sports activities. She is a junior at Marshall High School, Falls Church, Va. □



Aleksandra Holod, center, with Genie Gratto, teen coordinator of "Around the World in a Lifetime," left, and Aleksandra Mattson, staff coordinator for the award.

Award for Secretary Baker

Secretary Baker was to receive the Hans J. Morgenthau Award of the National Committee on American Foreign Policy, May 14, for his contributions to the theory and practice of foreign policy. Past recipients include Angier Biddle Duke, Sol Linowitz, Henry Kissinger, Jeane Kirkpatrick, George P. Shultz and David Rockefeller. ■

Music at State

'Those who attended will remember good music well played'

Reviews of a piano and a song recital

BY MARK TOKOLA

The author is a Foreign Service officer assigned to European Community affairs. The series was to continue with a second piano recital by Andre Luis Rangel on May 23—too late to be reviewed in this issue.

THE DEPARTMENT's new "State of the Arts" music series, sponsored by the Foreign Affairs Recreation Association, debuted in the East Auditorium at noon on



Mr. Tokola

April 18 with an accomplished piano recital by Roderic C. Walter. The recital provided a remarkably varied and satisfying program, considering its half-hour length. The small but appreciative audience obviously left happy that Mr. Walter had come. The association deserves high marks for undertaking this music series. However, there were problems with the setting, for which the sponsor cannot be blamed. The East

'A remarkably varied and satisfying program'

Auditorium is a good place for music, but the ambiance could have been improved if a pile of folding chairs and tables would have been stored somewhere other than near the piano. Also, a word to the official photographers: Maybe speakers do not mind flashes and motor drives going off during their presentations but—believe me—musicians mind.

The principal problem was the piano. The audience was noticeably embarrassed when Mr. Walter, resplendent in white tie and tails, walked onto the stage and had to ease himself into a gray metal folding chair in front of a venerable-looking (i.e., beat-up) upright piano which soon proved to be out of tune. Maybe there is no reason why the Department should possess a concert grand, but an artist asked to perform in front of an audience should be given a decent instrument. In the line of people thanking Mr. Walter after the recital there was a steady murmur: "Sorry about the piano . . . sorry about the piano."

That said, Mr. Walter proved to be a



Roderic Walter in the East Auditorium. (State Department photo by Robert E. Kaiser)

resourceful and serious artist, who was able to communicate the music to the audience. He began with three Chopin preludes and a waltz (waltz). From the first notes of the well-known "Prelude in C minor," it was clear that his interpretations would be straightforward and rhythmically direct. Throughout the recital, his solid left hand gave the music momentum and direction. He let the music speak for itself, free of eccentricity. Mr. Walter clearly had to reserve his power because of the piano's limitations. However, the real problem was the piano's inability to produce Chopin's quiet notes. The waltz concluding the Chopin was swirling, lithe and noble—the most successful piece of the set.

The two preludes by Scriabin that provided the short middle part of the recital were well-chosen. Scriabin was a great admirer of Chopin and was influenced by him. Scriabin's Russian preludes had enough similarity to the earlier Franco-Pol-

'An artist asked to perform should be given a decent instrument'

ish Chopin to allow the audience a change in style without the need for a change in mood.

The final pieces, by Heitor Villa-

Lobos, provided the major contrast in style in Mr. Walter's recital. The "Cantiga No. 3" from "Bachianas Brasileiras No. 4" was thoughtful but slightly lacking in bounce. However, the concluding impressoes "Seresteiras No. 2" from "Ciclo Brasileiro" was a complete success. Mr. Walter was able to coax very good sound effects from the piano, and Villa-

'The old upright must have been surprised at what it could do'

Lobos' wonderful rhythms came through clearly and infectiously. The old upright must have been surprised at what it could do.

Now, to review the audience: it was too small. My rough estimate was that the small auditorium was little more than a third full. Short of rolling a piano into people's offices, I do not know how the recreation association could have made the recital more convenient. It was short (40 minutes total), started nearly on schedule (at lunch time), and was inside the building. Long after those of you who were "too busy" to attend have forgotten the slice of pizza you ate at your desk, those who attended the recital will remember good music well played. □



Donna May Tavani in the East Auditorium, with accompanist George Peachy. (State Department photo by Ann Thomas)

THE SECOND RECITAL of the Foreign Affairs Recreation Association's "State of the Arts" series, held at noon on May 9 in the Department's East Auditorium and featuring soprano Donna May Tavani, continued the high musical standard set in the inaugural program on April 18. Ms. Tavani's recital was a sampler of almost every type of song, including concert aria, sacred music, lied, operatic aria and popular. All in the space of 40 minutes! Ms. Tavani has a beautiful, well-trained voice and was able to handle the program's range

'Her runs and trills were very natural and unforced'

of material—many styles and moods—without apparent strain. Her technique never seemed at the end of its tether, nor did she strain to reach high or low notes. She, and the audience, were able to concentrate on the music rather than the efforts of the singer.

The opening works by Scarlatti and Mozart showed off nicely the warm bloom of Ms. Tavani's voice and the sureness of her technique. She displayed a slight swoop in attacking accented notes, but her runs and trills were very natural and unforced. Hearing some singers labor over difficult passages would make one believe that classical composers were sadists; Ms. Tavani made the passages sound like fun. The only fault worth mentioning was a slight lack of dynamic range in her singing. Mozart's

"Exultate Jubilate" sounds more passionate rather than merely pretty when there are true pianos and fortes.

The two songs that followed, from Schumann's "Frauenliebe und Leben," showed Ms. Tavani to be a natural singer of lieder. Her voice lies at the lower end of the soprano range and its warmth illuminated Schumann's simple melodic lines without her having to tug at rhythms or engage in histrionics on stage. Her faith in the depth of feeling of Schumann's unembellished songs is well-placed and showed her to be a musician as well as a vocalist.

The next stop in Ms. Tavani's quick tour of song styles was a typically charming French song, Faure's "Le papillon et la fleur," which allowed Ms. Tavani to demonstrate that whimsy has a place in music. A quick survey of the audience showed smiles all around. Ms. Tavani's French pronunciation was less idiomatic than her German but was not an obstacle to enjoyment.

'A quick survey of the audience showed smiles all around'

The adventurous part of the program was two songs by Ned Rorem, Psalms 142 and 148 from his "Cycle of Holy Songs." I would never describe pieces by Mozart or Schumann as bonbons, but they are certainly more accessible than the Rorem, which Ms. Tavani had to sell to the

audience—successfully, as it turned out. Neither piece was particularly complex, but their indefinite mood and unpredictable development required some concentration. This would be a good point at which to compliment Ms. Tavani's accompanist, George Peachy, who grappled with aplomb with the East Auditorium's less-than-perfect piano (see my review of the April 18 recital). He was competent and self-effacing throughout the recital, not always in perfect accord with Ms. Tavani, but always sensitive to her approaches to the pieces. He seemed to take a particular relish in the Rorem selections, and he and Ms. Tavani's effective collaboration on them led to the greatest applause of the recital.

Before the recital began, I noted with some dread that it included Micaëla's great aria from "Carmen." With the thousands of songs written for soprano and piano, why try to sing part of an opera, without an orchestra, in the midst of a song recital? As it turned out, the scoring for piano conveyed the orchestra's contribution quite well, and the great melody was as ravishing as ever. Mentally, I only had to fill in the French horn parts. Mr. Peachy did a very nice job of maintaining the pulse of the accompaniment while Ms. Tavani let her voice soar.

The final set of American popular songs was a perfect conclusion to the recital. Only a snob would pretend not to enjoy these modern classics: "Someone to Watch Over Me," "'S Wonderful," "Too Marvelous for Words" and "I Only Have Eyes for You." Particularly, the first two songs

'Only a snob would pretend not to enjoy these modern classics'

by Gershwin can hold their own with Schubert and Schumann lieder and will, I suspect, survive as long. Ms. Tavani did not patronize these songs by striking a forced, jazzy pose—her straightforward approach served them well. The only ground for criticism here is that Ms. Tavani took the standard but unfortunate approach of dropping the introductions to Gershwin's songs. Gershwin wrote them for a reason, and they ought to be used.

The turnout for this excellent recital was disappointing. There were only 20 people scattered around the auditorium. I hope that this is a reflection of the poor distribution of advertising for the recital (notices appearing only the day before it took place), rather than disinterest in live music. ■

From the Director General



State establishes a new summit for Civil Service secretaries

At the top of the career ladder: 'office administrator'

BY EDWARD J. PERKINS

The author is director general of the Foreign Service and director of personnel for the State Department.

I WOULD LIKE to bring readers up to date on our plans for the Department's Civil Service secretaries. In a recent message to all posts (State 85366), I provided a status report on the progress we've made in implementing the recommendations of the committee headed by former Ambassador Donald Leidel, regarding Department secretaries, including those serving in the Foreign Service. In this article, I focus on one key change we're planning for secretaries in the Civil Service: we're creating a new position of "office administrator," to be filled by secretaries. But first let me provide some background on the factors spurring us to re-engineer the secretarial profession in the Department.

In January last year, the Leidel committee concluded that the advent of the word processor had fundamentally altered the way all of us—supervisors and secretaries—work in offices, irrespective of whether we're in the Civil Service or Foreign Service, in other Government agencies or in the private sector. The committee pointed in particular to the underutilization of secretaries due to office automation, and the tendency of some supervisors to define too narrowly the duties of their secretaries.

Traditionally, secretaries have always been the assistants to their supervisors. But it appears that, in response to automation, some supervisors have defined secretarial duties as restricted to typing, taking dictation, filing and answering the phone.

To remedy this situation, the committee identified several areas for action involving both the Civil Service and Foreign Service. The committee recommended that we:

—Train managers in better utilization of secretaries.

—Issue a list of suggested duties for secretaries appropriate to their changing roles.

—Provide additional professional training to match these suggested duties.

—Improve the existing career ladders for secretaries.

As I indicated in State 85366, we've accomplished most of what we set out to do in the area of training and in defining more appropriately a secretary's modern role as

an assistant with paraprofessional or technical responsibilities (see the Department Notice of last November 28, reprinted here on Page 36). But, until recently, we've been unable to improve upon the career ladder for Civil Service secretaries.

Classification criteria

Our initial efforts to improve the career ladder were hindered by two obstacles that had to be overcome: one relates to the links between the grade levels of Civil Service secretaries with the grades of their super-

Secretarial duties are seen as 'too restrictive'

visors; the other deals with the Government practice of placing secretarial positions in the "nonprofessional" job series with short career ladders. Both are determined by U.S. Office of Personnel Management classification criteria which we in the Department could not change by acting alone.

That agency has established a career ladder for Civil Service secretaries which, in the Department and in other Government agencies, is effectively confined to grade levels from GS-4 to 8 or 9.

The Civil Service 'career ladder'

The Civil Service personnel system is a competitive, rank-in-position system in which employees compete for individual positions in order to progress through the system.

The term "career ladder" in the Civil Service often refers to the range of grades available in a particular position. For instance, a secretary assigned to a position that is classified at the GS-4/5/6 is said to have a career ladder or promotion potential to GS-6. This means that this employee can enter at the GS-4 level and be promoted when eligible without further competition up through GS-6. Employees may change positions through a reassignment to any position that does not have a career ladder that exceeds the GS-6. To advance beyond GS-6, they must re compete through merit promotion for any position that has a career ladder (or promotion potential) which exceeds that level. Therefore, a Civil Service career can consist of a series of career ladders. —E.P.□

Grade linkages

Based on the U.S. Office of Personnel Management's classification criteria and the Department's structure, the duties of a secretary to a deputy assistant secretary generally equate to a GS-9. An office or country director has a GS-8, and so on down the line. In other words, there's a link between the organizational unit and the grade of the secretary.

As can be seen in the adjoining table, there are very limited opportunities for career secretaries above the GS-9 level. Thus, GS-9 is for all practical purposes the highest rank to which any secretary in Government can aspire. The Department actually has a relatively large number of secretarial positions at the GS-9 level. At our last count, there were 99 such positions, or 11% of our total complement of Civil Service career secretaries (full-time).

Compared with other Government agencies, this is a relatively high figure. It's linked directly with the number of deputy assistant secretaries at State. Salaries at the GS-9 level range from about \$25,000 to \$32,000 and, taking retirement benefits into consideration, are generally competitive with secretarial salaries in the private sector in this area.

Some very good secretaries may never reach GS-9, merely because there are an inadequate number of positions at that level (in relation to the number of capable secretaries). Moreover, for many secretaries, the effective cap on their careers has been GS-8.

The Department has 26% of its secretarial positions at the GS-8 level, and they have on average less than 12 years of total Government service. We have nearly the same number of GS-7 secretarial jobs (28%), and they have about nine years of total Government service. This rate of advancement through the ranks isn't particularly slow, but it's also not fast enough for many of our top secretaries.

Upward Mobility Program

For this reason, some Civil Service secretaries have taken advantage of opportunities for promotion by moving into paraprofessional and technical jobs in the Department via the Upward Mobility Program. This program allows a secretary to gain experience in a particular office, and then apply for a professional position in the

Department at the GS-5-to-7 level, a position which could have even greater promotion potential. The main advantages of this program are:

—It provides opportunities to secretaries to *switch careers* and move more rapidly up a *different career ladder*, such as personnel or budget technician.

—It allows us to *waive Office of Personnel Management requirements* for a particular paraprofessional or technical job, and *substitute training for these requirements*, which the Department provides.

—It grants credit for job experience at an accelerated rate.

—It also allows the participant in the program to retain (if applicable) the higher rate of pay he or she enjoyed as a secretary, even if the new nonsecretarial position is at a lower pay rate.

Thus, a Department of State employee in this program wouldn't lose pay for switching careers. Nor would an employee be prevented from moving into a new career field with greater promotion potential because of the lack of qualifications, so long as an effective on-the-job training program exists for him or for her.

There are, however, some disadvantages

Civil Service full-time career positions

Grade	Number of positions	% of total	Av. yrs. Gov't. service of incumbents
GS-10 (and above)	14	1.5	22
GS-9	99	11	17
GS-8	247	26	12
GS-7	262	28	9
GS-6	180	19	4
GS-5	129	14	2
GS-4	5	.5	1.5
Total	936	100	

to the Upward Mobility Program: most of the jobs in it don't take advantage of the skills secretaries have developed over the years; some secretaries may be reluctant to move into a position where the duties are significantly different from those in their chosen profession.

Career ladder objectives

In discussing our plans for improving the career ladder, we in the Bureau of Personnel have established several key objectives:

—Improve the career ladder in a way

which permits secretaries to capitalize on their skills and experience.

—Find a way to offer more secretaries the opportunity to reach at least the GS-9 grade level now available to only 11% of the Department's secretarial corps.

—Create a new position and career ladder into which secretaries can advance as part of their *normal career progression*. This new job series should be seen as a *natural extension* of their secretarial career ladder.

—The new job series should, if possible, also open up other job opportunities to secretaries at grade levels even above GS-9.

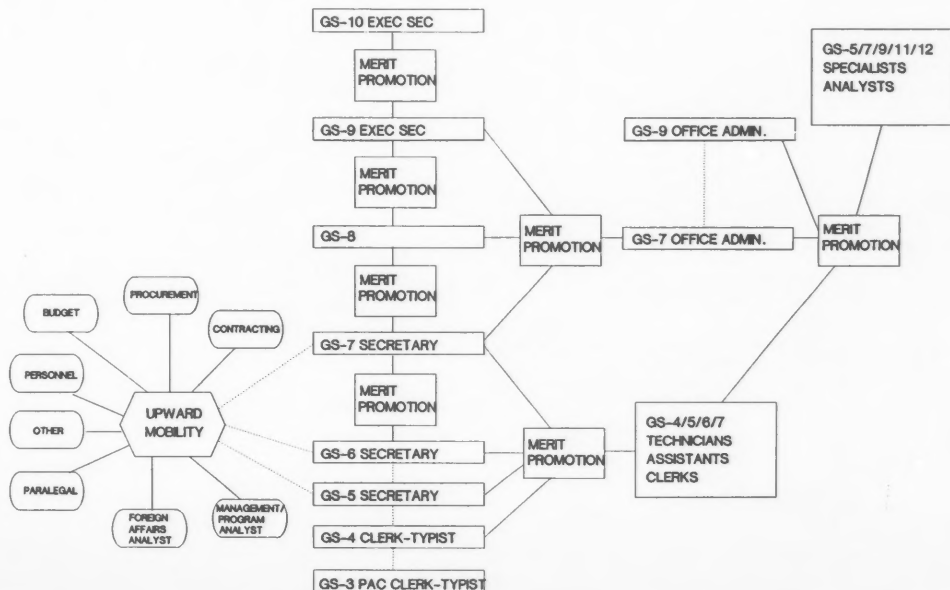
The "office administrator"

We believe that we've found a way of accomplishing all of these objectives. We're now experimenting with the creation of new positions in the administrative field—"office administrators." The office administrator's duties would combine both secretarial and administrative functions, and this would support a higher grade level.

We envision that such a position would exist in larger offices at the GS-9 grade

—(continued on page 56)

Civil Service Secretarial Career Path



Life in the Foreign Service

They call it 'The Land of Maybe'

And it's whale blubber for dinner

BY ROBERT FRETZ

ONE LITTLE-KNOWN fact in the Foreign Service is that Copenhagen has one of the 10 largest consular districts, and it's my luck to be consul for this territory. It spans six time zones. Granted, most of it is under mile-thick ice on Greenland. However, I also cover the remote and beautiful Faroe Islands, a Danish dependency in the North Atlantic between Scotland and Iceland. Denmark gives the islands two seats in the Danish parliament and takes care of defense, foreign affairs and the legal system. The Faroese decide all other issues through local parties (some of them pro-independence) which sit in the Faroese "Lagting." This body has met in the same place for 900 years.

The 50,000 Faroese enjoy an \$18,000

The capital at sunrise.

per capita gross national product on 18 mountainous, windswept islands. Nothing taller than grass grows there. Generous subsidies to the fishing industry, accounting for 98% of the exports, have produced a national debt of \$24,000 per person—twice what we suffer from in the United States.

My last trip to the Faroes was in winter—sunrise at 9:30, sunset at 3:30. A light dusting of snow covered the mountaintops,

'It rains 300 days a year'

making the rugged landscape even more beautiful than in summer. As the islands sit where the Gulfstream meets the Arctic Circle, the temperature has never reached 70 degrees. It rains 300 days a year. From this dreadful weather comes the islands' nickname—"The Land of Maybe." What with storms, fog and snow (all of which I experienced in four days there), you can never be

sure you'll be able to get where you're going, so every appointment is made with a "maybe" attached.

The trip gave me a chance to do political and economic reporting. I called on the Danish governor. He reported there is no anti-Danish sentiment, and that concern over the debt now overshadows the independence issue. The mayor of the capital, Torshavn, was excited about his forthcoming trip to the National Prayer Breakfast in Washington (Faroese are mostly devout Plymouth Brethren).

On the consular side, I renewed an old friendship with the chief of police, who reported that the last murder was five years ago, and that there has been one bank robbery (unsuccessful) in history. The director of tourism briefed me on her plans for attracting tourists. She said the Faroese had never even thought of tourism, but hard





The author, right, with Oli Breckmann, on the ferry.

economic times have made them take another look at its potential.

To see what sort of treatment American citizens in trouble could expect, I toured the jail. It has only 21 beds, as persons with sentences of more than one year are sent to Denmark. At the hospital, the chief surgeon told me he had studied at Emory University in Atlanta in the early '60s, and that his son was born there. The son wasn't sure whether he was an American citizen, and would be dropping by to see me that afternoon.

I then held my consular office hours. Notarials were signed, visa information dispensed and passport applications sworn to. Most of the 30-some resident Americans dropped by. All had come to the Faroes through marriage to a Faroese. The Americans include an electrician, a Ford mechanic, a day care center coordinator and a manager of overseas sales of Faroese postage stamps. One family has three gener-

ations represented! Most thought they were the only Americans on the islands, so before long my rented office looked like a family reunion. (The chief surgeon's son got the glad news that yes, he was an American, and he went home loaded with passport and social security card application forms.)

The next day, I left Torshavn on a

'Most of the 30-some resident Americans dropped by'

ferry for Klaksvik, the islands' second-largest town and its economic powerhouse. Joining me was Oli Breckmann, member of both the Danish and Faroese parliaments. His tan belied his return from a vacation in South Africa. In Klaksvik, Jogvan vid Keldur, former mayor and now Lagting member, gave me a tour of the fishing industry. We visited a giant fish factory, whose workers earn the minimum wage of \$10 per hour, and where Faroese-designed computers and other techniques reduce wastage from a fish catch to half the waste American

fishermen have. We sailed out to a salmon farm, run by Jim Groener, an American married to a Faroese. He explained that the 40-to-50-degree year-round water temperatures present almost ideal conditions for fish to grow in.

The former mayor arranged dinner at his home that evening with a group of Faroese fishermen interested in investing in American fisheries. All had fascinating stories of their lives on the high seas, fishing in forbidding waters off Greenland and in the Barent Sea above Norway. Our host served local treats like puffin, whale blubber and skaerpekod, the latter being lamb meat that has been hung out to dry for six weeks. Its smell can't be described adequately.

All too soon, it was back to the airport for the two-hour flight home on the new national airline, Atlantic Airways. Before boarding, I bought a salmon at the duty-free shop (where else can you buy salmon duty-free?), as a tasty souvenir from the Land of Maybe. ■

Ask Dr. Goff



Q.

LATIN AMERICA

I am the personnel officer at a Class 1 mission and am appalled to find some employees who arrive at post without health insurance. In addition, they chose not to enroll in a health insurance plan during their first month at post or during open season. What do you say to these kinds of people? Frankly, I think it is outrageous, especially for their family members!

A.

I share your bewilderment. It's hard to imagine that in the 1990s a thoughtful, conscientious employee would deliberately choose not to carry health insurance. A false savings—without a doubt. It seems the people you're referring to are under the impression that hospitalization expenses are covered *carte blanche* when they're assigned overseas. *Not so.* It's true that, if they're hospitalized for an *overseas-related* illness or injury, the Department will guarantee payment for the hospital care. However, outpatient expenses not related to hospitalization aren't covered. And should they require significant outpatient expenses (repeated pediatrician fees for children's illnesses, etc.), they would have to absorb *all* of these costs. Even more critically, the Department's medical program doesn't cover problems occurring in the United States. Should hospitalization be required when they're in the States, they could be financially devastated. A car accident or

any other sort of medical emergency occurring in the States on home leave could be ruinous financially. Children left in the States attending school are also not covered. You never know when you might be called home to attend a family funeral, to begin an early home leave or to participate in a seminar. In all of these intervals, being uncovered by health insurance is dangerous and improvident.

Q.

WEST AFRICA

I thought I read something in the paper about oral typhoid. Is it true we won't have to receive any more of those wretched typhoid boosters?

A.

Quite so. The oral typhoid vaccine manufactured in Switzerland is now approved for use in the United States. It isn't 100% protective, but it's equal to the effectiveness of the injectable typhoid vaccine which caused significant reactions in most folks who received it. The doctor or nurse practitioner at your health unit can give you the details regarding administration. It comes in a series of four capsules which must be kept refrigerated. It must be taken an hour before a meal. It shouldn't be chewed, and it probably shouldn't be given the same day as oral polio, etc. Most posts are now attempting to stock this new oral typhoid vaccine. If your health unit doesn't have it yet, please be patient. I'm confident it will soon be available. It certainly is a vast improvement over the previous typhoid shots, since it rarely

causes side effects of any significance.

Q.

AUSTRALIA

Do you need travel orders to start home leave physical exams?

A.

Absolutely not. We ask that you begin your physical examinations at least 60 to 90 days before you leave post. This gives you plenty of leeway for completing the exam, forwarding it to our medical clearances section, and for time to advise you of any repeat examinations or special consultations that might be needed. Since the bulk of transfers occur during the summer, the workload for clearance examinations is particularly heavy in the spring. I encourage you to start early, even before you might have received your orders, so the clearance can be sorted out before your home leave—or, at best, during the beginning of your leave.

Q.

WASHINGTON

Should you massage your carotid arteries to keep them clear?

A.

Absolutely not. Never, ever, massage your carotid arteries, which run along both sides of your neck and supply blood to your head. If you have atherosclerosis (hardening of the arteries), you could cause a piece of plaque to break off and travel to your brain, thus causing a stroke. Even if your carotid arteries don't have plaque or fat built up in them, massaging them could trigger a nerve reflex that could cause your heart rate to become dangerously slow. I hope my answer is perfectly clear: *never* massage your carotid arteries.

Q.

NORTHERN VIRGINIA

What is the difference between a diagnostic and a therapeutic radiologist?

A.

A radiologist specializes in the use of multiple imaging technologies such as x-rays, radioactive substances, ultrasound and magnetic resonance imaging. Modern radiology

Health alert issued on insect repellents

The following is reprinted from the Foreign Service Medical Bulletin.

Health officials at the Center for Disease Control have issued a health alert advising caution in the use of Deet-containing repellents.

The optimal concentration of Deet for prevention of tick and mosquito bites is unknown. However, repellents containing 20-30% Deet applied to clothing are approximately 90% effective in preventing tick attachment. To minimize the possibility of adverse reactions to Deet, the following precautions are suggested:

Apply repellent sparingly only to exposed skin or clothing.

Avoid applying high-concentration products to the skin, particularly of children.

Do not inhale or ingest repellents or get them into the eyes.

Wear long sleeves and long pants, when possible, and apply repellent to clothing to reduce exposure to Deet.

Avoid applying repellents to portions of children's hands that are likely to have contact with eyes or mouth.

Never use repellents on wounds or irritated skin.

Use repellent sparingly; one application will last 4-8 hours. Saturation does not increase efficacy.

Wash repellent-treated skin after coming indoors.

If a suspected reaction to insect repellents occurs, wash treated skin and call a physician. Take the repellent can to the health-care provider. □

provides images or scans of almost any organ or part of your body in a variety of ways, helping physicians to diagnose diseases and to plan and monitor treatment. This often makes exploratory surgery unnecessary. Radiologists now concentrate their five years of training to become either a diagnostic or therapeutic radiologist. A diagnostic radiologist specializes in using radiologic technology to diagnose medical conditions. Some radiologists use imaging techniques to biopsy tissue for microscopic examination and to place catheters into blood vessels to define circulation. A therapeutic radiologist directs several forms of radiation to kill or slow the growth of cancer cells. This radiologist may use conventional x-rays, radioactive isotopes or high-energy particles like those generated by a linear accelerator. As you can see, as the technology advances, the training and skills of these specialists expand as well. □

Malaria alert is sent to posts in Africa

Dr. Paul Goff, state medical director, has sent the following cable to all African posts. It was published also in the Foreign Service Medical Bulletin.

I recently returned from a visit to posts in West Africa. At each post I was surprised and disconcerted to find that the majority of people were not taking the recommended medications to prevent malaria. This cable is being sent to call your attention to the potential consequences of this and to remind you of ways to limit your risks.

The several types of malaria all cause disabling illness. Since 1980, the serious life-threatening cases of malaria occurring in our embassy populations in Africa have been exclusively caused by infection with *P. falciparum*. This organism has proved increasingly resistant to treatment with chloroquine. As a matter of fact, in the past five years all 20 medical evacuations, in patients with malaria from Africa, had this infection. Several of these patients were so ill that a chartered flight was required. In all of these cases, the patients were either not taking any medication or were taking only part of the recommended regimen. The patient invariably postponed medical attention while self-medicating.

Two recent cases occurring in people with health unit privileges have caused particular concern. The first was a pregnant woman on temporary duty in West Africa. She developed malaria while taking only chloroquine, in spite of the fact that chloroquine resistant malaria occurred commonly

in the area she was visiting. She aborted her pregnancy and was hospitalized with life-threatening lung complications. The second case in central Africa was fatal. The decedent was not taking any prophylaxis. His death was the third from malaria in the last eight years among U.S. Government employees assigned to overseas embassies.

The common factors in these cases are the nonuse of the recommended medications

'Malaria transmission occurs between dusk and dawn'

and delays in seeking proper diagnosis and treatment.

The risk from malaria is real. It can happen to you. Common sense dictates that people living in areas where malaria is endemic must take precautions. In Africa the disease occurs in all sub-Saharan tropical countries from Dakar to Mogadishu to Zambia. If you have questions about the risk in your locale, check with your medical officer and please, please heed the following advice.

Drug prophylaxis. The current recommendations are to take chloroquine weekly and Paludrine daily. The same medications are used in adults and children, with dosage dependent on age and weight. If not tolerated, the health unit will supply mefloquine.

Whatever the medication used, it must be continued for four weeks after leaving the malarious area. Should you become ill up to two years after leaving, the cause could be malaria, and your doctor should be informed of your previous exposure.

Personal protective measures. Because of the nocturnal feeding habits of anophelid mosquitoes, malaria transmission occurs primarily between dusk and dawn. The following protective measures are of particular importance during these hours to avoid contact with mosquitoes.

1. **Barrier measures.** Wear clothes that cover most of the body. Remain in well-screened areas. Housing should be well-screened and mosquito nets used if there are flying insects in the house.

2. **Mosquito repellents for skin.** If you must be outdoors, use a n,n diethylmetatoulamide-(deet) based repellent on exposed skin.

3. **Mosquito repellent for clothing.** Clothing can be sprayed with a permethrin repellent (newly available—one brand name is Permethrin) which will prevent mosquitoes from biting through clothing. Posts can obtain Permethrin from the Defense General Supply Center, Richmond, Va.; stock number is nsn 6840-01-278-1336, 12 6-oz. aerosol cans per box. Box costs

\$32.37. The requisition should be placed directly with A/OPR/STP/SL via cable, or submit Form OF-263. Fiscal data must be provided.

4. **Flying insect spray.** In the home, use a pyrethrin or pyrethroid (e.g. allethrin, cypermethrin, resmethrin and tetramethrin) based flying insect aerosol spray in living and sleeping areas during evening and nighttime hours. This is safe and effective.

5. **Prompt treatment.** When ill, do not delay or deny the possibility of malaria. Go to your health care facility and have the health professionals rule it out. This is not a "do-it-yourself" matter.

The following information pertains to people living in an area where malaria occurs whether one takes malaria prophylaxis or not. *Any, repeat, any, ill-defined illness should be considered to be malaria until proven otherwise.* Malaria commonly presents flu-like symptoms with headaches, chills, muscle pains and fever. In other cases, it may mimic food poisoning, with fever, pains in the abdomen and diarrhea. The classic up-and-down fever does not manifest itself for several days, sometimes not until it is too late.

Malaria is an especially serious problem for pregnant women both because of the requirement that medication be taken and because of the gravity of the infection during pregnancy. Both chloroquine and Paludrine have been used for years without problems and are considered safe in pregnancy. Mefloquine [Lariam] is a new drug and is not recommended in pregnancy, though studies are being done which may allow such use in the future.

Pregnant women who cannot tolerate chloroquine and Paludrine or who for whatever reason do not wish to take medications to prevent malaria during pregnancy, should

'Do not deny the possibility of malaria'

leave the malarious area. Should an employee become pregnant, M/MED will support curtailment of the assignment. In cases involving a spouse, medically-based separate maintenance allowance will be provided.

Please contact your medical officer (regional medical officer or Foreign Service nurse practitioner) for further information and guidance on the situation at your post and take proper precautions.

Please note: this important information should be carefully reviewed and disseminated to all personnel residing at African posts. ■

Honors and Awards



AMSTERDAM, Netherlands—Consul general *Jake M. Dyels Jr.* pins a corsage on *Helga M. Kokail*, on her retirement after almost 32 years in the passport section.



ULAANBAATAR, Mongolia—At award ceremony, front row, left to right: *Chimidserengün Kharnuden*, *Dalhaagyn*

Duinkarjav, *Sambuugiin Luvsanjav*. Back row: *Ted Nist*, administrative officer; *Mike Senko*, chargé.



PORT-OF-SPAIN, Trinidad and Tobago—At award ceremony, left to right, front row: *Anthony Henry*, *Wendy Soulette*, *Margaret*

Bynoe, *Radhika Gobin*, Ambassador *Charles A. Gargano*, *Edana Booker*, *Rudolph Mills*, *Ramesh Alfred*. Back row: *Louis Vanhook*,

Alice Borrell, *Sandra Huggins*, *Chandath Mahabir*, *Gregory O'Brien*, *Junior Ross*.

Superior Honor Awards (April)

Allen, Carolyn A., FP-09, Managua
 Andre II, John H., FO-01, Washington*
 Arcos, Crescencio S., FE-MC, Washington
 Ashby, Paul, FO-03, Washington
 Bishop, Robyn M., FO-01, Tokyo
 Canney, Paul F., FE-OC, Washington
 Chester, Geraldene G., FO-01, Washington*
 Cortez, Geraldine C., FP-02, Guadalajara
 Curry, Dennis, FP-04, Bucharest*
 Downs, Joan H., GM-15, Washington
 Flora, Brian M., FO-01, Bucharest
 Gifford, Robert B., FP-03, La Paz
 Henzel, Christopher P., FO-04, Merida
 Jameson, Donald L., FO-01, Wellington
 Jury, Allan G., FO-01, Bangkok
 Kelly, Stephen R., FO-02, Washington
 Kleinwaks, Elsie, FP-04, Washington*
 Kriendler, John, FO-01, New York
 Lancaster, Harriet L., GG-15, Washington
 Loskot, William F., FO-01, Washington
 Maher, William J., FP-03, Bucharest
 Margulies, Alexander H., FO-04, Panama
 Martinez, Valentino E., FO-03, Managua
 McFadden, Wilma D., FP-06, Washington*
 McMullen, Christopher, FP-04, Managua
 Nach, James, FE-OC, Washington*
 O'Donnell Jr., Edward, FO-01, Panama
 Pocus, Daniel J., FP-03, Managua
 Pugh, David C., FP-02, Kuala Lumpur
 Ramos, David R., FP-02, San Salvador
 Raynor, Michael A., FP-04, Brazzaville
 Reams, Peter R., FO-01, Washington
 Richhart Jr., Raymond, FO-03, Washington*
 Rosenthal, James D., FE—MC, Washington
 Sciacchitano, David A., FO-02, Panama
 Shearburn, John W., FP-03, Managua
 Stewart, John T., FE-MC, San Jose
 Sullivan, Mark, FP-06, Bucharest*
 Titus, Sherry A., FP-05, Washington
 Willson, Carolyn L., GG-15, New York
 Worrel, Stephen W., FO-02, Washington □

Meritorious Honor Awards (April)

Adams, David, FP-08, Bucharest*
 Adams, William L., FP-02, Washington
 Aguayo, Daniel, FP-06, Bucharest*
 Arriza, John G., GM-14, Washington
 Bacon, Nancy L., FP-AA, Quito
 Ball, David W., FO-04, Yaounde
 Benson, James H., FO-03, Washington
 Benson, Ross E., FO-01, Bogota*
 Berry, Gregory L., FO-02, La Paz
 Block, Victor S., FP-05, Bogota*
 Bopp, Joseph J., FP-05, Panama*
 Brandt, Mary Rose, FO-01, Berlin*
 Bullock, Nancy M., GM-14, Washington
 Collins, Jeanine M., FP-04, The Hague
 Covington, Karl M., FP-05, Bucharest
 Davidson, Kimber E., FP-04, Bogota*
 Davis, Richard V., FP-02, Valletta
 Davis, Richard V., FP-02, Valletta*
 Dobbs, Jesse L., GS-12, Washington
 Durocher, Michel, GM-13, Washington

Ensmann, Marion, FP-06, Valletta
 Essex, Thomas H., FP-05, Panama*
 Fairbanks, Stephen C., GM-14, Washington
 Farsakh, Andrea M., FO-02, Washington
 Faucher, Robert J., FO-04, The Hague
 Fox, John G., FO-03, Washington
 Fuller, Carol S., FO-04, Yaounde
 Gaskill, William G.L., FP-02, Nicosia
 Gilligan, Bertie J., FP-09, The Hague
 Gleason, Wayne J., FP-05, Panama*
 Gray, Gale L., GS-08, Washington
 Grimste, Robert T., FP-03, Bogota*
 Guerrero, Simon M., FP-07, Bogota*
 Hafer, Robert L., FP-04, Panama*
 Harty, Maura A., FO-02, Bogota*
 Hassani, Frederic C., FO-02, Washington*
 Hellwig, Gordon K., FP-05, Bucharest
 Herrington, Charles, FO-03, La Paz
 Hipp, Mark, FP-04, Panama*
 Hobgood, Teresa D., GS-13, Washington
 Ivanich, Donald J., FP-04, Valletta*
 Jerew, Christine L., GS-08, Washington
 Kaplan, Matthew B., FP-05, Bogota*
 Kattouf, Jeannie M., GS-07, Washington*
 Kish, Marie, FO-04, Washington*
 Lange, Howard H., FO-01, Valletta
 Limberg, Wayne, GM-15, Washington
 Lyons, Donnie, FP-04, Valletta*
 Martinez, Judith N., GS-07, Washington
 May, Wayne E., FP-04, Bogota*
 McQuillan, Thomas R., GM-15, Washington*
 Melville Jr., James D., FO-04, Victoria
 Mertes-Granados, Daniel, FP-04, Bogota*
 Nicholson, Marc E., FP-02, Bangkok

Oltyan, Andrew W., FP-04, Panama
 Pardoe, Michele A., FP-05, Valletta
 Pardoe, Michele A., FP-05, Valletta*
 Parker, Dolores M., FP-05, Washington
 Parker, Donald E., FO-02, San Salvador
 Perrin, Patricia E., FP-03, Panama
 Pforzheimer, Anne E., FP-06, Bogota*
 Putney, Rufus D., FE-OC, Washington
 Ramotowski, Edward J. FO-04, Bogota*
 Ritter, Lisa B., GS-05, Washington
 Rizzo, Joanne T., FP-05, Bucharest
 Roeder Jr., Larry W., GM-13, Washington
 Rowe, Heide H., FP-07, Panama
 Saloom III, Joseph A., FE-OC, Niamey
 Sarnacki, Barbara L., FP-05, Bogota*
 Schell, Isabel J., GM-14, Washington
 Schmiel, Eugene D., FO-01, Washington
 Schroeder, Nancy R., GM-14, Washington
 Scott, Charles H., GM-15, Washington*
 Sherr, Richard K., FO-04, Bogota*
 Sinecavage, Justine M., FP-04, Bogota*
 Slick, Stephen, FP-04, Berlin*
 Sontag, John, GM-15, Washington
 Stein, Rita L., FP-BB, Quito
 Taylor, Teddy B., FO-03, Washington
 Urieta, Santiago, FP-05, Managua
 Vargas, Loretta T., FP-02, Bonn
 Weant, Dana M., FP-03, Leningrad
 White, Wayne E., GM-14, Washington
 Whitridge III, John C., FP-01, Washington
 Wood, Robert C., FO-03, Washington
 Xochihua, Alba, FP-05, Bogota*
 Young, Virginia C., FO-01, Bucharest

—(*Denotes group awards) ■



SUGGESTION AWARD PROGRAM—Leo Masciana, right, winner of a \$1,600 award, is congratulated by John B. Bolton, assistant secretary for international organization affairs. When funds were lacking to obtain expensive translating equipment for a con-

ference, Mr. Masciana suggested that the Xerox Corp. be asked to launch a demonstration there of new technology. Implementation of the suggestion reportedly has saved the Department \$30,000.

Education and Training

Schedule of courses at the Foreign Service Institute

Program	July	Aug.	Sept.	Length
Area studies				
Africa, sub-Sahara (AR 210)	—	6	24	2 weeks
East Asia (AR 220)	—	6	24	2 weeks
Latin America (AR 230)	—	6	24	2 weeks
Near East and North Africa (AR 240)	—	6	24	2 weeks
South Asia (AR 260)	—	6	24	2 weeks
Southeast Asia (AR 270)	—	6	24	2 weeks
USSR/eastern Europe (AR 280)	—	6	—	2 weeks
Western Europe (AR 290)	—	6	24	2 weeks
Language and advanced area courses				
Afrikaans (LAA 100)	—	20	—	23 weeks
Amharic (LAC 100)	—	20	—	23/44 weeks
Arabic (modern standard) (LAD 100)	—	20	—	23/44 weeks
Arabic (field school: Tunis) (LAD 950)	—	13	—	44 weeks
Arabic (Egyptian) (LAE 100)	—	20	—	23/44 weeks
Arabic (western) (LQW 100)	—	20	—	23/44 weeks
Bengali (LBN 100)	—	20	—	23/44 weeks
Bulgarian (LBU 100)	—	20	—	23/44 weeks
Burmese (LBY 100)	—	20	—	23/44 weeks
Chinese (Cantonese) (LCC 100)	—	20	—	23/44 weeks
Chinese (standard) (LCM 100)	—	20	—	23/44 weeks
Chinese (field school: Taipei) (LCM 950)	—	13	—	44 weeks
Czech (LCX 100)	—	20	—	23/44 weeks
Danish (LDA 100)	—	20	—	23 weeks
Dutch/Flemish (LDU 100)	—	20	—	23 weeks
Finnish (LFJ 100)	—	20	—	23/44 weeks
French (LFR 100)	23	20	—	24 weeks
German (LGM 100)	—	20	—	24 weeks
Greek (LGR 100)	—	20	—	23/44 weeks
Hebrew (LHE 100)	—	20	—	23/44 weeks
Hindi (LHJ 100)	—	20	—	23/44 weeks
Hungarian (LHU 100)	—	20	—	23/44 weeks
Icelandic (LJC 100)	—	20	—	23/44 weeks
Indonesian (LJN 100)	—	20	—	23/32 weeks
Italian (LJT 100)	—	20	—	24 weeks
Japanese (LJA 100)	—	20	—	23/44 weeks
Japanese (field school: Yokohama) (LJA 950)	—	13	—	44 weeks
Korean (LKP 100)	—	20	—	23/44 weeks
Korean (field school: Seoul) (LKP 950)	—	27	—	44 weeks
Lao (LLC 100)	—	20	—	23/44 weeks
Malay (LML 100)	—	20	—	23/32 weeks
Nepali/Nepalese (LNE 100)	—	20	—	23/44 weeks
Norwegian (LNR 100)	—	20	—	23 weeks
Persian/Farsi (LPF 100)	—	20	—	23/44 weeks
Persian/Dari (LPG 100)	—	20	—	23/44 weeks
Pilipino/Tagalog (LTA 100)	—	20	—	23/44 weeks
Polish (LPL 100)	—	20	—	23/44 weeks
Portuguese (LPY 100)	—	20	—	24 weeks
Romanian (LRQ 100)	—	20	—	23 weeks
Russian (LRU 100)	—	20	—	23/44 weeks
Russian (advanced) (LRU 101)	—	20	—	23/44 weeks**
Russian (refresher) (LRU 201)	2	—	—	6 weeks
Serbo-Croatian (LSC 100)	—	20	—	23/44 weeks
Singhalese (LSJ 100)	—	20	—	23/44 weeks
Spanish (LQB 100)	23	20	—	24 weeks
Swahili/Kiswahili (LSW 100)	—	20	—	23 weeks
Swedish (LSY 100)	—	20	—	23 weeks
Thai (LTH 100)	—	20	—	23/44 weeks
Turkish (LTU 100)	—	20	—	23/44 weeks
Ukrainian (LUK 100)	—	20	—	23/44 weeks
Urdu (LUR 100)	—	20	—	23/44 weeks
Vietnamese (LVS 100)	—	20	—	23/44 weeks

—(Continued on next page)

5-day antiterrorism training—for you

The Bureau of Diplomatic Security will offer a five-day antiterrorism course, for employees scheduled to serve in high-threat areas overseas, on June 4-8, June 25-29, July 16-20 and August 27-31. The program is designed to teach participants to detect surveillance activities; find explosive devices; use a gun and perform unarmed defensive tactics; evade attackers while driving a car; and understand hostage survival techniques.

The course will be conducted at a site outside the Washington area, and will include evening and weekend sessions. The class, which may be taken in lieu of the required Security Overseas Seminar, is open to spouses on a space-available basis. For information, contact the Diplomatic Security Training Center registrar, 204-6104. □

Schedule is announced for security seminar

A new schedule for the "Security Overseas Seminar" has been announced by the Overseas Briefing Center. It will be given on Monday and Tuesdays: June 4-5, 11-12, 18-19, 25-26; July 9-10, 16-17, 23-24, 30-31; August 6-7, 13-14, 20-21, 27-28; and September 10-11 and 24-25.

Special sessions for elementary school and teenage children will be offered this year on Tuesdays, from mid-June to mid-August. For information, call 875-5353. □

Drafting correspondence is subject of course

A 15-hour course on drafting correspondence will be given in the mornings, June 18-22, at the Foreign Service Institute. The class is open to GS-5 to 8 employees and their Foreign Service equivalents.

Areas to be covered include how to organize ideas, structuring paragraphs and writing sentences in a clear, compact style. For information, call Carolyn Eades, 875-7325. □

Financial management

The Foreign Service Institute will offer a three-week financial management center seminar, July 16-August 3, for FS-2s or GS-12s and above. It will include workshops on administering the overseas system. Deadline for registration is May 18. For information, call Virginia Ruddy, 875-5127. □

We need someone with the ambition of an investment banker, the patience of a driving instructor and the optimism of a weatherman.

Someone to spend two years in another country. To live and work in another culture. To learn a new language and acquire new skills.

We need someone who wants to help improve other people's lives. Who's anxious to build lasting friendships. To gain memories and experience that will last a lifetime. And a sense of fulfillment few jobs can match.

We need a Peace Corps volunteer. Interested? Call 1-800-424-8580, Ext. 93.

Peace Corps.

The toughest job you'll ever love.

—(Continued from preceding page)

Program	July	Aug.	Sept.	Length
Familiarization and short-term (FAST) courses				
Arabic (formal spoken) (LAD 200)	2*	20	—	8 weeks
Arabic (Egyptian) (LAE 200)	2*	20	—	8 weeks
Arabic (North African) (LQW 200)	2*	20	—	8 weeks
Bengali (LBN 200)	2*	20	—	8 weeks
Bulgarian (LBU 200)	—	20	—	8 weeks
Burmese (LBY 200)	2	—	—	7 weeks
Chinese (LCM 200)	2	—	—	7 weeks
Czech (LCX 200)	—	20	—	8 weeks
French (metropolitan) (LFR 200)	—	20	—	8 weeks
French (sub-Saharan) (LFR 201)	—	20	—	8 weeks
German (LGM 200)	—	20	—	8 weeks
Hebrew (LHE 200)	2	—	—	7 weeks
Hindi/Urdu (LHJ 200)	2*	20	—	8 weeks
Hungarian (LHU 200)	—	20	—	8 weeks
Icelandic (LJC 200)	—	20	—	6 weeks
Indonesian (LJN 200)	2*	20	—	8 weeks
Japanese (LJA 200)	2	—	—	7 weeks
Korean (LKP 200)	2	—	—	7 weeks
Malay (LML 200)	2*	20	—	8 weeks
Polish (LPL 200)	—	20	—	8 weeks
Romanian (LRQ 200)	—	20	—	8 weeks
Russian (LRU 200)	—	20	—	8 weeks
Serbo-Croatian (LSC 200)	—	20	—	8 weeks
Spanish (LQB 200)	—	20	—	8 weeks
Thai (LTH 200)	2	—	—	7 weeks
Turkish (LTU 200)	2	—	—	7 weeks
	*7 weeks			
Administrative training				
Advanced disbursing officer course (PA 251)	—	6	—	3 weeks
Annuity payment technician training (PA 147)	—	—	27	3 days
Basic CFMS course	Continuous enrollment by module*			
Budget and financial management (PA 211)	—	6	17	27 days
Contracting officer's representative (PA 130)	Correspondence course			
Financial management center management seminar (PA 281)	16	—	—	3 weeks
General services operations (PA 221)**	2	13	4	11 weeks
	9	20	24	11 weeks
	16	27	—	11 weeks
	23	—	—	11 weeks
	30	—	—	11 weeks
How to write a statement of work (PA 134)	Correspondence course			
Payroll specialist training (PA 144)	—	—	3	4 days
Personnel management training (PA 231)	—	6	—	6 weeks
Property management for custodial officers (PA 135)	—	16	—	2 days
Training for overseas cashiers (PA 293)	Correspondence course			
Training for overseas cashier supervisors (PA 294)	Correspondence course			
Travel voucher examiners workshop (PA 138)	—	6	—	4 days
*Contact Administrative Training Division for registration information (875-5120).				
**Weekly enrollment. Registration required.				
Consular training				
Advanced consular/functional intensive (PC 531)	2	—	—	3 weeks
ConGenRoslyn basic consular course (PC 530)	Continuous enrollment			26 days
Consular orientation program (PC 105)	Continuous enrollment			6 days
Immigration law and visa operations	Correspondence course			
Nationality law and consular procedure	Correspondence course			
Overseas citizens services	Correspondence course			
Passport examiners	Correspondence course			
Curriculum and staff development				
Training of trainers (PD 510)	—	—	19	6 days

—(Continued on next page)

EDUCATION AND TRAINING



—(Continued from preceding page)

Program	July	Aug.	Sept.	Length
Economic and Commercial Studies Division				
Applied economics for foreign affairs (PE 503)	2	—	—	6 weeks
Contemporary economics (PE 502)	16	—	—	5 weeks
Export promotion (PE 125)	9	6	—	1 week
Foreign Service economic and commercial studies (PE 250)	—	—	10	36 weeks
Orientation for overseas economics (PE 124)	23	—	—	2 weeks
Regional resource officer training (PE 103)	23	—	—	2 weeks
Executive development				
Deputy chiefs of mission (PT 102)	—	5	—	11 days
EEO Awareness for managers and supervisors (PT 107)	—	—	20	2 days
Executive media training (PT 101)	—	8	—	1 day
Inspector's consulting skills (PT 105)	—	—	11	2 days
Inspectors' management training (PT 104)	—	—	13	2 days
Washington tradecraft (PT 203)	16	20	24	1 week
—	—	—	—	2 weeks
Information management training				
Information systems management (PS 212)	—	—	4	23 weeks
Information systems operations training (PS 108)	9	—	—	4 weeks
Introduction to the personal computer (PS 111)	—	20	—	1 week
Systems specialist training (PS 110)	—	—	4	12 weeks
Office management courses				
Advanced word processing (PK 103)	11	7	—	3 days
Advanced WP Plus (PK 154)	24	21	19	1 day
Civil Service clerical/secretarial (PK 104)	16	13	17	1 week
Decision-processing (PK 152)	26	23	25	1 day
Effective speaking and listening (PK 240)	23	—	—	1 week
Employee relations (PK 246)	12	—	13	2 days
Foreign Service secretarial training (PK 102)	—	2	7	1.5 weeks
Glossary (PK 151)	25	22	20	1 day
Supervisory studies seminar (GS 5-9) (PK 243)	—	13	—	4 days
Supervisory studies seminar (GS 10-12) (PK 245)	—	—	17	4 days
Writing effective letters and memos (PK 241)	—	—	10	3 days

—(Continued on next page)

GUADALAJARA, Mexico—At consular employees workshop, kneeling, left to right: Jose Luis Palacios, Kevin Herbert, Jose Vazquez, Pritchard Alleyne. First row, standing: Emma Guzman, Pamela Tomlinson, Ma. Eugenia Ramirez de Diaz, Deborah Deane, Jennifer Sutherland, Guadalupe Dominguez, Marina Amarillas Vega, Clara Rodriguez, Gianna Granai, Nadya Castro, Lorena Maria Izaguirre, Graciela Manzanares. Second row: Pamela Holliday, Antoinette Rolle, Elizabeth Kirincich, Karla Reed, Patricia Islas Hernandez, Alma Delia Almaguer, Alejandra Munguia Aviles.

Science, technology class

The course "Science, Technology and American Foreign Policy" will be offered, June 11-15, by the Foreign Service Institute and George Washington University. Speakers will be from Government, industry and academia. For information, call Bill McPherson, 647-4751. ■

New work agreements

Three new bilateral work agreements, with Ecuador, Guatemala and Zambia, have been concluded for members of Foreign Service families, the Family Liaison Office has announced. □

Safety of life at sea

The working group on radiocommunications of the Subcommittee on Safety of Life at Sea will conduct open meetings on June 21, August 16, September 20, October 18, November 15 and December 20, at the Department of Transportation, Washington. For information, contact Ronald J. Grandmaison, (202) 267-1389. □

'Asian Pacific American Heritage Month' at State

The Department and AID, in cooperation with the Federal Asian Pacific American Council, sponsored a series of events in May to commemorate the first-ever "Asian Pacific American Heritage Month." President Bush proclaimed the month in recognition of the contributions to the nation by that group "and the key role that they could play in helping America maintain its world leadership in the 'Pacific Century,' otherwise known as the 'Next American Century.'"

State hosted the kickoff for the month's festivities, in the Loy Henderson Conference Room. The event drew over 300 participants from more than 40 federal agencies.

Under Secretary Robert M. Kimmitt was the opening speaker. He encouraged more participation by Asian Pacific Americans in the Foreign Service, adding that challenges for those who decide to accept his invitation will lie not only in the East Asian region but globally.

Other speakers included Sichan Siv, deputy assistant to the President for public liaison; Edward J. Perkins, director general of the Foreign Service and director of personnel; Mary Ryan, deputy assistant secretary for consular affairs; and deputy assistant secretary Randall M. Fort of the Bureau of Intelligence and Research. Ross Quan, Bureau of Economic and Business Affairs, was master of ceremonies.

Rose Grover, art director in the office of Publishing Services, designed an exhibit that depicted the history of immigration for Asian Pacific Americans and honored achievers in the community, particularly those in the Department. □

It was 'Public Service Recognition Week' here

The Department observed Public Service Recognition Week, May 7-13, as it mounted a special exhibit at Main State and participated in a three-day celebration on the Mall.

The exhibit, on the first floor near the cafeteria, opened on May 8. Under Secretary Ivan Selin spoke. He said he himself was proud to be a public servant.

At the Mall, there was a display from the Bureau of Diplomatic Security and a video presentation from the Bureau of Public Affairs, "Diplomacy at Work." Department personnel staffed the exhibit and responded to questions from the public. □



At the State Department "Asian Pacific American Heritage Month" exhibit, from left: Sue Wong Li, Robert Tsukayama, Corazon Sandoval Foley, Kenn Chu, Frances Li,

Ross Quan, Eva Kim, Margarete Yu, Roberta Chew, Alvin Chen, Teresa Chin Jones. (State Department photo by Ann Thomas)

—(Continued from preceding page)

Program	July	Aug.	Sept.	Length
Orientation				
Orientation for Department officers (PN 105)	10	7	—	2 days
Orientation for Foreign Service officers (PG 101)	23	—	24	9 weeks
Orientation for Foreign Service specialists (PN 106)	5	9	27	3 weeks
Orientation for Soviet and East European posts (PN 111)	30	13	10	1 week
Overseas Briefing Center				
American studies/cross-cultural training (MQ 101)	—	—	24	2 weeks
Deputy chief of mission spouse seminar (MQ 110)	—	13	—	4 days
Going overseas (families, singles, couples) (MQ 200)	7	—	—	1 day
Introduction to cross-cultural training (MQ 112)	—	8	—	3 days
Security overseas seminar (MQ 911)	9	6	10	2 days
	16	13	24	2 days
	23	20		2 days
	30	27		2 days
Transition to Washington (families, singles, couples) (MQ 300)	—	—	22	1 day
Transition to Washington (teens) (MQ 301)	—	—	15	1 day
	—	—	29	2 days
Understanding regulations, allowances and finances in the Foreign Service context (MQ 104)	11	—	5	3 days
Political training				
Foreign Affairs interdepartmental seminar (PP 101)	—	—	10	2 weeks
Human rights in the foreign policy process (PP 507)	30	—	4	1 day
Human rights reporting from abroad (PP 506)	16	13	—	1 day
Multilateral diplomacy (PP 211)	10	7	—	3 days
Negotiation art and skills (PP 501)	—	—	24	1 week
Political tradecraft (PP 202)	23	—	—	3 weeks
Political-military affairs (PP 505)	—	27	—	1 week
Workers' rights reporting (PP 504)	9	—	—	2 days ■

Personnel: Foreign Service

Appointments

Abaya, Cynthia Medina, Beijing
Alverson, Lori M., Reykjavik
Blumhagen, Judy M., Accra
Bond, Carole Anne, Jakarta
Braden, Lorraine, Kinshasa
Bradley, Olga M., Stockholm
Buckner, Ann Marie, Prague
Cespedes, Margarita, Guadalajara
Creager, Carol Ann Purcell, Lilongwe

Culp, Susan Gerard, New Delhi
Dubrule, Brian E., Moscow
Embrey, Maria Lucia, Malabo
Fleming, Norma D., Mogadishu
Fowler, Blanca A., Khartoum
Frisby, Theodora Jozefa, Jeddah
Gagat, Judith M., Athens
Geis, Carmen Herrera, Buenos Aires

Grande, Frances M., The Hague
Haase, Katherine E., Kathmandu
Hanson, Jeanine Anderson, Ankara

Hensley, Gulhayat, Kinshasa
Hill, Linda Darlene, Nouakchott
Johnson, Agnes Barrie, Harare
Jokay, Judith Ildiko, Budapest
Jordan, Elizabeth, Pre-Assignment Training

Jordan, Keith Christopher, Pre-Assignment Training

Lim, James S.C., Nairobi
Lundahl, Karen E., New Delhi
Marik, Mary C., New Delhi
Marquis, Manuela Maria, Harare
McMindes, Florence E., Monrovia
McQuarrie, Amy Cecilia, Leningrad

Messick, Virginia B.T., Casablanca

Newman, Don M., Montreal
O'Byrne, Deirdre G., Prague
Pegues, Joselyn S., Tel Aviv
Radford, Mari Wildt, Dar es Salaam

Randolph, John Wyatt, Leningrad
Roll, Margaret E., Jakarta
Sanna, N. Jeanne, Moscow
Schlesinger, Abhaya, Dar es Salaam

Secrosia, Jeanine N., Antananarivo
Senyokoff, Judith Ann, Islamabad
Siegwald, Peter A., Port-au-Prince
Smith, Carla L., Canberra
Smock, Roseann Gef, Brussels
Snyder, William E., Leningrad
Stiles, Mary L., Vienna
Suppe-Blaney, Robin, Moscow
Thornton, Erin, Moscow
Williamson, Diann J., Khartoum

Transfers

Adams, Linda K., Khartoum to Algiers
Ahern, William John, Diplomatic Security, Miami Field Office to Frankfurt
Alexander, Kathleen J., El Sal-

vador to Cairo

Barton, Tony, Guinea to Diplomatic Security

Bennett, Charles Edward, Philippines to Inter-American Affairs

Berger, Rosella R., Australia to Vienna

Berzins, Gunars, Foreign Service Institute, Language Training to Seoul

Billman, Cindy Kay, East Asian and Pacific Affairs to Singapore

Blanchette, Harry, Tokyo to Brussels

Blanton, James Taylor, United Kingdom to Managua

Borisch, Thomas C., Israel to Diplomatic Security, Los Angeles Field Office

Born, Robert B., El Salvador to Diplomatic Security, Washington Field Office

Buncher, Judith, USIA to International Organization Affairs

Burghardt Jr., Raymond F., East Asian and Pacific Affairs to Seoul

Cabral, Kathryn A., Spain to Economic and Business Affairs

Capellupo, Joan M., Nigeria to Khartoum

Carpenter, Jeffery R., Diplomatic Security to Managua

Castillo, Henry A.G., Thailand to Havana

Cleary, Frances L., Inter-American Affairs to Paramaribo

Cook, John Owen, European and Canadian Affairs to African Affairs

Copenhaver, Judy J., Pakistan to European and Canadian Affairs

Danaher, Scott I., Nigeria to African Affairs

Daniels, John C., Office of Inspector General to Foreign Service Institute

Davidow, Jeffrey, Zambia to African Affairs

Day, William L., Peru to Managua

Donahue, Daniel J., Panama to Inter-American Affairs

Duffy, Carol Ann, Swaziland to Consular Affairs

Dunbar, Richard C., Bureau of Personnel to Consular Affairs

Dworken Jr., Morton R., Politico-Military Affairs to Office of Under Secretary for International Security Affairs

Edelman, Eric S., Office of Under Secretary for Political Affairs to Politico-Military Affairs

Farrand, Robert W., East Asian and Pacific Affairs to Port Moresby

Fields, David C., African Affairs to Office of Foreign Missions

Flora, Stephen B., Doha to Rome

Fuhrer, Mary Jo., Peru to Mexico City

Gochnauer, Lois Ann, East Asian and Pacific Affairs to Consular Affairs

Gomez-Rivera, Jose, Inter-American Affairs to Caracas

Gordon, Ann Vincent, Bahamas to Bucharest

Hazelton, Joan M., Canada to Tokyo

Hering, Barbara A., Singapore to Lisbon

Herz, Peter J., Foreign Service Institute, Language Training to Pre-Assignment Training

High, George Borman, Bureau of Public Affairs to Office of Under Secretary for Management

Hortoland, Elka Haubold, Madagascar to Libreville

Johnson, Mark, Egypt to Near Eastern and South Asian Affairs

Kauzlarich, Richard Dale, International Narcotics Matters to European and Canadian Affairs

Ledger, Dorothy Ann, Somalia to Bureau of Administration

Liscouski, Robert Peter, Lyon to Interpol

Little, Marlene A., Iceland to European and Canadian Affairs

Luertzing, Kurt Frederick, Pakistan to Diplomatic Security

Marek, James A., Ghana to Sanaa

Martin, Mary Catherine, Peru to Athens

Martino, Jon Joseph, Rwanda to Cape Town

McInturff, Richard L., France to Ndjamena

McWilliams Jr., Edmund F., Pakistan to Managua

Meer, Jeffrey A., China to Frankfurt

Memler, William H., International Organization Affairs to Grenada

Molinaro, Cornelia W., Austria to Amman

Murphy, Martin D., Foreign Service Institute, Language Training to European and Canadian Affairs

Natoli, Jocelyn, Saudi Arabia to Bonn

Neely, Timothy D., China to Economic and Business Affairs

Pekala, Mark A., Foreign Service Institute, Language Training to Warsaw

Penner, Vernon D., African Affairs to Intelligence and Research

Petterson, Donald K., Tanzania to African Affairs

Polasky, Frederick, Bureau of Personnel to Riyadh

Powell, Bernice Ann, International Organization Affairs to Praia

Recinos, Augusto, Foreign Service Institute, Language Training to Budapest

Recinos, Helen Greeley, Foreign Service Institute, Language Training to Budapest

Richardson, Lynette G., Bangladesh to Kathmandu

Rogers, P. Diane, Nigeria to Yaounde

Rohrlich, Paul E., Zaire to Tokyo

Ross, Jo Anne D., Gabon to Harare

Rubenstein, A. Irwin, Mexico to Inter-American Affairs

Ruble Jr., Richard W., Foreign Service Institute, Functional Training to Diplomatic Security

Satcher, Sylvester, Beirut to Lagos

Seay III, Edmond Eggleston, Australia to Executive Secretariat

Shafer, Franklin E., Bulgaria to Bureau of Personnel

Slocum, Sally Virginia, Malaysia to Abidjan

Smith, John A., Inter-American Affairs to Canberra

Smyth, Janice S., Denmark to European and Canadian Affairs

Stradford, Rick Ahab, Diplomatic Security to Beijing

Suddath, Joseph M., Haiti to Stuttgart

Thomas, Charles E., Inter-American Affairs to Kingston

Thomas, Irene Mae, Burma to New Delhi

Thomas, Randi L. Gardner, Inter-American Affairs to Kingston

Thomasson, Scot L., Guyana to Diplomatic Security, Washington Field Office

Tiller, Daniel B., Hungary to Diplomatic Security

Usrey, Gary S., Panama to Oceans and International Environmental and Scientific Affairs

Vaccarino, Joseph C., Guyana to Diplomatic Security, New York Field Office

Volker, Karen Eileen, Economic and Business Affairs to Office of Deputy Secretary

Vrabel, Jeffrey S., Algeria to Near Eastern and South Asian Affairs

Waight, James W., Germany to Bangkok

Wallen, Richard H., Saudi Arabia to Tel Aviv

Watson, Dennis L., Germany to Brazzaville

Webster, Christopher White, Portugal to Algiers

White, Patricia Jean, Soviet Union to Diplomatic Security

Williams-Manigault, Bisa, African

Affairs to Panama
Williams, Phyllis D., Portugal to Jakarta
Wilson Jr., Benjamin A., Diplomatic Security to Bogota
Wyatt, Zachary M., Baghdad to Near Eastern and South Asian Affairs
Yontz, Lawrence C., Colombia to Stuttgart

Resignations

Allen, Carolyn Annette, Managua
Allen, Michael L., Paris
Alois, Beth U., Quito
Armantrout, Susan C., Mogadishu
Arnold, Yann D., Moscow
Babcock, Margaret L., New Delhi
Barth, Gary F., Leningrad
Benedetti, Frances Marie, Gaborone
Benson, Dorothy A., Cairo
Bishop, Marian K., London
Broman, Betty Jane, Jakarta
Combs, Constance A., Monrovia
Dirndorfer, Thersa K., Switzerland
Donato Jr., John Francis, Singapore
Dorsch, Thomas John, Diplomatic Security, Chicago Field Office
Elmendorf, Donna M., Quito
Estell III, William H., Cairo
Flores, Matilde, Moscow
Gilligan, Bertie J., The Hague
Gillin, Paul John, Diplomatic Security
Groll, Jo-Anslyn, New Delhi
Hallett, Jeffrey D., Office for Counter-Terrorism
Hamilton, Jacqueline L., Canberra
Holt, Marilyn P., Dakar
Houk, Keith R., Diplomatic Security
Houlton, Diane E., Ankara
Howard, John K., The Hague
Jefferson, Patsy Rosalie, Ottawa
Jesz, Magaret, Frankfurt
Johnson, Lionel C., Nairobi
Keely, Grace D., Khartoum
Keene, Beverlee A., Beijing
King, Robin Dee, Yaounde
Koelsch, Gary W., Diplomatic Security
Kunisch, Yong Hye, Seoul
Latona, Angelina, Buenos Aires
Lidl, Karen Ann, Moscow
Lindenau, Gabriele K., Frankfurt
Marik, Mary C., New Delhi
Mayer, Alice Lemoine, Bonn
McCaslin, John Mathers, Office of Deputy Secretary
McColl, Kathryn Fae, Lagos
Mitchell, Dianne M., Khartoum
Moorhouse, Micheline, Paris
Neely, May Young Huang, Guangzhou
Palmer, Ralph M., Diplomatic Security

Pare, Kelly A., Moscow
Pires, Lerma F., Havana
Ryan, Vicki, Mexico City
Sachse, Mona, Port Louis
Sisk, Mary E., Rome
Smith, Pattie Marie, Nicosia
Stacey, Michael A., Moscow
Stickell, Irene S., Canberra
Taphorn, Chong H., Cairo
Taufen, Glenda S., Rio de Janeiro
Toro De Segura, Frances, Manama
Young, Cheryl, Mexico City
Zadnik-Uttal, Sharon Z., Bamako

Retirements

Anders, Robert George, Vienna
Crigler, Trusten Frank, Mogadishu
Fisher, Daniel Lee, Diplomatic Security
Griffin, J. Donald, Bonn
Jones, Louise M., Athens
Kimura, June, Tegucigalpa
Larson, George H., Diplomatic Security
McCallister, Marvin A., Office of Chief Financial Officer
Miller, Albert R., London
Moore, Bert C., New Delhi
Nesvig, John L., Paris
Parsons, Edmund M., Mexico
Wade, Yvonne D., Rabat
Wallace, Virginia M., Office of Chief Financial Officer □

Presidential pay awards

The President has approved the Department's nominations of 39 career members of the Senior Foreign Service for presidential awards. Six will receive the \$20,000 Presidential Distinguished Service Award and 33 the \$10,000 Presidential Meritorious Service Award.

However, regulations governing the awards provide that "the name of each presidential award recipient will be deleted from the list of Department performance pay recipients and replaced by a member added in rank order starting from the top-ranked member below the cutoff point for Department awards." All 39 presidential award winners were recipients of the Department's performance pay awards in February. Therefore, they will not receive the full amount of the presidential award. The amount of the Department award already granted will be subtracted from the amount of the presidential award, and only the remainder will be paid.

Recipients of the 1990 Senior Foreign Service presidential awards:

Distinguished Service Awards

Abramowitz, Morton I.
Bartholomew, Reginald
Murphy, Richard W.
Simons Jr., Thomas W.
Thomas II, Charles H.
Watson, Alexander F.

Meritorious Service Awards

Barry, Robert L.
Benedick, Richard E.
Burleigh, Albert Peter
Byrne, Patricia M.
Casey Jr., Edward
Clark, Joan M.
Dertadian, Richard N.
Gamble, Roger R.
Gnehm Jr., Edward W.
Grove Jr., Brandon H.
Hare, Paul J.
Hobbs, David L.
Holmes, Genta Hawkins
Kornblum, John C.
Langan, Douglas
Lanpher, Edward Gibson
Lavorel, Warren A.
Ledogar, Stephen J.
Ledsky, Nelson C.
Levitsky, Melvyn
Milam, William B.
Pastorino, Robert S.
Penfold, John H.
Roy, J. Stapleton
Salmon Jr., Charles B.
Seitz, Raymond G.H.
Skol, Michael M.
Steiner, Steven E.
Swing, William L.
Tarrant, James R.
Tomsen, Peter
Vogelgesang, Sandra L.
Wilkinson, M. James

Following are the members who, by virtue of the process described above, will receive Department performance pay awards:

Angevine, Charles E.
Bleakley, Kenneth W.
Bogosian, Richard W.
Breer, William T.
Buffalo Jr., Harvey A.
Busby, Morris D.
Combs Jr., Richard E.
Crigler, Trusten F.
Davison, John S.
De Vos, Peter Jon
Dillery, C. Edward
Dunford, David J.
Dunke, Michael L.
Flaten, Robert A.
Freeman, Anthony G.
Griffin, Philip J.
Grobel, Olaf
Hulings III, Joseph S.
Immerman, Robert M.

Isom, Harriet W.
Kauzlarich, Richard D.
Kirby, Harmon E.
Malloy, Edward M.
McConville, Donald F.
McGunnigle, James W.
Meyers, Marilyn Ann
Monjo, John C.
Moore, Ralph R.
Niles, Thomas M.T.
Ostrander, Nancy
Palmer, Robie M.H.
Peck, Robert A.
Service, Robert E.
Shlaudeman, Harry W.
Shostal, Pierre
Skoug Jr., Kenneth N.
Slezak, Lester P.
Spain, James W. □

Tenure board

The Commissioning and Tenure Board has completed its review of the files of the Foreign Service officer career candidates who were eligible for consideration at its December session. Recommended for tenure (language probationers are not included on this list):

Abell, David W.
Birdsall, Paul D.
Bisharat, Henry Louis
Cabral, Kathryn A.
Cecchini, Sandra J.
Clark, Sandra E.
Clausing, Anne E.
Cohn, Irene P.
Coviello, Cheryl
Davis-Jones, Paul W.
Dorsey, Liane
Drew, Sarah F.
Fetter, David R.
Holte, Virginia M.
Jackson, Nancy Izzo
Kleinwaks, Elise H.
Kramer, Douglas
Manalo, Kathleen H.
McCutchan, Betty H.
Memmott, Larry L.
Riley IV, Richard Henry
Thiede, Paula S.
Uyehara, Michael M.
Willingham, Margaret M.
Wilson, Christopher S.
Winn, Julie B.
Zuniga-Brown, Timothy P. ■

Many employees believe that Government telephone service is free; they're wrong. Government long-distance service isn't covered by a flat rate. Calls are billed as if to a home phone. So use of office phones for personal long-distance calls adds to State's phone bills. □

Post of the Month: Ouagadougou

THIS EMBASSY is in the capital of Burkina Faso, a landlocked nation in Africa's western bulge. U.S. Foreign Service people there are featured as part of STATE'S continuing series.



The embassy.



Blocking: Art Karika and John Matlock.



Conferring on a study program in Washington: attorney *Felicite Nikiema*, Ambassador *David Shinn*, economist *Ma*

Ouedraogo, AID's *Wilbur Thomas*, attorney *Antoinette Ouedraogo*, deputy chief of mission *Robert Beecroft*.



Ambassador *David Shinn*, left, with political officer *Mike Dougherty*, nurse practitioner

Barbara Mahoney and "Africare" representative *Dellaphine Rauch*.



Deputy chief of mission *Bob Beecroft*, left, with political officers *Mike Dougherty* (standing) and *David Becker*.



Shopping for pottery: *Mary Lew, Gail Woolwine, David Becker, Diane Fink.*



Deputy assistant secretary *Kevin Callwood* with Ambassador *David Chinn*, trying their hands at archery.



Villagers perform at inauguration of a project sponsored by the ambassador's self-help fund.

POST OF THE MONTH: OUAGADOUGOU



On safari: *Barbara and John Matlock* (inside cab), and *Danielle Matlock, Antonio Martinez, Wade Woolwine and Kathy Wright* (rear).



Square dancers: *Dana Daspit, Judy Shinn, Mary Lew, Terry Whitson.*



A village about three hours from the capital.



School bus crew, from left, front row: Wade Woolwine, Hiro Jojola, Morgan McCarthy, Danielle Matlock. Second row: Kogi Jojola, Kevin Lynn McCarthy, Berkeley Woolwine.



Cakemakers: Cinda Bucklew, Lisa Bucklew Higgins, Barbara Matlock, Marty Karika.



The "Sahel Angels" softball team, standing, from left: Sean McTighe, Richard Greene, Drew, Terry Whitson. Kneeling: Greg Farino, Mike Zak, John Matlock, Peter Coleman, Ambassador David Shinn, David Becker, Peter



Sally Ibriga, in the market at Hounde. ■

Personnel: Civil Service

Promotions

GG-11

Fiore, Anna, Foreign Service Institute, Romance Languages
Suzal, Hatice Evin, Foreign Service Institute, Asian and African Languages
Woodrow, Francesca R., Foreign Service Institute, Romance Languages

GG-12

Gowland, Martha L., Foreign Service Institute, Language Studies
Hoffman, Christina, Foreign Service Institute, Language Studies

GM-13

Bash, Thomas A., Foreign Service Institute, Management and Administration Services
Belt, Regina L., Bureau of Administration, Buildings Services
Shippe, Kathryn M., Office of Management Policy

GM-14

Anstead, Philip, Office of Management Policy
Harrington, Thomas J., Office of Inspections
Swartzbaugh, Jay Thomas, Office of Inspections
White, Durie Neumann, Office of Small and Disadvantaged Business Utilization

GM-15

Humphrey, Richard E., Diplomatic Security
Ristaino, Richard E., Intelligence and Research
White, Wayne Edward, Intelligence and Research

GS-3

Smothers, Rosalind, New Orleans Passport Agency

GS-4

Burke Jr., Francis D., Office of Chief Financial Officer
Savoy, Tammi F., Inter-American Affairs, Andean Affairs

GS-5

Gaddie, Charleane, Office of Chief Financial Officer
Holland, Dwayne A., Passport Operations
Lester, Raymond, Office of Geographer
Markus, Kathleen F., Bureau of Administration
McLaren, Patricia A., Houston Passport Agency
Stroman, Kimberly R., Bureau of

Personnel

Thomas, Cynthia L., New Orleans Passport Agency
Torres, Maria P., Office of Chief Financial Officer
Winins, Vanessa Etheridge, New Orleans Passport Agency

GS-6

Alexander, Linda M., Office of Chief Financial Officer
Butler, Kimberly M., Economic and Business Affairs
Gambrell, Paula Marcella, Diplomatic Security
Goodbread, Gina, Intelligence and Research
Lofty, Tamiko Eunice, Inter-American Affairs, Cuban Affairs

Lynch, James J., Bureau of Personnel
McConnell, Diane Frances, Diplomatic Security, Houston Field Office

McKay, Catherine, Bureau of Personnel

Neal, Shirley J., Executive Secretariat

Richter Jr., Walter, Diplomatic Security

Williams, Iris D., Diplomatic Security

Williams, Iris D., Diplomatic Security

Williams, Iris D., Diplomatic Security

Williams, Iris D., Diplomatic Security

Williams, Iris D., Diplomatic Security

Williams, Iris D., Diplomatic Security

Williams, Iris D., Diplomatic Security

Williams, Iris D., Diplomatic Security

Williams, Iris D., Diplomatic Security

Williams, Iris D., Diplomatic Security

Williams, Iris D., Diplomatic Security

Williams, Iris D., Diplomatic Security

Williams, Iris D., Diplomatic Security

Williams, Iris D., Diplomatic Security

Williams, Iris D., Diplomatic Security

Williams, Iris D., Diplomatic Security

Williams, Iris D., Diplomatic Security

Williams, Iris D., Diplomatic Security

Williams, Iris D., Diplomatic Security

Williams, Iris D., Diplomatic Security

Williams, Iris D., Diplomatic Security

Williams, Iris D., Diplomatic Security

Williams, Iris D., Diplomatic Security

Williams, Iris D., Diplomatic Security

Williams, Iris D., Diplomatic Security

Williams, Iris D., Diplomatic Security

Williams, Iris D., Diplomatic Security

Williams, Iris D., Diplomatic Security

Williams, Iris D., Diplomatic Security

Williams, Iris D., Diplomatic Security

Williams, Iris D., Diplomatic Security

Williams, Iris D., Diplomatic Security

Williams, Iris D., Diplomatic Security

Williams, Iris D., Diplomatic Security

Smallwood, Judith Diane, Retirement Division

Smith, Adria L., Inter-American Affairs, Andean Affairs

Williams, Paula Ann, Consular Affairs

Williams, Veronica, Central American Affairs

Williams, Veronica, Central American Affairs

Williams, Veronica, Central American Affairs

Williams, Veronica, Central American Affairs

Williams, Veronica, Central American Affairs

Williams, Veronica, Central American Affairs

Williams, Veronica, Central American Affairs

Williams, Veronica, Central American Affairs

Williams, Veronica, Central American Affairs

Williams, Veronica, Central American Affairs

Williams, Veronica, Central American Affairs

Williams, Veronica, Central American Affairs

Williams, Veronica, Central American Affairs

Williams, Veronica, Central American Affairs

Williams, Veronica, Central American Affairs

Williams, Veronica, Central American Affairs

Williams, Veronica, Central American Affairs

Williams, Veronica, Central American Affairs

Williams, Veronica, Central American Affairs

Williams, Veronica, Central American Affairs

Williams, Veronica, Central American Affairs

Williams, Veronica, Central American Affairs

Williams, Veronica, Central American Affairs

Williams, Veronica, Central American Affairs

Williams, Veronica, Central American Affairs

Williams, Veronica, Central American Affairs

Williams, Veronica, Central American Affairs

Williams, Veronica, Central American Affairs

Williams, Veronica, Central American Affairs

Williams, Veronica, Central American Affairs

Williams, Veronica, Central American Affairs

Williams, Veronica, Central American Affairs

Williams, Veronica, Central American Affairs

Williams, Veronica, Central American Affairs

Williams, Veronica, Central American Affairs

Williams, Veronica, Central American Affairs

Williams, Veronica, Central American Affairs

Williams, Veronica, Central American Affairs

Williams, Veronica, Central American Affairs

Williams, Veronica, Central American Affairs

Williams, Veronica, Central American Affairs

Williams, Veronica, Central American Affairs

Williams, Veronica, Central American Affairs

Williams, Veronica, Central American Affairs

Williams, Veronica, Central American Affairs

Williams, Veronica, Central American Affairs

Williams, Veronica, Central American Affairs

Williams, Veronica, Central American Affairs

Williams, Veronica, Central American Affairs

Williams, Veronica, Central American Affairs

Williams, Veronica, Central American Affairs

Williams, Veronica, Central American Affairs

Williams, Veronica, Central American Affairs

Williams, Veronica, Central American Affairs

Williams, Veronica, Central American Affairs

Foreign language testing for Civil Service officers

Civil Service employees who would like to be tested in a foreign language and receive a rating from the Foreign Service Institute may do so by phoning the institute for an appointment, according to the Office of the Ombudsman for Civil Service Employees. Test scores will be entered in the institute's language database, and will then be used to assist in identifying employees for job opportunities both in the Department and overseas. □

Inspector General
Johnson, Karla L., Diplomatic Security
Lincoln, Ruth Ann, Consular Affairs
Lynskey, Kevin Teders, Diplomatic Security
McReynolds, Sherric, International Organization Affairs
Schol, Philip P., Diplomatic Security
Shields, Anthony, Bureau of Administration, Acquisitions
Shields, Brenda A., Office of Legal Adviser, International Claims and Investment Disputes
Sprung, Michael A., International Organization Affairs

GS-12

Dade, Peter Langhorne, Diplomatic Security
Danin, Robert M., Intelligence and Research
Evans, Rachelle Y., Diplomatic Security
Gilligan, Brian A., Office of Chief Financial Officer
Henson, Brenda P., Bureau of Administration
Jackson, Henry A., Diplomatic Security
Jerry, Joan E., Diplomatic Security
Lorfano, Paula M., Diplomatic Security
Lutes, Kenneth, Diplomatic Security
Martin, Ronald L., Office of Under Secretary for Management
McCurry, Elizabeth M., Diplomatic Security
Melendy, Rosemary, Diplomatic Security
Meszaros, Michael, Consular Affairs
Smith, Curtis S., Northeast Pass-

port Processing Center
Smith, Yvonne E., Office of Foreign Missions
Wong, Gina J., Office of Inspector General

GS-15

Shaw, Catherine Harnett, Office of the Secretary

Appointments

Adams, Zeta Ternell, Consular Affairs
Anderson, Anita Lynnette, Consular Affairs
Aspen, Virginia Carole, Diplomatic Security
Barcas, Catherine H., Family Liaison Office
Basden, Carol B., Politico-Military Affairs
Barenson, Alan W., Office of Inspector General
Blankenship, Warren J., Medical Services
Bolden, Valerie N., Intelligence and Research
Brannock, Tracey Angela, Consular Affairs
Burghardt, Susan Day, Refugee Programs
Burns, Arminta M., African Affairs
Casscells, Roxanne Bell, Bureau of Administration
Chavous Jr., Levi Calhoun, Intelligence and Research
Chesteen, Eva L., European and Canadian Affairs, Post Management
Chisholm, Patrick D., Inter-American Affairs
Coes, John B., Bureau of Administration
Cooper, Teresa Arlene, Honolulu Passport Agency
Covington, Pamela Jean, Passport Services
Crawford, Theresa A., African Affairs
Croghan, Laura R., Belize City
Curtis, Don D., Diplomatic Security
D'Antonio, Victor D., Bureau of Administration
Davison, Carole Sawyer, Intelligence and Research
Donaldson, Jennifer A., Bureau of Administration
Dracos, Diane E., Bureau of Administration
Dudley Jr., Richard W., Operations Center
Duffin, Anncey, Bureau of Administration
Facey, Carol L., Bureau of Administration
Fain III, William T., Office of

Historian
Fortino, Mary K., Nuclear Risk Reduction Center
Foster, Shari M., Intelligence and Research
Glaudemans, Jennifer L., Intelligence and Research
Glenn, Jo-Ann Yvette, Consular Affairs
Gray, Darryl Romont, Consular Affairs
Greene, Barbara Ann, Consular Affairs
Hamilton, Alexander P., Bureau of Administration, Office of Foreign Buildings
Hembree, Eric L., Office of Chief Financial Officer
Holly, Susan Kay, Bureau of Public Affairs, Public Communications
Howard, Lyndsay C., Conventional Forces in Europe Negotiations
Hughes, Royston C., Bureau of Administration
Jenkins, Sharon E., Consular Affairs
Johnson, Anne H., Intelligence and Research
Junior, Lewis D., Office of Inspector General
Korp, Paul Carl, Los Angeles Passport Agency
Kronz, Susan L., Office of Foreign Buildings
Lewis, Willodean, Diplomatic Security
Martin, Kisha Ranessee, Consular Affairs
McElroy, Leslie J., Bureau of Administration
McGarry, Jean F., Foreign Service Career Development and Assignments
Miura, Damon I., Los Angeles Passport Agency
Moody, Gregory Prentice, Diplomatic Security
Moore, Nicole M., Bureau of Public Affairs, Public Communications
Newman, Marilyn K., Immediate Office of Secretary
Park-Ewemark, Suzan, Diplomatic Security
Perrin, Bill K., Near Eastern and South Asian Affairs
Peyton, Tamara L., Office of Under Secretary for Management
Pilon, Nancy A., Bureau of Administration
Pinzow, Frances Lynne, Consular Affairs
Posey, Rose M., Passport Operations
Robinson, Lawanna E., East Asian and Pacific Affairs

Ruocchio, Cynthia, Bureau of Public Affairs
Ryan, Vicki, Mexico City
Sanderson, Brenda K., Passport Operations
Scalley, Shirley G., Diplomatic Security
Smith, Justin, Intelligence and Research
Springsteen, Martha L., Bureau of Administration
Thompson, Lenora, Passport Operations
Tillett, Anita M., Diplomatic Security
Toy-Sneddon, Noreen L., Bureau of Administration
Unlarik, Deloris Jean, Office of Foreign Buildings
Valdecanas, Maria C., Politico-Military Affairs
Valloric, John J., Bureau of Administration
Wade, Yvonne D., Near Eastern and South Asian Affairs
Walker, Jenonne R., Politico-Military Affairs
Wallace, Virginia M., European and Canadian Affairs
Warner, Rachel, Intelligence and Research
Warren, John S., Politico-Military Affairs
Wills, Kay Jean, Bureau of Administration
Wulbern, Sharon D., Bureau of Administration
Zeffert, Juli E., Bureau of Administration

Reassignments

Aoki, Steven, Near Eastern and South Asian Affairs to Politico-Military Affairs
Boyd, Antoinette Yvonne, Legislative Affairs to Bureau of Personnel, Policy and Coordination Staff
Carrico, Dana M., Diplomatic Security to Secretariat Staff
Cuellar, Rita, Pre-Assignment Training to Inter-American Affairs
Diggs, Joyce A., Foreign Service Institute, Consular Training to Politico-Military Affairs
Evans, Patricia A., Pre-Assignment Training to Inter-American Affairs
Fleet, Lynn Kennedy, Pre-Assignment Training to Office of Inspector General
Gonzales, Josefina B., Pre-Assignment Training to Office of Legal Adviser
Hayes, Mary P., Pre-Assignment Training to International Narcotics Matters

Hebbons, Crystal Michele, Pre-Assignment Training to Bureau of Public Affairs
Hodges Jr., Hayward, Office of Management Policy to European and Canadian Affairs
Kendall, Darlene J., African Affairs to Politico-Military Affairs
Price, Janet L., Diplomatic Security to Intelligence and Research
Sass, Frank N., Refugee Affairs to Diplomatic Security
Serpa, Nancy Morgan, Legislative Affairs to Bureau of Personnel, Policy and Coordination Staff
Sinnott, Mary Ann Ryan, Pre-Assignment Training to Office of Protocol
Tindell, Cynthia A., African Affairs to Near Eastern and South Asian Affairs
Turner, Joyce A., Human Rights and Humanitarian Affairs to Consular Affairs
Volpe, Suzanne Marie, Pre-Assignment Training to Office of Recruitment, Exams and Employment
Walkin, Karolina, Consular Affairs to East Asian and Pacific Affairs
Woodruff, Anita L., Office of Under Secretary for Management to European and Canadian Affairs

Resignations

Adams, Angela C., Office of Foreign Buildings
Angotti, Antonio M., Office of Deputy Secretary
Baker-Thomas, Joyce A., Consular Affairs
Bruce, Kay Brazelton, Office of Protocol
Bulen, L. Keith, International Joint Commission
Casey, Crystal L., Office of Chief Financial Officer
Clark, Robert W., Office of Chief Financial Officer
Colgan, William E., International Organization Affairs
Dobbs, Jesse L., Office of Under Secretary for Management
Featherstone, Danny Joseph, San Francisco Passport Agency
Fosselman, Bernice J., Passport Operations
Gardner, Elizabeth A., European and Canadian Affairs
Gillcrist, Joan, Bureau of Public Affairs
Gilmore, Jacquelyn R., Bureau of Administration, Building Management

PERSONNEL: CIVIL SERVICE

Gray, Margaret C., Chicago Passport Agency
Gray, Vicki K., Foreign Service Career Development and Assignments
Harris, Holli B., European and Canadian Affairs
Haynes, Sharon R., Bureau of Public Affairs, Public Communications
Higgins, Regina Marie, New Orleans Passport Agency
Holliday, Melanie Michelle, Northeast Passport Processing Center
Hubble, Leslie Denise, Office of Legal Adviser
Joyce, Kimberly Ann, Office of Chief Financial Officer
Kramer, Annette T., Diplomatic Security
Lawrence, Steven D., Los Angeles Passport Agency
Mashuda, Frank C., Bureau of Administration, Building Management
Michel, James H., Inter-American Affairs
Moore, Earl Edward, Office of Chief Financial Officer
Parrish, Ennis N., Diplomatic Security
Perry, Roy, Consular Affairs
Petit, Kenneth Paul, New Orleans Passport Agency
Polik, Mary L., New York Passport Agency
Queen, Moire MacDonald, Office of Legal Adviser
Robel, Robert B., Office of Foreign Buildings
Shiflet, Renee Verita, Bureau of Public Affairs Public Opinion Analysis
Singletary, Charlene, Economic and Business Affairs
Snowden, Michael W., New Orleans Passport Agency
Spencer, Rashon V., Passport Operations
Spiers, Sally J., International Joint Commission
Staikova, Raina Mihailova, Foreign Service Institute, North and East European Languages
Tolbert, Colette Nitcheu, African Affairs, Economic Policy Staff
Williams, Monique Y., Diplomatic Security
Wolk, Evan L., Intelligence and Research

Retirements

Butler, Joseph Travis, Oceans and International Environmental and Scientific Affairs
Conner, Thomas R., Office of Foreign Buildings

Donahue, Mildred J., Office of Legal Adviser
Green Jr., Saul, Bureau of Administration, Domestic Fleet Operations
Marino, Sylvia M., Philadelphia Passport Agency
Smith, Juanita D., Consular Affairs □

Guidelines on duties for secretaries

As a supplement to the article, "From the Director General," on Page 16, following is the text of a Department Notice of November 28, sent to all employees of the Department by Edward J. Perkins, director general of the Foreign Service and director of personnel.

In a recent message to all posts [State 315045—see below] Deputy Secretary Eagleburger pointed to the underutilization of secretaries and the need to respond creatively to the challenge posed by advances in office automation. We in the Bureau of Personnel have been working on practical ways to end underutilization and want to share with you one significant step we have taken recently in this regard, i.e., a compilation of duties which secretaries typically perform in the Department and at overseas posts.

While the deputy secretary's message was addressed to employees overseas, it is obviously also relevant to the Department and other domestic units which usually have been ahead of our posts in office automation. This notice transmits "General Guidelines on Duties for Department Secretaries" and is generally similar to the "Guidelines" sent to overseas posts.

In studying the cause of underutilization, we have learned that many supervisors regard secretarial responsibilities as limited to typing, taking dictation, filing and answering the telephone. The purpose of this message is to convey to supervisors that a professional secretary's responsibilities are not limited to these tasks. In fact, the advent of the word processor and the growth of automation provide new opportunities for supervisors to expand the role and responsibilities of secretaries in areas not previously possible because of the heavier routine workload demands in the pre-automation era.

The range of duties and activities listed here is provided for general guidance. These are examples. They are not intended to be

all-inclusive. Neither are they intended as a classification device, although classification changes could result in individual cases where the level of responsibility significantly changes.

In addition to transmitting these "Guidelines" to you, I want to stress that secretaries are professionals. They are professionals just as desk officers, personnel officers, security investigators, and building engineers. Many secretaries perform at higher levels of responsibility than personnel in other specialties.

Supervisors should be encouraged to review this list and more importantly to ask themselves whether they are taking full advantage of the skills, knowledge, talents and potential of their secretaries. As the deputy secretary indicated, ending the underutilization of secretaries caused by office automation should be one of the top priority management goals of all supervisors.

General guidelines on duties for Department secretaries

To assist Department supervisors in ending the underutilization of secretaries, the Bureau of Personnel has compiled the following list of suggested guidelines on duties for Civil Service and Foreign Service secretaries. The duties are grouped under four main functions: office management; program support; administrative; and general occupational. The list is *not* intended to be all-inclusive; *nor* is it a "model" Performance Standards of Work Requirements Statement. The list merely illustrates the wide range of duties that can be (and are being) performed by secretaries. Supervisors should feel free to adapt the "Guidelines" to local conditions and add duties which do not appear on this list. When using the list, supervisors should select those duties that correspond to the grade level and position of the incumbent secretary.

Office management functions

—Monitors the operation of workstations, including printers, system unit, and removable storage media such as hard drives and diskettes. Troubleshoots all hardware and arranges for repair as required. Works closely with the information system manager to develop system modifications.

—Prepares glossary formats,

macros, merge files and form letters that can be standardized throughout the office. Undertakes information retrieval as specified.

—Loads and unloads removable storage media such as hard drives. Archives and/or backs up files, maintaining a secondary storage location for selected material. Deletes documents.

—Trains staff members on programs (word processing, spread sheet, data base management, graphics, desk top publishing, and disk operating system) that are installed on the computer system.

—Installs software and sets up system files for products such as Multimate, Lotus 1-2-3, etc.

—Maintains inventory of all hardware and software.

—Gives guidance to other secretaries, coordinating workflow in office and preparing performance ratings for subordinates.

—Carries out specific assignments or projects involving the use of general administrative or office management skills.

—Maintains and controls reading files containing all levels of classified material.

—Reads all incoming correspondence, segregates and secures necessary files and background material, and routes to appropriate officers for action.

—Prepares and distributes daily, weekly, and projected schedules to keep appropriate offices informed of supervisor's activities.

—Coordinates duty and leave schedules, alerting supervisor of any potential staffing problems.

—Serves as resource to new employees, assisting them with familiarization assignments.

—Provides guidelines on standard operating procedures for new staff members.

—Maintains a log for assigned action requirements and follows up on deadlines.

Program support functions

—Assists staff in developing and compiling information or research materials to be used in reports and studies. May also compile and format statistical data.

—Prepares necessary paperwork on security violations, keeps logs and prepares monthly report.

—Assists in protocol activities including greeting visitors, serving as official escorts and extending the hospitality of the office to visitors.

—Maintains office reference

library and materials such as FAMS, regulations, office policies and other publications.

—Provides program support to desk officers as follows:

- Undertakes research and compiles information for inclusion in desk officer memoranda and briefing papers.
- Based on knowledge of standard Department policy papers, drafts responses to routine correspondence on foreign policy questions.
- Arranges meetings and schedules for visiting U.S. ambassadors.
- Assists overseas posts in transactions with other Department units and U.S.-based organizations (specify nature of transactions).
- Answers telephone inquiries from public, media, and congressional staff concerning consular matters, including travel conditions and currency restrictions.
- Provides addresses of posts, names of post staff, and information based on standard language.
- Works with staff of embassies based in Washington to schedule visits/meetings of foreign VIPs with Department officials.

Administrative functions

- Requests travel orders, arranges transportation and prepares travel vouchers for supervisor.
- Provides travel assistance including making hotel and flight reservations, making appointments, preparing itineraries and briefing books as well as obtaining passports and visas, etc.
- Makes arrangements and provides administrative support for conferences and meetings.
- Handles administrative responsibilities such as requesting supplies and services, and preparing T&A records.
- Tracks fund levels and obligations. Keeps supervisor informed of need to make adjustments in expenditures and/or funding levels.
- Maintains contract/contractor files, invoices and voucher payments.

General occupational functions

—Types drafts and final copies, working from verbal, typed, and handwritten notes (officer or

stenographic notes). Converts drafts into final copy for outgoing telegrams, letters, reports or memoranda. Makes copies of documents, and arranges for the duplication of documents.

—Assures that final versions of outgoing telegrams and other documents are properly formatted and that telegrams contain correct clearances, tags, addresses, precedence, references, captions, and special handling indicators.

—Assures proper formatting of action, information, and briefing memoranda and briefing outlines, and other documents (including memoranda to the President and memoranda related to the Department's participation in the National Security Council). Assures that format and procedures conform to guidance found in the *Secretariat Handbook*.

—Screens communications from phone and correspondence for action by self or referral to supervisor, especially in policy determinations.

—Receives and reviews all incoming and outgoing correspondence, screening cables and other information of particular interest flagging them for supervisor's attention or decision-making, securing background material to facilitate review and reply, and determining what should be sent to other offices.

—Drafts correspondence for own or supervisor's signature; edits and proofreads outgoing correspondence for accuracy, proper format, assembly, clearances, and compliance with regulations and supervisor's desires.

—Maintains files.

—Maintains and updates list of key contacts within and outside of the Department.

—Coordinates calendar for supervisor.

—Answers most questions and completes most business involving established policy or routine matters.

—Obtains background information and necessary papers for scheduled appointments and meetings. Prepares and maintains minutes for meetings.

—Keeps schedule of conference rooms.

—Accepts and extends invitations for supervisor. Maintains a master representation calendar and coordinates the scheduling of the office's official and representation functions. □

Text of telegram from Eagleburger on secretaries

The following, referred to in the Department Notice appearing above, was sent to ambassadors and Foreign Service secretaries by Deputy Secretary Lawrence Eagleburger, in his capacity as acting secretary at that time. Subject of the cable: "Enhancing our use of professional skills of secretaries."

I would like to address in this message the issue of how we can make better use of the talents and professional skills of secretaries at posts abroad, and the importance of your personal involvement in this effort. I also believe that this effort must be accompanied by steps to improve the morale and professional standing of our secretarial employees.

As you are aware, this is an issue which the Department has been reviewing over the past couple of years and we are now in the process of introducing fundamental changes. Some of the recent changes have involved:

—Upgrading from FS-5 to FS-4 the positions of DCM secretaries at 28 of our largest posts, thereby increasing promotions into the FS-4 level and accelerating the flow-through in lower grades (the impact of this measure will be phased in over five years, beginning with this current board);

—Expanding language and other professional training for secretaries (including on-site training at posts); and

—Encouraging additional professional opportunities in other areas, such as staff assistant positions.

These relatively modest changes are, however, only a start; we need to do much more, and move ahead more rapidly. But much of what needs to be done can be accomplished at posts. Consequently, ambassadors and DCMs have a leading contribution to make to this effort. I would like to suggest some important steps related to job content and morale which you could take at post right now, without requiring department approval. Indeed, some of your colleagues, notably USNATO and Embassy Bonn, but also many others, have already initiated steps similar to the ones proposed below.

You could better utilize secretaries by including in work

requirements statements some of the following functions:

—Administrative and general office management;

—Wang system and computer operation;

—Conference arrangements and visitor control;

—Other specialist functions such as assistance in biographic reporting.

In this regard, I understand the director general will issue in October a response to requests by a number of posts for a "menu of duties" related to these functional activities. This will be a long list and obviously many duties may not be relevant to your particular situa-

"These ... changes are ... only a start"

I urge you and your staff to review carefully this "menu" and select appropriate duties for inclusion in work requirements statements.

Posts could also change the working titles of secretaries to ones which would be most appropriate to local conditions. (Formal classification titles and skill codes would for the time being remain unchanged.) Some other posts have used titles such as administrative assistant, office manager or assistant, conference specialist, foreign affairs specialist. You may wish to retain secretary titles for first or second-tour secretaries and use these new working titles for your more experienced employees. The responses to our many cables have indicated very divided views on the subject of the title "secretary"; we encourage you to do what makes sense to your staff.

All supervisors have the obligation to manage resources effectively; that includes ending the underutilization of secretaries caused by advances in office automation. This should be one of the top priority management goals of all supervisors. It is a supervisor's responsibility to respond creatively to this challenge.

Finally, I would also like you to find ways of dealing with the more subtle issue of professional respect for your secretarial employees. This can be done by treating secretaries as part of the team, including them routinely in staff meetings and representational functions, and by assuring that they also share in the post's representational funds where possible. ■

'Americana Project'

Gifts of funds

(See article on Page 13)

- Anonymous, \$154,620.63
 Anonymous, \$8,955 (in memory of Dr. A. E. Brooks)
 Mrs. Janet L. Abernathy, Incline Village, Nev., \$500
 Mrs. Dean Acheson, Washington, \$50
 Mr. & Mrs. Charles F. Adams, San Francisco, \$100
 Mr. and Mrs. Marvin A. Address, Chevy Chase, Md., \$500
 Mr. and Mrs. Donald C. Alexander, Washington, \$500
 Captain and Mrs. William H. Alexander II, Bethesda, Md., \$500
 Mrs. Harris C. Aller Jr., Rosemont, Pa., \$1,000
 American Express Co., New York, \$1,000
 American Security Bank, Washington, \$2,500
 Americana Associates, Los Angeles, \$30,000
 Ameritech, Washington, \$6,000
 Mr. and Mrs. John H. Andersen, River Forest, Ill., \$3,000
 Armed Forces Communications and Electronics Association, Alexandria, Va., \$1,000
 Mr. Ernst-Theodore Arndt, Washington, \$3,000
 Association of American Foreign Service Women, Washington, \$500
 B & B Caterer, Washington, \$2,500
 Mr. and Mrs. E. F. Ball, Muncie, Ind., \$5,000
 Mrs. Frederick G. Bannerot Jr., Charleston, W.Va., \$3,000
 Mrs. Raimonda Barre, Washington, \$1,000
 Mrs. Naomi Barry, Paris, France, \$500
 Mr. and Mrs. Kenneth S. Battye, Baltimore, \$115,121.14
 Mr. and Mrs. Kenneth S. Battye, Baltimore, \$6,000
 S. D. Bechtel Jr. Foundation, San Francisco, \$1,000
 L. Graeme Bell III, Washington, \$500
 John T. Bent, Rochester, N.Y., \$500
 Berkstone Fund, Gates Mills, O., \$1,000
 Mr. and Mrs. Norman Bernstein, Washington, \$1,000
 BET Public Limited Co., Picadilly, London, \$25,000
 John E. Bex, Mechanicsburg, Pa., \$500
 Estate of George P. Bissell, Greenville, Del., \$1,000
 Mrs. George P. Bissell Jr., Greenville, Del., \$1,000
 Mr. and Mrs. John Blatteau, Philadelphia, \$500
 Mrs. B. Rionda Braga, Middleburg, Va., \$500
 Mr. and Mrs. J. Bruce Bredin, Wilmington, Del., \$51,584.38
 Mr. and Mrs. J. Bruce Bredin, Wilmington, Del., \$3,000
 Mr. and Mrs. Charles S. Bresler, Rockville, Md., \$3,000
 Mrs. Henry W. Breyer, Haverford, Pa., \$1,000
 John J. Brogan, Palm Beach, Fla., \$1,000
 Mrs. Murray C. Brown, Chicago, \$500
 Mrs. Sylvia Battle Brown, Philadelphia, \$1,500
 Brown-Forman Corp., Louisville, \$1,000
 Broyhill Family Foundation, Lenoir, N.C., \$5,000
 Mrs. Wiley T. Buchanan Jr., Washington, \$3,000
 Bunge Corp., New York, \$10,000
 Mr. and Mrs. William Jelks Cabaniss Jr., Birmingham, Ala., \$500
 Mr. and Mrs. William N. Cafritz, Bethesda, Md., \$7,000
 Mr. Tyler R. Cain, Lake Forest, Ill., \$100 (in honor of Mr. and Mrs. Robert C. McCormack)
 Caltex Petroleum Corp., Dallas, \$3,000
 Dr. James L. Camp III, Charlottesville, Va., \$1,500
 Mrs. James G. Campbell Jr., Princeton, N.J., \$500
 Robert F. Carr III, Chicago, \$100 (in honor of Mr. and Mrs. Robert C. McCormack)
 James V. Carroll III, Houston, \$50
 Dr. and Mrs. Christopher C. Caudill, Lincoln, Neb., \$500
 Mr. and Mrs. Charles A. Cerami, Washington, \$500
 Dr. Joan R. Challinor, Washington, \$750
 Mrs. Barbara S. Chase, Winter Park, Fla., \$500
 John Chapman Chester, Washington, \$1,000
 Mrs. D. Cholnoky, Greenwich, Conn., \$500
 Mrs. Lansdell K. Christie, Locust Valley, N.Y., \$5,000
 Dr. and Mrs. C. Warfield Clark, Washington, \$500
 Dr. and Mrs. James Edward Clark, Atlanta, \$50
 Henry D. Clarke Jr. Foundation, Greenwich, Conn., \$1,000
 Mrs. Thurmond Clarke, Newport Beach, Calif., \$1,500
 Coca-Cola Co., Washington, \$1,000
 Mr. and Mrs. J. Harwood Cochrane, Rockville, Va., \$1,000
 Mrs. H. Dunscombe Colt, Washington, \$1,500
 Mr. and Mrs. Clement E. Conger, John Jay Hopkins Foundation, Alexandria, Va., \$10,000
 Mr. and Mrs. Jack Coopersmith, Potomac, Md., \$500
 Mr. and Mrs. Fred Thomson Couper Jr., Houston, \$500
 Mrs. Howard S. Cowan, Boothbay Harbor, Me., \$2,000
 Mr. and Mrs. Earle M. Craig Jr., Midland, Tex., \$5,000
 Mrs. Richard M. Cutts, The Plains, Va., \$1,500
 Mr. and Mrs. Gerald E. Czulewicz, Isanti, Minn., \$3,000
 Mr. Robert E. Darling Jr., West Simsbury, Conn., \$100 (in honor of Mr. and Mrs. Robert C. McCormack)
 Mrs. James Hornor Davis III, Charleston, W.Va., \$500
 Edmond de Rothschild Foundation, New York, \$1,000
 Charles Delmar Foundation, Falls Church, Va., \$2,500
 Carpenter Dewey, Newton Square, Pa., \$1,000
 Dextra Baldwin McGonagle Foundation, New York, \$500
 Mr. and Mrs. Clarence Dodge Jr., Washington, \$1,000
 Mr. and Mrs. J. R. Donnell, Perrysburg, O., \$1,500
 Dow Corning Corp., Washington, \$4,000
 Miss Louise Ines Doyle, Leominster, Mass., \$22,000
 Mr. and Mrs. David C. Dressler, Potomac, Md., \$250
 Mr. and Mrs. Gary Drummond, Moraga, Va., \$50
 Henry A. Dudley, Washington, \$500
 Mr. and Mrs. Lawrence Dunham, Annandale, Va., \$125
 Mr. and Mrs. Lawrence Dunham, Annandale, Va., \$250
 Mrs. Ethel Dunham, Nantucket, Mass., \$100
 Dunlevy Milbank Foundation, Inc., New York, \$10,000
 Mr. and Mrs. Albert Dvoskin, McLean, Va., \$3,000
 Mr. and Mrs. LeRoy Eakin Jr., McLean, Va., \$1,000
 Mr. George G. Meade Easby, Philadelphia, \$1,500
 Mrs. Joseph L. Eastwick, Paoli, Pa., \$1,500
 Eaton Corp., Cleveland, \$3,000
 George P. Edmonds, Wilmington, Del., \$100
 Mr. and Mrs. Robert Holt Edmunds, Greensboro, N.C., \$3,300
 Mrs. Kathleen Bryan Edwards, Greensboro, N.C., \$1,500
 T. M. Evans Foundation, New York, \$13,000
 Richard Fairbanks, Washington, \$200
 Mr. and Mrs. Robert H. Ferst, R & J Ferst Foundation, Inc., Atlanta, \$1,500
 Mr. and Mrs. Raymond C. Firestone, Akron, \$500
 Mr. and Mrs. William H. G. FitzGerald, Washington, \$3,000
 The Hon. John H. Fitzpatrick and Mrs. Fitzpatrick, Stockbridge, Mass., \$1,000
 Mr. and Mrs. William J. Flather, Washington, \$2,000
 Mr. and Mrs. Henry N. Flynt Jr., Williamstown, Mass., \$5,000
 Mrs. J. Clifford Folger, Washington, \$27,500
 Food Marketing Institute, Washington, \$3,000
 Mr. and Mrs. Gordon S. Freesman, Englewood Cliffs, N.J., \$4,500
 Mr. and Mrs. David C. Frierson, Cabot, Ariz., \$25
 Colonel and Mrs. John Lee Frisbee III, Fork Union, Va., \$500
 Mr. and Mrs. C. Keith Funston, Greenwich, Conn., \$100 (IBM Matching Gift Program, \$200)
 Mr. and Mrs. Marshall J. Garrett, Chevy Chase, Md., \$3,000
 General Motors Corp., Detroit, \$25,000
 General Telephone & Electronics Corp., Washington, \$2,000
 Mr. and Mrs. Kenneth R. Giddens, Washington, \$8,000
 James J. Glasser, Lake Forest, Ill., \$100 (in honor of Mr. and Mrs. Robert C. McCormack)
 John S. Gleiber, Washington, William L. Gleiber, St. Louis, \$500 (in memory of their parents, John and Peggy Anne Ward Gleiber)
 Col. and Mrs. Julius Goldstein, Washington, \$1,000
 Mr. and Mrs. Floyd D. Gottwald Jr., Richmond, Va., \$1,000
 Mrs. Seabury S. Gould IV, Haverford, Pa., \$1,000
 Mr. and Mrs. David W. Grainger, Skokie, Ill.,

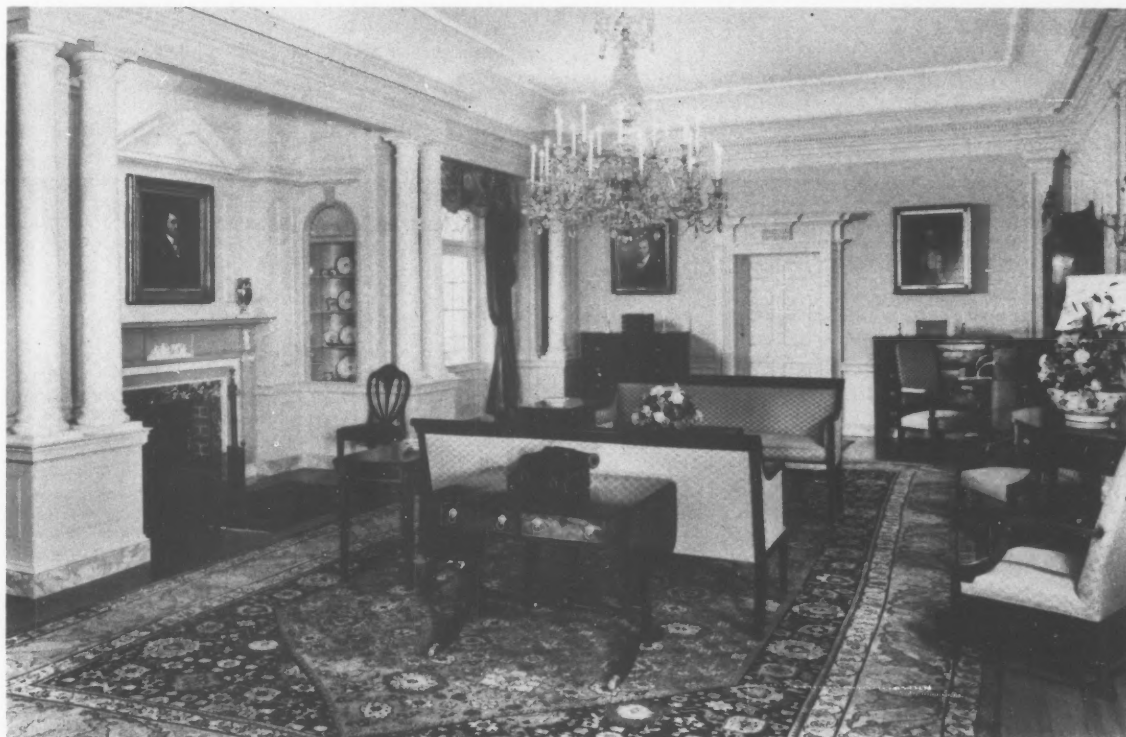
- \$175,000 (underwriters of documentary film aired on public TV)
- Mr. and Mrs. David W. Grainger**, Skokie, Ill., \$3,000
- Mrs. Gordon Gray**, Washington, \$150
- Monica and Hermen Greenberg Foundation**, Washington, \$3,000
- Marc Grossman**, APO New York, \$500
- David Grumhaus**, Lake Forest, Ill., \$150 (in honor of Mr. and Mrs. Robert C. McCormack)
- Mrs. Henry A. Grunwald**, Vienna, Austria, \$25,000 (in honor of Secretary Shultz)
- Jack O. Guy**, Atlanta, \$500
- Mrs. William Hacker**, Gladwyne, Pa., \$1,000
- Mrs. Mary I. Hardy**, Nantucket, Mass., \$100
- J. Warren Harris**, Arlington, Va., \$3,000
- Mr. and Mrs. Paul Harvey**, River Forest, Ill., \$5,000
- Dr. M. Donald Hayes**, Wilmington, O., \$500
- Katharine H. Daveler and David R. Hayworth Foundation**, High Point, N.C., \$1,500
- Mr. and Mrs. Patrick Healy III**, Chevy Chase, Md., \$1,000
- Hechinger Foundation**, Landover, Md., \$1,000
- Henley Group, Inc.**, Hampton, N.H., \$3,000
- Mr. and Mrs. Albert G. Hill**, Dallas, \$1,000
- Mrs. Benjamin D. Hill Jr.**, Washington, \$1,500
- Mr. and Mrs. John A. Hill**, Nashville, \$4,800 (in memory of John D. Marsh)
- Mr. and Mrs. John A. Hill**, Nashville, \$3,000
- Mr. and Mrs. Henry L. Hillman**, Pittsburgh, \$1,000
- Dr. and Mrs. Claude Hollingsworth**, Charlotte, N.C., \$1,000
- Mrs. James Stewart Hooker**, Palm Beach, Fla., \$100,000
- Mrs. James Stewart Hooker**, Palm Beach, Fla., \$6,000
- Dr. and Mrs. Perry Hookman**, Potomac, Md., \$500
- Elizabeth S. Hooper Foundation**, Devon, Pa., \$1,000
- Mr. and Mrs. Francis M. Horton**, St. Petersburg, \$3,000 (in memory of Mrs. Hugh B. Cox)
- Hortulus**, Greenwich, Conn., \$1,000
- J. Henry Hoskinson**, Washington, \$1,000
- Dr. R. Gordon Hoxie**, New York, \$1,000
- Mrs. Eleanor G. Hoyt**, Palm Beach, Fla., \$200
- Mr. and Mrs. Arthur M. R. Hughes**, Old Lyme, Conn., \$1,000
- Mr. and Mrs. Philip Hulitar**, Palm Beach, Fla., \$1,000
- Mr. and Mrs. Waldo Hutchins**, Glen Head, N.C., \$1,000
- International Paper**, Purchase, N.Y., \$1,500
- International Union of Building Societies and Savings Associations**, Jackson, Miss., \$1,000
- John Peters Ireland**, Washington, \$1,000
- Mr. and Mrs. Joseph S. Ives Jr.**, Boca Raton, Fla., \$200
- Dr. Sarah Jastak-Burgess**, Wilmington, Del., \$500
- Mrs. Herbert Chancellor Jenks**, Santa Barbara, Calif. \$500
- Mr. and Mrs. Irving F. Jensen Jr.**, Sioux City, Io, \$3,000
- Mr. and Mrs. William R. Jentes**, Chicago, \$3,000
- Richard Jenrette**, New York, \$1,500
- Col. and Mrs. F. M. Johnson Jr.**, Lorton, Va., \$3,500
- Martin Jolles**, Bryn Mawr, Pa., \$100 (in memory of William D. Morley)
- Miss Joan P. Kahn**, Montgomery, Pa., \$500
- Mr. and Mrs. Ford Anthony Kail Jr.**, Bethesda, Md., \$500
- Mr. and Mrs. Eugene S. Karpus**, Detroit, \$500
- M. Farooq Kathwari**, Danbury, Conn., \$1,500
- Mr. and Mrs. Edward W. Kay**, Potomac, Md., \$500
- Mrs. George C. Keiser**, Washington, \$1,000
- Peter R. Kellogg**, New York, \$1,000 (in honor of Mr. and Mrs. Robert C. McCormack)
- Miss Kathleen A. Kemper**, Washington, \$500
- Leigh Keno**, New York, \$500
- Mrs. Charles H. Ketcham Jr.**, Houston, \$3,000
- Mr. and Mrs. Norman V. Kinsey**, Shreveport, La., \$15,000
- Mr. and Mrs. Norman V. Kinsey**, Shreveport, La., \$3,000
- F. M. Kirby Foundation, Inc.**, Morristown, N.J., \$14,000
- The Hon. Roger Kirk and Mrs. Kirk**, Washington, \$1,000
- The Hon. Henry A. Kissinger**, New York, \$500
- Ms. M. K. Klein**, New York, \$100
- Mr. and Mrs. George S. Knight**, Alexandria, Va., \$500
- Mrs. Charles C. Koonce**, Henlopen, Del., \$1,000
- Mrs. Alvin A. Kraft**, Washington, \$1,500
- Mr. and Mrs. Ferdinand Kramer**, Chicago, \$1,500
- Mr. and Mrs. Edward W. Lane Jr.**, Jacksonville, Fla., \$1,000
- Mr. and Mrs. C. A. Larson**, McLean, Va., \$500
- The Hon. Ronald S. Lauder and Mrs. Lauder**, New York, \$25,000
- Dr. and Mrs. Fred T. Laughon Jr.**, Miss Nell Laughon, Richmond, Va., \$500
- Mrs. Rodney M. Layton**, Mendenhall, Pa., \$1,500
- Mr. and Mrs. Murray Lebowhl**, Alexandria, Va., \$1,000
- Richard L. LePere**, Washington, \$500
- Dr. Edward D. Levy Jr.**, New Orleans, \$500
- Miss Jane T. Lingo**, Washington, \$700
- John Loeb Jr.**, New York, \$1,500
- Mr. and Mrs. Howard W. Long**, Longboat Key, Fla., \$3,000
- Mr. and Mrs. Ralph B. Loucks Jr.**, Chicago, \$1,000
- Mr. and Mrs. Robert Warren Lowe**, Chevy Chase, Md., \$3,000
- Marvin Lundy**, Philadelphia, \$150
- Harry W. Lynch Jr.**, Wilmington, Del., \$1,000
- The Hon. Linda McCausland**, Washington, \$2,500
- Miss Margaret C. McColl**, Media, Pa., \$500
- Mrs. Gilbert Carlyle McKown**, Berryville, Va., \$1,500 (in memory of her husband)
- John K. McLean**, Alexandria, Va., \$200
- Mrs. Henry S. McNeil**, Plymouth Meeting, Pa., \$4,500
- Mr. and Mrs. Robert D. McNeil**, Coatesville, Pa., \$2,000
- Mrs. Robert L. McNeil Jr.**, Wyndmoor, Pa., \$1,000
- Mrs. John McShain**, Philadelphia, \$10,000
- Dr. John W. McTigue**, Washington, \$1,500
- Mrs. William Macomber**, Sarasota, Fla., \$1,000
- Mrs. Robert A. Magowan**, San Francisco, \$500
- Dr. Kenneth J. Maier**, Lake Forest, Ill., \$500
- Douglas B. Maitland**, Lynn, Mass., \$25
- Mr. and Mrs. Peter Malkin**, Greenwich, Conn., \$500
- Mr. and Mrs. Martin F. Malarkey**, Washington, \$1,000
- Mr. and Mrs. C. K. Mallory III**, Bethesda, Md., \$50
- Robert A. Mann**, Shaker Heights, O., \$500
- Richard Manoogian**, Taylor, Mich., \$25,000
- Mr. and Mrs. E. A. G. Manton**, New York, \$1,000
- Manufacturers Hanover Trust Co.**, New York, \$5,000
- Mr. and Mrs. Robert C. Marks**, Chicago, \$1,000
- J. Willard Marriott Foundation**, Washington, \$10,000
- Mrs. Audrey M. Mars**, Washington, \$10,000
- Mr. and Mrs. Jack C. Massey**, Nashville, \$5,500
- Mrs. John Mayer**, Greenwich, Conn., \$3,500
- Mrs. Robert B. Mayer**, Chicago, \$1,500
- Merrill Lynch & Co., Inc.**, Washington, \$5,000
- The Hon. Charles A. Meyer**, Lake Forest, Ill., \$1,000
- Bequest of Harlan Miller**, \$38,179.27
- Mrs. Hope Ridings Miller**, Washington, \$1,500
- Mrs. Foster Milliken**, Camden, S.C., \$10,000
- Monsanto**, Washington, \$3,000
- Mr. and Mrs. James R. Moore**, Lafayette, Calif., \$170
- Mrs. O. Ray Moore**, Atlanta, \$13,000
- Motorola, Inc.**, Washington, \$50,000
- Dr. and Mrs. Arthur J. Mourof**, Alexandria, Va., \$500
- Mr. and Mrs. Richard J. Muller**, Alexandria, Va., \$500
- Mr. and Mrs. Thomas A. Murphy**, Detroit, \$250.
- William E. Murray**, New York, \$3,000
- Mary and Louis S. Myers Foundation**, Akron, \$3,500
- National Arts Association**, Los Angeles, \$3,000
- National Association of Home Builders**, Washington, \$3,000
- National Fine Arts Association of Naples**, Fla., \$2,400
- Nesle Enterprises, Inc.**, Solon, O., \$5,000
- Mrs. E. Mortimer Newlin**, Wayne, Pa., \$500
- New York Stock Exchange Foundation, Inc.**, New York, \$25,000
- Mrs. P. R. Norman**, New Orleans, \$1,500
- Robert Noyes**, Saddle River, N.J., \$500
- NYNEX**, Washington, \$3,000
- Occidental Petroleum**, Los Angeles, \$16,667

'AMERICANA PROJECT'

- Harold P. O'Connell Jr., Lake Forest, Ill., \$200 (in honor of Mr. and Mrs. Robert C. McCormack)
- Mr. and Mrs. Bertram L. O'Neill, Philadelphia, \$1,000
- Mr. and Mrs. George D. O'Neill, Oyster Bay, N.Y., \$1,000
- Dr. and Mrs. John R. Orndorff, River Forest, Ill., \$10,100
- Dr. and Mrs. John R. Orndorff, River Forest, Ill., \$3,000
- Joseph Ott, Providence, \$500
- Mr. and Mrs. Lambert B. Ott, Haverford, Pa., \$1,000
- Mr. and Mrs. Mandell Ourisman, Chevy Chase, Md., \$1,500
- Andrew Parker Jr., Washington, \$500
- Mrs. D. Williams Parker, Thomasville, Ga., \$1,500
- Parker Foundation, Janesville, Wisc., \$1,000
- Mr. and Mrs. John N. Parker, Washington, \$6,000
- Mr. and Mrs. John N. Parker, Washington, \$3,000
- Mr. and Mrs. George F. Parsons, Capeville, Va., \$500
- Vito Pascucci, Kenosha, Wisc., \$500
- Mrs. Jefferson Patterson, Washington, \$1,000
- Mrs. Gerald Paul, Indianapolis, \$100
- Judge and Mrs. G. Burton Pearson Jr., Montchanin, Del., \$1,500
- Mr. and Mrs. Nelson Peltz, Palm Beach, Fla., \$3,000
- Mrs. John Howard Perkins, Washington, \$1,000
- Mr. and Mrs. Vernon W. Piper, St. Louis, \$500
- Mrs. James H. Pipkin, Washington, \$1,000
- Dr. and Mrs. Herbert Pollack, Washington, \$3,000
- Mr. and Mrs. Meyer P. Potamkin, Philadelphia, \$3,000
- Mr. and Mrs. John Eris Powell, Chevy Chase, Md., \$10,000 (in memory of parents, Mr. and Mrs. Charles S. Abell)
- Price Waterhouse, New York, \$3,000
- Mr. and Mrs. Richard J. Price, Dallas, \$500
- Mrs. Ashley H. Priddy, Dallas, \$1,000
- Priddy Foundation, Wichita Falls, Tex., \$5,000
- Frederick Henry Prince 7/9/47 Trust, Chicago, \$5,000
- Mrs. Charles J. Prizer, Moorestown, N.J., \$500
- John Shedd Reed, Lake Forest, Ill., \$600
- Luther I. Replogle Foundation, Washington, \$1,000
- Mrs. Laura Revitz, Chevy Chase, Md., \$2,500
- Mrs. Frederick L. Rhodes, Short Hills, N.J., \$100 (in honor of Mr. Robert C. McCormack)
- Ridgewell's, Bethesda, Md., \$1,000
- Renah Blair Rietzke Family Foundation, Washington, \$2,500
- Mr. and Mrs. Philip Park Robertson, Washington, \$500
- Mrs. Walter S. Robertson, Richmond, Va., \$100
- Rockwell International, Pittsburgh, \$7,000
- Mrs. Richard C. Rockwell, Loudonville, N.Y., \$75,000
- Mrs. Lyle C. Roll, Paradise Valley, Ariz., \$3,000
- Mr. and Mrs. Daniel Rose, New York, N.Y., \$1,500
- Mrs. Edmund B. Rose, Basking Ridge, N.J., \$25
- Benjamin J. Rosenthal Foundation, Washington, \$1,000
- RPM, Inc., Medina, O., \$3,000
- Mrs. Kathryn J. Rundle, Naples, Fla., \$3,200
- Mrs. Kathryn J. Rundle, Naples, Fla., \$3,000
- Mrs. Kathryn J. Rundle, Naples, Fla., \$1,000 (in honor of Mr. Conger's birthday)
- Mrs. Kathryn J. Rundle, Naples, Fla., \$500 (in honor of Clement E. Conger and staff)
- Mrs. Benjamin C. Russell, Alexander City, Ala., \$10,000 (in memory of her late husband)
- Benjamin and Roberta Russell Foundation, Alexander City, Ala., \$10,000 (in memory of Benjamin Commander Russell)
- Sack Foundation, New York, \$10,000
- Mr. and Mrs. T. E. Sandefur Jr., Louisville, \$1,400
- Mrs. Richard H. Sanger, Bethesda, Md., \$1,000
- Sara Lee Corp., Chicago, \$20,000
- Dr. and Mrs. Stanley J. Sarnoff, Bethesda, Md., \$3,000
- Mr. and Mrs. B. Francis Saul, Chevy Chase, Md., \$1,000
- Mrs. Elizabeth G. Schneider, Somerset, Va., \$1,000
- Mrs. Elizabeth G. Schneider, Somerset, Va., \$5,000 (in memory of her mother, Mrs. Florence Ramage Golsan)
- Mr. and Mrs. Benno C. Schmidt, New York, \$500
- Mr. and Mrs. Stanley D. Scott, New York, \$100
- The Hon. Ivan Selin and Mrs. Selin, Washington, \$500
- Mr. and Mrs. John S. Sensenbrenner Jr., Neenah, Wisc., \$500
- Dr. and Mrs. William D. Seybold, Dallas, \$3,000
- Mr. and Mrs. Alfred M. Schlosser, Larchmont, N.Y., \$500
- Mr. and Mrs. Geoffrey C. Shepard, Swarthmore, Pa., \$3,000 (CIGNA matching gift fm. 1988) \$250
- Mr. and Mrs. Peter Sherwin, St. Louis, \$500
- Mr. and Mrs. Jeffrey S. Silverman, New York, \$3,000
- Mr. and Mrs. Leonard L. Silverstein, Bethesda, Md., \$3,000
- Joseph T. and Helen M. Simpson Foundation, Harrisburg, Pa., \$1,000
- Mrs. Gladys Montgomery Singer, Washington, \$700
- Mr. and Mrs. Robert E. Skold, York, Pa., \$2,000 (in memory of Congressman S. Walter Stauffer)
- Mrs. C. H. Small, Washington, \$500
- Mr. and Mrs. Albert H. Small, Bethesda, Md., \$8,000
- Mrs. Hugh R. H. Smith, Chevy Chase, Md., \$500
- Miss Anne Solow, New York, \$50
- The Hon. A. A. Sommer Jr., Bethesda, Md., \$500
- Sotheby's, New York, \$750
- Mr. and Mrs. Bruce G. Southworth, Lake Forest, Ill., \$100 (in honor of Mr. and Mrs. Robert C. McCormack)
- Spencer Stuart, New York, \$25,000
- Mrs. Humphey Statter, New York, \$1,600
- Colonel and Mrs. Cyril Statum, Washington, \$1,000
- Miss Cecile P. Sternberg, New York, \$1,000
- David H. Stockwell, Wilmington, Del., \$100
- Mr. and Mrs. Robert D. Stuart Jr., Chicago, \$2,000
- Mr. and Mrs. Donald Sullivan, Reading, Pa., \$1,000
- Mrs. Rita Surrey, Washington, \$500
- A. Alfred Taubman, Bloomfield Hills, Mich., \$10,000
- Ruth and Vernon Taylor Foundation, Chevy Chase, Md., \$20,000
- Mr. and Mrs. Jeffrey C. Thomas, Potomac, Md., \$1,500
- Mrs. Agra McKinley Thompson, Washington, \$20,000
- Mrs. Agra McKinley Thompson, Washington, \$1,500
- Mr. and Mrs. John McBride Thornton, San Diego, \$500
- Mr. and Mrs. Guerin Todd, Alexandria, Va., \$21,000
- Mr. and Mrs. Middleton Train, Washington, \$1,500
- Mr. and Mrs. Edward R. True Jr., Washington, \$400
- Mr. and Mrs. Albert C. Turner, Cincinnati, O., \$50
- Mr. and Mrs. Jay Van Andel, Ada, Mich., \$1,000
- The Hon. Cyrus R. Vance, New York, \$2,000
- Mr. and Mrs. Samuel M. Vauclain III, Ardmore, Pa., \$1,000
- Mr. and Mrs. G. Duane Vieth, Washington, \$1,000
- Mrs. Alexander O. Viotor, New York, \$4,500
- Mrs. Alexander O. Viotor, New York, \$3,000
- Leopoldo Villareal-Fernandez, El Paso, \$1,500
- Mr. and Mrs. Robert E. J. Vogle, Phoenix, Md., \$1,000
- Colonel and Mrs. Julius Wadsworth, Washington, \$9,000
- Washington Art Associates, Washington, \$150 □

Gifts and loans

- Estate of Mary Stevens Baird, Bernardsville, N.J. (bequests), three Chippendale mahogany side chairs; George III mahogany camel back sofa; American Empire carved mahogany drop leaf pedestal table.
- C. Thomas Clagett Jr., Washington, (loan to become a gift), Newport Rhode Island tall case clock.
- Miss Joyce E. Dickson, Darien, Conn., (gift) and Terrence J. Fox, Greenwich, Conn., Federal inlaid mahogany three-compartment tea caddy.
- Miss Louise Ines Doyle, Leominster, Mass. (gift), federal inlaid mahogany shelf clock.
- Dr. John Quentin Feller, Scranton, (gift), (in honor of his niece and nephew, Patricia A. Kennedy and John F. Kennedy), Chinese export porcelain tea bowl.
- Mrs. William S. Gaud, Mitchellville, Md. (gift), Hep-berwhite mahogany secretary bookcase.
- Robert Kogod Goldman, Bethesda, Md. (gift) (in memory of Ruth Kogod Goldman) Chinese



A view of the James Monroe State Reception Room, showing south and west walls. (Photo by Richard Cheek)

- export porcelain platter.
- Mrs. Henry A. Grunwald**, Vienna, Austria (gift), (in honor of former Secretary Shultz) Rare miniature of Robert "King" Hooper.
- John A. Hill**, Nashville (gift) (in memory of Mr. John D. Marsh) chromolithograph "Grand Canyon of the Colorado River, Arizona."
- Mrs. Adrian Lamb**, New Canaan, Conn. (gifts) (in memory of Adrian Lamb) oil portraits of Thomas Jefferson, George Washington, Charles Evan Hughes, George Washington, Thomas Jefferson.
- Mr. and Mrs. Harry A. Lockwood**, Cincinnati (gifts) Silver julep cups, by Duhme & Co., silver punch ladle.
- Estate of Adele Conway Mills**, Oklahoma City (bequests) Chippendale mahogany camel back sofa, federal inlaid mahogany breakfront bookcase.
- Motorola, Inc.**, Washington (gift), Philadelphia pier table.
- National Fine Arts Association**, Naples, Fla. (gift), English 6-light brass chandelier.
- National Museum of American Art, Smithsonian Institution**, Washington (loans) oil painting "Rose-Breasted Grosbeak", oil painting untitled; oil painting "Stagecoach", oil portrait of "Lexington", oil portrait of George Washington, oil painting portrait of Apaulu-Tustennuggee.
- Mrs. Betty M. O'Neil**, Falls Church, Va. (gift) landscape painting by Thomas Worthington Whittredge.
- Mr. and Mrs. John Eris Powell**, and Mrs. Charles S. Abell), and **Mrs. Elizabeth G. Schneider**, Somerset, Va. (gift) (in memory of her mother, Mrs. Florence Ramage Glosan), pair of gilt convex girandole mirrors.
- Ralph Resenhoft**, Milwaukee (gifts) Chinese export porcelain plate, Great Seal of the United States with shield, Chinese export porcelain coffee cup, Chinese export porcelain saucer, Chinese export porcelain tea bowl, Round silver plate serving tray, Round silver tray with raised rim.
- Mrs. Kathryn J. Rundle**, Naples, Fla. (gift), pair of Chippendale brass andirons.
- Mr. and Mrs. Thomas E. Sanderfur Jr.**, Louisville (gift), Chinese export porcelain tobacco leaf soup plate.
- Mrs. Elizabeth G. Schneider**, Somerset, Va. (gift) (in memory of her mother Mrs. Florence Ramage Glosan) and **Mr. and Mrs. John Eris Powell**, Chevy Chase Md. (gift) (in memory of her parents Mr. and Mrs. Charles S. Abell), Pair of gilt convex girandole mirrors.
- Mrs. Agra McKinley Thompson**, Washington (gift), Adams style 20-light chandelier.
- Mrs. Alexander O. Vietor**, New York (gift), Chinese export porcelain saucer.
- Mr. and Mrs. Frank L. Wright**, Alexandria, Va. (gift), Hepplewhite semi-circular card table, Oval looking glass, American walnut chest of drawers.
- Mr. and Mrs. Eric M. Wunsch**, New York (loans converted to gifts) Pair of rare Hepplewhite half-round dining tables, Pair of Sheraton eagle-crested gilt wall sconces, Hepplewhite mahogany eagle inlaid chest of drawers.
- Wunsch Americana Foundation, Inc.**, New York, (loans converted to gifts), Eagle inlaid Hepplewhite tall case clock, Chinese painting on glass, "Apotheosis of Washington," Hepplewhite demi-lune card table, Hepplewhite D shape card table, Two pairs of mahogany chairs with American eagle inlay in shield backs, Silver salver, Silver coffee urn. ■

Bureau Notes

The Seventh Floor

Office of the Secretary

SECRETARY BAKER traveled to Bermuda with PRESIDENT BUSH, April 13-14, to attend bilateral meetings with the British Prime Minister MARGARET THATCHER. Accompanying the Secretary were JOSEPH V. REED, chief of protocol; the counselor for the Department, ROBERT ZOELLICK; the assistant secretary for European and Canadian affairs, RAYMOND SEITZ; and the ambassador to London, HENRY CATTO ... Secretary Baker accompanied the President to Key Largo, Fla., April 19, for bilateral meetings with the president of France. Among those accompanying Mr. Baker were Mr. Zoellick; Mr. Seitz and the ambassador to Paris, WALTER J.P. CURLEY.

The Secretary traveled to Brussels, Belgium, for Nato and Economic Council meetings, and to Bonn, West Germany, for the "two-plus-four" ministerial ... He proceeded on to Warsaw, Poland, for bilateral meetings. Accompanying him and serving as advance members of his travel team were special assistants KAREN GROOMES CASTLEMAN and CARON JACKSON; deputy executive secretary JAMES COLLINS; the executive director of the Executive Secretariat, PATRICK F. KENNEDY; Secretariat Staff officers DENISE BURGESS (Brussels advance), PETER COZZENS (Bonn advance), MAILY WYATT (plane team); and line assistants KAREN EMMERSON (Bonn advance), KATHERINE MCGOWEN (Brussels advance) and PATTY GILLESPIE (plane team); computer

SEVENTH FLOOR—Former Secretary Shultz, with Secretary Baker, at the unveiling here of his official portrait on May 8. Their wives are at right. (State Department photo by Robert E. Kaiser)



systems specialist JOHN BENTEL; the director of the Policy Planning Staff, DENNIS ROSS, and his personal assistant, HELEN ELLIS; the under secretary for international security, REGINALD BARTHOLOMEW; Mr. Zoellick; the assistant secretary for public affairs, MARGARET TUTWILER, and her deputy, KIM HOGGARD; Mr. Seitz and the deputy assistant secretary for European and Canadian affairs, CURTIS KAMMAN; National Security Council staff member ROBERT BLACKWELL; and STEPHEN HADLEY, Department of Defense. □

Office of the Under Secretary for Economic Affairs

Under Secretary RICHARD T. McCORMACK traveled to Paris, April 9, for the concluding negotiations on the European Bank for Reconstruction and Development, and proceeded on to Bonn, to give the closing remarks for the United States at the Conference on Security and Cooperation in Europe's conference on economic cooperation. Accompanying him was special assistant MARILYN SEIBER ... The under secretary participated in the Trilateral Commission meetings in Washington, April 21-23. □

Protocol Office

Protocol chief JOSEPH VERNER REED accompanied PRESIDENT BUSH to Bermuda to meet with Prime Minister MARGARET THATCHER, and to Key Largo for the visit of the president of France ... He accompanied VICE PRESIDENT QUAYLE to the inauguration of the president of Nicaragua ... CAROLYN DEEVER, ceremonial chief, coordinated the luncheons hosted by SECRETARY BAKER in honor of the Canadian secretary of state and the president of Venezuela ... The ceremonial section arranged a luncheon by Mrs. Baker in honor of the first lady of Venezuela. Assisting with the events were NANCY THOMPSON, APRIL

GUICE, KIM MIDDLETON and JOHNNA WRIGHT.

Fourteen foreign dignitaries visited the United States in a private or official capacity during April. Those visiting Washington at the invitation of the President were the presidents of Panama, Honduras and Venezuela. Assisting WILLIAM BLACK, assistant chief of protocol for visits, were AGNES WARFIELD, JOHN LA PENTA, RANDY BUMGARDNER, MARY MASSERINI, DANIEL GROWNEY, TANYA TURNER-SANDERS, MARLENE TERRELL-KANE, JESSIE JOHNSON, LILA BRENT and PATRICK DALY. □

Administration

Front Office

Assistant Secretary ARTHUR W. FORT addressed the Bureau of African Affairs' chiefs-of-mission conference in Washington, April 10. He encouraged feedback from the chiefs of mission on Bureau of Administration services that affect post operations ... Mr. Fort traveled to Ottawa, April 26-27, with PAUL HIRSCH of his staff for purposes of orientation and to discuss administrative issues ... From May 12-26 Mr. Fort, accompanied by OLIVER P. GARZA, deputy executive director, Bureau of Near Eastern and South Asian Affairs, and special assistant MATTHEW BURNS traveled to the following posts for orientation and to review administrative programs and requirements: Manama, Dhahran, Riyadh, Sanaa, Tei Aviv, Jerusalem, Amman and Kuwait ... CRISTOBAL OROZCO, senior special assistant, is slated to leave the office this month for an assignment as administrative counselor in New Delhi ... NORMA DOIG has accepted a new assignment in AID. □

Foreign Buildings Operations

Deputy assistant secretary RICHARD N. DERTADIAN met with Ambassador WILLIAM CLARK JR. of New Delhi to discuss asset management programming for India, upgrading of the air-conditioning system in the ambassador's residence and funding repairs/construction security for the facade of the consulate office building in Bombay ... Mr. Dertadian held a meeting with Ambassador ROBERT D. ORR of Singapore to advise that the new office building space plan has been approved, and that the square footage has been scaled down to 92,000 square feet (from 102,000); he also said that the contract architect, HUGH STUBBINS, will be visiting post next month to commence design planning with post and local officials.

The director of program execution, BRYCE M. GERLACH, met with Ambassador WILLIAM L. SWING of Pretoria to discuss office buildings construction planning, to acquire host government administrative and technical status for the contractor and to review options for locating improved office space in Capetown ... Mr. Gerlach provided a briefing for Ambassador-designate DAVID D. PASSAGE of Gaborone, covering proposed construction of a small admin-



GUAYAQUIL, Ecuador—Consul general *Ralph Jones*, with architect *Ruth Compos*, opens the newly-renovated visa waiting room area.

istrative annex and possible sale of the ambassador's residence, using proceeds of the sale to acquire a new one. The tight housing market was also discussed.

The director of program planning and post support, **RICHARD J. SHINNICK**, met with Ambassador **CYNTHIA S. PERRY** of Bujumbura to discuss modifications to the ambassador's residence, to include an extension to the representational area and the master bedroom, and plans to replace the roof. Mr. Shinnick held a meeting with Ambassador **RAYMOND C. EWING** of Accra to review options for disposing of the former chancery. The ambassador was said to have expressed his appreciation for a recent visit of Foreign Buildings personnel to the post, and for recommendations that provided for reorganizing the chancery office space, following the relocation of AID to new quarters. Mr. Shinnick met with Ambassador **JOHN A. BURROUGHS JR.** of Kampala for a review of a March Foreign Buildings Operations team visit to the post. The review included prospects of acquiring/converting a former hotel to a new office building, and the post's search for alternative general service offices/warehouse space. The present facility was described as overcrowded, with poor access. Mr. Shinnick's meeting with Ambassador-designate **G. PHILIP HUGHES** of Bridgetown focused on the presently-separated mission elements and the need to consolidate them eventually in a new office building. Mr. Hughes was advised that the post is scheduled for a new pre-engineered office building in conjunction with the Office of Foreign Buildings Operations' five-year construction plan. Mr. Shinnick held a meeting with Ambassador **ROBERT M. PRINGLE** of Bamako to review prospects for a new office building, to advise that the health unit project was on track and that upgrading of the chancery compound's power supply is to be eval-

uated by an electrical engineer. Mr. Shinnick met with Ambassador-designate **GEORGE JONES** and deputy chief of mission **DENNIS HAYS** of Georgetown to discuss negotiation strategies for purchase of a new ambassador's residence, assignment of a facilities manager for the new office building (scheduled for occupancy in September) and disposition plans for the present chancery.

The director of resource management, **LARRY EMERY**, accompanied by **STEVE STEINER** and **MICHAEL SPRAGUE**, met with members of the Department's Financial Management Operations Staff, American Management Systems, and the Pinkerton organization, in the third of a series of discussions designed to improve the office's financial management capabilities. Items discussed included overseas financial reporting mechanisms, the prospect of no-year allotments for overseas posts, and integration into the Department's central financial management system. The deputy director of program execution, **RALPH N. WHEELER**, provided a briefing for Ambassador-designate **ROGER HARRISON** of Amman in which a status report on the chancery compound construction was provided, including space layouts, communications and security, and a projected occupancy date of next June. On April 16 Mr. Wheeler gave a presentation to the New England regional conference of the American Society of Engineers, at the University of Massachusetts, Amherst. The talk was on the evolution of embassy design over the past 30 years, with emphasis on the impact of terrorism since 1979, when Iranians seized the chancery compound in Tehran. □

Office of Operations

Supply and transportation: Commissary and Recreation Affairs: The embassy commissary association of Santo Domingo is the "Association of the Month" for May. It received "outstanding" marks for its financial statement formats from the commissary office's accountant, **CYNDI KNICELEY**. Employee association boards were encouraged to submit examples of positive efforts to the executive secretary of the Central Fund Board, c/o the Commissary and Recreation Affairs Staff.

Overseas schools: The Association of American Schools in Central America, Colombia, Caribbean and Mexico held an educational conference in San Jose, Costa Rica, on the theme "Preparing Teachers for the 21st Century." It was attended by 300 teachers, administrators and board members from the office's assisted schools in the region.

Facilities management and support services: Building Management Division: The Department has begun a pilot program in recycling paper. The office anticipates expanding this program in a few weeks to involve more of the Department.

General Services Division: Under Secretary **IVAN SELIN** presided at a ribbon-cutting ceremony for the re-opening of the 23rd Street lobby at Main State.

Allowances Staff: As of April, the average

worldwide foreign travel per diem allowance was \$113.77. This represents a 3.2% increase over the March average, and a 8.1% increase over the past 12 months. This increase in the worldwide average was said to be due mainly to increases in the per diem allowances for posts in Brazil, caused by the elimination of the favorable tourist exchange rate.

Office of Real Property: A dedication ceremony for the International Center federal office building was being planned for this month.

Office of Language Services: Director **HARRY OBST** made a second visit to Houston, as preparations progressed for the economic summit of the industrialized nations. **BILL HOPKINS** interpreted at trade talks in the Soviet Union and France. **LILLIAN NIGAGLIONI** accompanied **VICE PRESIDENT QUAYLE** to the Nicaraguan inauguration, and went on to Mexico, where she interpreted for the visit of the attorney general. **PETER AFANASENKO** accompanied the U.S. Senate majority leader to Leningrad and Moscow. **ELIZA BURNHAM** and **ALEC TOUMAYAN** traveled to Key Largo for **PRESIDENT BUSH's** meeting with the French president. She returned to Florida for a drug conference in Orlando. Other travel included that of **BARBARA PHILLIPS** to Nicaragua and **SIM SMILEY** to Fort Monroe. □

Office of the Procurement Executive

The director for overseas compliance and review, **ROBERT NOLAN**, held a seminar on contracting and procurement for the regional bureaus in Washington, April 23-25. This was the first of five scheduled domestic presentations for regional bureau personnel. He was accompanied by **CHRISTOPHER SAGER** and **WALTER KNIGHT** of the office. Four more workshops for the regional bureaus were scheduled through August. In addition, three workshops in Rosslyn are scheduled for this summer, for personnel from the Office of Foreign Buildings Operations. □

African Affairs

Office of the Assistant Secretary: Assistant Secretary **HERMAN J. COHEN** attended the Aspen Institute conference on southern Africa, in Bermuda, April 12-14. On April 25 he spoke to the Baltimore World Affairs Council, and on April 26 he visited the offices of the UN Development Program in New York. **JEFFREY DAVIDOW** has been appointed principal deputy assistant secretary; he assumed his duties April 2. Deputy assistant secretary **IRVIN HICKS** traveled to Europe and the Middle East, April 18-May 9. Deputy assistant secretary **KEVIN CALLWOOD** visited West Africa, May 3-15.

Office of Regional Affairs: Africa labor adviser **OLLIE ANDERSON** traveled to Atlanta, May 6-12, to participate in the university training and site visit phase of a Department of Labor training program for 23 participants from nine countries in sub-Saharan Africa.



AFRICAN AFFAIRS—At award ceremony, from left: Roger J. Moran (Meritorious Honor Award and cash), Assistant Secretary Herman

Cohen, Thomas C. Niblock Jr. (Meritorious Honor Award and step increase), Philip H. Egger (Superior Honor Award).



GULF OF GUINEA—On offshore oil platform near Benin: Ambassador Harriet W. Isom, left, and (facing camera) rover secretary Paula Berg.

Office of Public Affairs: SECRETARY BAKER met with Namibia Foreign Minister THEO-BEN GURIRAB, April 25, to congratulate him on Namibia's admission to the United Nations and to review U.S. assistance plans for the newly-independent country. Under Secretary ROBERT KIMMITT and Mr. Cohen attended the meeting. □

Consular Affairs

From May 3-10 Assistant Secretary ELIZABETH M. TAMPOSI reviewed operations at the Seattle, San Francisco and Los Angeles passport agencies ... She then visited U.S. consulates general in Tijuana and Ciudad Juarez, to review consular operations ... While in Ciudad

Juarez, she announced a decision to make the Civil Service examiners' program (used for immigrant visa issuance) permanent. She presented certificates of appreciation to the Civil Service employees ... Principal deputy assistant secretary MARY A. RYAN led a multi-agency team to Wiesbaden, West Germany, April 19-26, to meet and debrief released U.S. hostage ROBERT POLHILL. A second team, led by the deputy assistant secretary for visa services, JEROME OGDEN, traveled to Wiesbaden, April 30-May 4, to meet and debrief released U.S. hostage FRANK REED. GEORGIA A. ROGERS, deputy director, Citizens Emergency Center, accompanied both teams ... From May 2-12 Ms. Ryan reviewed consular operations in Seoul and Hong Kong, and attended an all-China consular conference in Guangzhou, where she was a speaker.

Executive Office: BARRY J. KEFAUVER, executive director, traveled to Santo Domingo with the under secretary for management, IVAN

SELIN, April 22-23, to discuss machine-readable visas ... He then traveled to Bogota with TRAVIS FARRIS, chief supervisory computer systems analyst, April 23-25, and finished his trip in Ciudad Juarez, Mexico, April 26 ... ANTOINETTE MARWITZ, management analysis officer, attended a consular workshop in Vienna, April 22-May 4 ... JAY SMITH, management analysis officer, traveled to Ciudad Juarez, April 24-26, to participate in a final review of the Civil Service visa examiner program, and to Tijuana, April 26-28, concerning the possibility of extending the program there ... TIM MERCHANT, projects officer, traveled to Milford, N.H., April 23-25, to approve printing quality of a new passport laminate.

Visa Services: From April 9-May 30 LINDA BROWN, Field Support and Liaison Division, traveled to Frankfurt, Karachi and Dhaka to train consular staff on the newly-installed immigrant and diversity visa automated control processing systems at those posts ... On May 9 STEPHEN FISCHER, chief, Legislation and Regulations Division, participated in a symposium on the employment of foreign personnel in the United States. The symposium, sponsored by the American Council on International Personnel, Inc., was held in Washington.

Fraud Prevention Programs: On April 10 ROBERT TSUKAYAMA, traveled to Artesia, N.M., to provide training to information officers from the Immigration and Naturalization Service ... DENNIS IMWOLD traveled to the Federal Law Enforcement Training Center, Glynco, Ga., April 22-24, to provide instruction in visa and passport fraud detection to an orientation class of 34 Immigration and Naturalization Service inspectors and examiners ... On April 25-26 ROBERT B. ZUEHLKE, consular officer, traveled to St. Albans, Vt., with representatives from the Immigration and Naturalization Service's forensic document laboratory. While there, he provided antifraud training to examiners at the Immigration and Naturalization Service's regional service center. On his return, he met with officers from the Immigration and Natural-

BUENOS AIRES, Argentina—A Meritorious Honor Award is presented by Ambassador Terence A. Todman to Jose G. Garriga, consular officer.





GUADALAJARA, Mexico—At consular workshop, left to right: *David Ramos, Michael O'Malley, Rudolph Boone, Kevin Herbert, Elizabeth Kirincich, Ann Syrett, Michael Thurston, Jane Grey, Winkle Nemeth, Mary Grandfield, Phyllis Speck, Doreen Soler, David Van Valkenburg, Suzanne Payne, Frederick Kupke, Karla Reed, David Abell, David Dreher.*

ization Service and U.S. Customs at Logan Airport, Boston, to discuss illegal immigration and drug smuggling.

Passport Services: On April 20 PAMELA J. COVINGTON was designated the new deputy assistant secretary for passport services ... On April 29 EDUARDO BENIVIDES, INES JACKSON and GLORIESTEEN PERRY, Chicago Passport Agency, represented the Department at Chicago's O'Hare International Airport, to greet U.S. families that were returning after having been evacuated from Liberia ... The Houston passport agency welcomed BENITA JONES, who has transferred from the Washington agency ... On April 12 JACK COLBOURN, regional director of the San Francisco agency, spoke at a management conference program on passport issues, sponsored by the Utah Association of Counties ... On April 24 HENRIETTA BORUM, lead data transcriber at the Boston agency, and RUTH BOETTCHER, secretary to the regional director of the Boston agency, received awards at a luncheon at the Boston Park Plaza hotel. The event was sponsored by the Women's Opportunity Committee of the Boston Federal Executive Board, to honor "outstanding" clerks and secretaries within the Federal service ... On April 26 JOE TUFO, acceptance agents coordinator at the Boston agency, and DUNCAN MAITLAND, fraud program coordinator there, provided training to passport acceptance agents at the post offices in Newton Center and Newtonville, Mass., on fraud awareness, citizenship and identity ... On April 29 Mr. Maitland, with IVORY WOODS, a senior passport examiner at the Boston agency, greeted evacuees from Liberia who landed at Logan Airport. □

Diplomatic Security

Countermeasures and counterintelligence: Counterintelligence director RAY MISLOCK left

the office in mid-April to return to the Federal Bureau of Investigation. He was replaced by SPENCE BROWN, May 7.

Office of Professional Development: The Development and Training Division's CHARLES CHASE, BOB DALY, JIM SCHNAIBLE, RICHARD SOLAR and RICHARD OBER; the Mobile Security Division's RITCHIE CARNEY, JEFFREY THOMAS and MARK HIPPI; firearms instructor RAYMOND GOMEZ, and class coordinator GEORGE PAYNE presented a protective security operation course to a group of 20 Peruvian police officials and two government of Vanuatu police officials, April 17-27, at the Federal Law Enforcement Training Center, Marana, Ariz. ... The Development and Training, Mobile Security and Training Support Division provided

training for a total of 6,585 students during the second quarter of the fiscal year.

Systems operations: The following systems operations personnel were in Washington on consultation recently: HENRY CASTILLO, Havana; ANTONIO GONZALEZ, Milan; JOSEPH SUDDAT, Stuttgart; FRED ELMENDORF, Belize City; RODGER HALLEN, Nairobi; GARY KELLY and DAVID MANGUM, Washington.

The bureau held an awards ceremony on April 20 in the East Auditorium. Assistant Secretary SHELDON J. KRYS addressed award recipients. The following received Meritorious Honor Awards (individual): TERRY BRANSTNER, JOHN ROONEY, ROBERT STANDLEY, ELSIE (DULCE) LAWTON, JOHN TELLO, JOHN MACK, ROBERT VALENTE and ANTHONY MUSE. Meritorious Honor Awards (group): Threat Analysis Division's ALVIN HICKSON and RUSSELL ROSS; Information management's transition team's FREDERIC HASSANI, THOMAS McQUILLAN, JEANNIE KATTOUF, MARIE KISH and CHARLES SCOTT; Dignitary protection's HARRY BALLAS, DAVID BENNETT, STEVEN

CHICAGO—The Bureau of Diplomatic Security's Chicago Field Office director, *Doyle E. Cooper* (second from left), presents plaque to police superintendent *LeRoy Martin* in recognition of police cooperation. Others, (from left): State special agents *Wally DeRose* and *Paul Gaffney*.



BUREAU NOTES

BERNSTEIN, LLOYD BROADWATER, XAVIER CASTELLANOS, FRANCIS CHRISTIANO, JOHN CONWAY, MELVIN DUNIYA, ROY GEDNEY, ROBERT HAFER, NOEL HAYNES, HENRY JONES, PATRICK LANE, ALBERT MASON, LEE ANN MOORE, CLAUDE NEBEL JR., FRANCIS NEELEY, TIMOTHY ROCHE and CATHERINE STEEN; and Secretary's Detail's CHRIS LEIBENGOOD, WILLIAM TRITES, THOMAS BARNARD, KEITH SWINEHART, ARTHUR MOTT, MICHAEL DARMIENTO, JAY HODES, WILLIAM BEYERS, DANIEL MEEHAN, JOSEPH HUTTON, NIALL MEEHAN, MICHAEL BAYER, LEE KEARNEY, MELISSA TINNEY, MERRILL WOHLMAN, MARTIN RATH, SCOTT STEWART, DEAN MIKEL and BUD COLLINS. Superior Honor Awards (individual): PETER KURTZ, PHILIP NICHOLS and CHARLES WISECARVER. □

East Asian and Pacific Affairs

Assistant Secretary RICHARD H. SOLOMON traveled to New York, April 4, for one-day consultations with UN officials, on Cambodia ... From April 6-13 he visited Tokyo and Manila to consult with U.S. embassy and government officials. He was accompanied by deputy assistant secretary ROBERT FAUVER and special assistant MATTHEW P. DALEY ... On April 28-29 he participated in the Center for Strategic and International Studies conference at Williamsburg, Va., on "Global Change: Implications for U.S.-Japanese Relations."

Deputy assistant secretary DAVID F. LAMBERTSON appeared before the Senate Foreign Relations Asian subcommittee, April 3, regarding the Philippines and, on May 8, regarding Burma

EAST ASIAN AND PACIFIC AFFAIRS—

Assistant Secretary *Richard H. Solomon*, center, presents Superior Honor Award to the Office for Vietnam, Laos and Cambodia Affairs. Others, from left: *Joan Young*, *Donald Stader*, office director *Charles Twining*, *Michael Marine*, *Murray Zinoman*, *Harvey Somers*.



... Deputy assistant secretary MARILYN MEYERS, at the request of the East-West Center, addressed the third Pacific island conference of leaders, on the island of Hawaii, April 10, following which she traveled to Majuro, Kwajalein, Pohnpei, Guam and Koror for consultations with U.S. and local officials ... She consulted with the commander-in-chief of the Pacific, the Pacific Island policy office of USIA and fisheries experts in Honolulu.

BRUCE MALKIN, labor adviser, Office of Regional Affairs, visited Tokyo, May 9-12; Seoul, May 13-15; and Taipei, May 16-17, for meetings with labor leaders and labor policy-makers ... He was to be in Geneva, June 6-13, as an adviser to the U.S. delegation to the international labor conference ... In the Office of Japanese Affairs, economic deputy RICHARD MORFORD and country officers TED KLOTH, KENNETH CHERN and ROBERT RAPSON were responsible for arranging negotiations on the structural impediments initiative, in the Department, April 2-5, at which the United States and Japan reached agreement on an interim report ... Politico-military officer JAMES PIERCE spoke on U.S.-Japan relations to students at American University's intercollegiate program on international affairs ... Country officer ROBERT RAPSON traveled to Tokyo for U.S.-Japan satellite and telecommunications negotiations, April 23-27. □

Economic and Business Affairs

On March 28 Assistant Secretary EUGENE J. McALLISTER testified before the Senate Foreign Relations Committee on business opportunities in eastern Europe ... He cochaired the Indo-U.S. Economic and Commercial Subcommittee meetings in Washington, April 2-3 ... On April 5 he participated in discussions on economic issues during the U.S.-Soviet ministerial in Washington ... On April 4 and 17 he spoke to business representatives and state and local government representatives on events in eastern Europe ... He spoke to the Citizens Network agriculture working group, April 11, on agricultural issues ... He participated in the U.S.-Mexico Binational Commission coordinat-



DHAHRAN, Saudi Arabia—Economic officer *Garold Larson*, right (now in London), receives Meritorious Honor Award from chargé *David J. Dunford*, center. With them are *Teri Larson* and consul general *Brooks Wrampelmeier*, rear.

ing committee meeting, April 27, in Mexico City.

WES SCHOLZ, director, Office of International Commodities, was to chair the U.S. delegation to the International Tropical Timber Organization's council session in Denpasar, Indonesia, May 16-23 ... MOLLY O'NEAL, Office of Development Finance, represented the bureau at the April 8-9 negotiating session to form the European Bank for Reconstruction and Development ... Recent arrivals include TIMOTHY NEELY, Textiles Division. □

European and Canadian Affairs

Front Office: Assistant Secretary RAYMOND G.H. SEITZ participated in the U.S.-Soviet ministerial meetings at the Department, April 4-5 ... He traveled to Brussels, April 9-11, to brief the North Atlantic Council on the outcome of the ministerial ... On April 19 he participated in U.S.-French talks at Key Largo, Fla., involving PRESIDENT BUSH, SECRETARY BAKER, French President FRANCOIS MITTERAND and other French officials ... From April 29 to May 6 he traveled to East and West Berlin for the "two-plus-four" talks on German unification; he then joined the Secretary's party in Brussels and accompanied the party to Bonn and Warsaw ... Deputy assistant secretary JAMES F. DOBBINS briefed the Helsinki Commission at hearings on Capitol Hill on German unification, April 3 ... On April 27 he briefed Nato journalists on the same subject.

Office of Soviet Union Affairs: JUDY DEANE accompanied Council of Economic Advisers chairman MICHAEL BOSKIN to Moscow, April 6-13, for discussions on Soviet economic reform ... She traveled to Paris, April 24-27, for the fourth round of U.S.-Soviet trade negotiations ... WAYNE NEILL traveled to Anchorage, Juneau and Nome, Alaska, for implementation of the U.S.-Soviet Bering Straits



DUBLIN, Ireland—Superior Honor Awards have been awarded to political officer George T. Dempsey, left, and administrative officer Samuel A. Rubino.

agreement, April 2-7 ... NATALIE JARESKO traveled to Leningrad, Yalta and Moscow, April 27-June 4, for maritime safety talks ... VICTORIA NULAND traveled to London, April 22-May 3, for U.S.-Soviet talks on civil aviation and financial claims ... ALEXANDER VERSHBOW, STEVE PIFER and HOWARD STOFFER traveled to Tokyo and Seoul, April 12-21, for annual consultations with the Japanese and Korean foreign ministries on Soviet affairs ... Mr. Stoffer stopped in Seattle on the way back, to give a speech on U.S.-Soviet relations to the American Association of Community and Junior Colleges, and to meet with local media representatives.

Office of Northern European Affairs: Under Secretary ROBERT KIMMITT presided at the swearing-in of EDWARD M. ROWELL, ambassador to Luxembourg, on April 17 ... Norway/Denmark desk officer CAROL VAN VOORST traveled to Denmark and Greenland to participate in cost-sharing negotiations, April 25-May 7.

Office of Western European Affairs: SALLY NOVETZKE, ambassador to Malta, was

MADRID, Spain—At inauguration of new telephone system, from left: Gina Lacayo Fernandez, Jose Toro Sr., Maria Teresa Zuloaga, Antolin Munoz, administrative officer Perry Linder, Ambassador Joseph Zappala, Mila de Cura, Jose Toro Jr.



in Washington for consultations, April 9 and April 23-27 ... EVERETT E. BRIGGS was sworn in as ambassador to Portugal, April 11.

Office of the Executive Director: The following employees have joined the office: EVA L. CHESTEEN, secretary, Post Management Division; HAYWARD HODGES, computer specialist, Operations Support Division; and ANITA L. WOODRUFF, general services assistant, Operations Support Division.

Office of European Security and Political Affairs: Lieutenant Colonel BRUCE IANACONE, a State-Defense exchange officer assigned to the arms control and strategic affairs section, traveled to Brussels, April 27, to attend meetings of the Nato High-level group ... ERIC REHFELD, coordinator for Nato programs, was a member of the U.S. delegation to the senior Nato logistics conference, at Nato headquarters in Brussels, the week of April 2 ... JOHN EVANS and KENNETH PITTERLE joined the U.S. delegation to the Bonn conference on economic cooperation in Europe, March 19-April 11 ... Colonel MICHAEL TAYLOR attended the conference of national armaments directors, in Brussels, April 23-27 ... ELIZABETH GARDNER departed, April 13, to work for Senator JOSEPH BIDEN (D.-Del.). □

Family Liaison Office

A leave of absence for Fairfax County, Va., teachers who accompany their spouses on diplomatic assignments abroad and engage in an international education experience has been negotiated by the Family Liaison Office. A copy of the newly-published leave of absence policy was presented to LARRY C. WILLIAMSON, senior deputy assistant secretary for personnel, by the assistant Fairfax County superintendent of schools, EDWARD W. CARR, at the Department, April 23. The presentation was the culmination of a year's work by JOAN M. PRYCE and KAY BRANAMAN EAKIN of the Family Liaison Office and SHANE MacCARTHY of AID. Shane MacCarthy had requested assistance in persuading Fairfax County to ease Foreign Service teachers' reentry in the school



FAMILY LIAISON OFFICE—Discussing new Fairfax County, Va., schools policy involving Foreign Service spouses, left to right: Maryann Minutillo, Larry Williamson and Fairfax County's Edward W. Carr and Mary Musick.

system. The three held a series of meetings with Fairfax County school officials which led to the policy change. Teachers in the past had to resign from Fairfax County, with no assurance of reemployment. If they were reemployed, they received no more than five years' experience credit, no matter how many years of total teaching experience.

Under the new policy, teachers may apply for a leave of absence consistent with the term of the overseas assignment, if they anticipate teaching or administrative experience in an international school, attending an international college or university or participating in other activities that promote understanding of a different culture or nationality. Salary credit for teaching/administrative experience in an overseas school with an international enrollment may be requested. This initiative was taken by the Family Liaison Office at a time when Fairfax County enrollment of children from many cultures has increased sharply. "We undertook this initiative at a perfect time," said MARYANN MINUTILLO, director of the Family Liaison Office. "The county granted this leave of absence because they see the need for an increased number of multiculturally experienced teachers."

The office announced completion of bilateral work agreements with Ecuador, Guatemala and Zambia. The agreements allow Foreign Service family members to receive permission to work in the local economy of the host country. The United States has bilateral work agreements with the following countries: Argentina, Australia, Bolivia, Botswana, Brazil, Canada, Colombia, Denmark, El Salvador, France, Grenada, Honduras, Israel, Jamaica, Liberia, Netherlands, New Zealand, Norway, Peru, Philippines, Sweden, United Kingdom and Venezuela.

The following community liaison office coordinators visited the Family Liaison Office in April: PAT TELKINS (Mexico City) and VANYA HUTH (Moscow). □

Finance and Management Policy

Chief financial officer JILL E. KENT chaired a management panel, as part of the Bureau of African Affairs' chiefs of mission conference, April 10 ... On April 9 JAMES MARABLE, financial management, spoke to the 11th and 12th-grade business club of Howard Dilworth Woodson High School, Washington, concerning the difference between the funding in the public and private sectors ... ELIZABETH A. GIBBONS, financial management, traveled to Yorktown, Va., to attend the Federal Financial Managers Council meetings, April 18-20 ... She gave a presentation on implementing a financial management software package for the Department ... From April 27 through May 4, CECILIA HOLSON, financial management, traveled to France, to continue technical discussions on the installation of the financial management system at the Regional Administrative Management Center in Paris. □

Foreign Service Institute

FREDERICK JACKSON, Department of Asian and African Languages, attended the annual meetings of the Association of Asian Studies and the Consortium of Teachers of Southeast Asian Languages. He was elected vice president of the latter organization for its next term ... PETER BECHTOLD, chairman for Near East/

FOREIGN SERVICE INSTITUTE—At coffee for secretaries and program assistants: *Laverne Covington, Beth Bernhardt, Jack Daniels, Leatrice Carter, Barry Wells, Jo-Anne Riabouchinsky.* (State Department photo by Lloyd McKenzie)



North African studies, attended the annual meetings of the Sudan Studies Association in Lexington, Ky., April 19-21. He gave two presentations: "The United States and Sudan" and "Options for the New Regime in Sudan." ... ANNE IMAMURA, School of Area Studies, chaired a panel at the annual meeting of the Association of Asian Studies, in Chicago, April 8. The subject was "Rethinking Gender and Change in East Asia." ... She served as one of the judges for the fifth national speech contest in Japanese sponsored by the U.S.-Japan Culture Center, April 20.

East European chairman LAWRENCE ORTON traveled to Czechoslovakia and Hungary, including a visit to Bratislava, April 26-May 10, to assess recent changes and their relevance to area studies courses. In Hungary, he was joined by School of Language Studies associate dean DAVID ARGOFF ... Director BRANDON GROVE JR. has been selected by Bard College to receive its first John Dewey Award for Distinguished Public Service ... JACK DANIELS assumed his duties as associate director for management. He was recently with the Office of the Inspector General ... GLADYS CHUN arrived May 1 from the Nuclear Risk Reduction Center. She will be staff aide in the director's office, replacing MARIE CAMPELLO, who is transferring to Hong Kong. □

Human Rights and Humanitarian Affairs

During the week of April 2-6, Assistant Secretary RICHARD SCHIFTER participated on the human rights working group at the U.S.-Soviet ministerial meetings ... On April 1 he addressed a rally in New York sponsored by the Coalition of Soviet Jewry of Greater New York ... On

April 16 he spoke on human rights in the Soviet Union, at a luncheon hosted by the Kennan Institute for Advanced Russian Studies ... He traveled to Yugoslavia, Bulgaria and Romania, April 21-May 2, to discuss human rights and the implementation of democratic mechanisms, including free and fair election processes.

Principal deputy assistant secretary JOSHUA R. GILDER attended the Hanns Seidel Foundation's second international conference on human rights, in Rome, April 23, where he delivered an address on "Property: the Forgotten Human Right." ... On April 21 deputy assistant secretary PAULA DOBRIANSKY traveled to Miami to deliver a statement at the Conference for Democracy in Cuba, sponsored by the Cuba Independence Party ... At Georgetown University she spoke on "Human Rights and U.S. Foreign Policy" before an international affairs seminar ... She addressed a graduate seminar on "Soviet Foreign Policy vis-a-vis Northeast Asia." ... She was the keynoter at the Jewish Community Relations Council of the Jewish United Fund of Metropolitan Chicago-sponsored conference on "The Helsinki Review Process: Opportunities and Challenges for Soviet Jewry Advocacy."

Deputy assistant secretary NANCY ELY-RAPHEL traveled to San Diego, April 4, where she discussed emigration of Jews from the Soviet Union with the Women's Division of the United Jewish Federation of San Diego County.

DAVID BURGESS, director of policy legislation and public diplomacy, delivered an address on "U.S. Human Rights Policy: Corporate and Economic Concerns," at the conference for corporate executives at the Brookings Institution, Washington, April 26 ... He traveled to New York, April 27, where he addressed a forum on "Elections and Democratic Transition: How Strong the Link?" sponsored by the American Bar Association committee on international human rights and the Association of the Bar of the City of New York. The title of his address was "Evolution of U.S. Policies on Human Rights and Democratization." ... Multilateral affairs officer EDWARD WEHRLI attended the board of governors meeting of the American Red Cross, in Washington, April 26. □

Inspector General's Office

The office has released its semiannual report to Congress, last October 1 to March 31. It was described as "a valuable management tool and, as such, should be of interest to all Department employees." All posts and bureaus will be provided copies, and are being asked to disseminate the report widely. Additional copies may be requested from the Office of Inspector General; Policy, Planning, and Management; Office of Plans, Reports and Analysis (OIG/PPM/PRA, State Annex, 1, Room 1434). In the report, inspector general SHERMAN FUNK identified eight major problem areas in Department programs and operations. Inspectors praised high-quality work being done by several bureau and

embassy staffs, and mentioned instances of "uncommon dedication under difficult conditions." Also highlighted are audits and inspections, as well as investigations that led to criminal prosecutions or administrative actions.

Office of Audits: On April 13 EDWARD BRENNAN, director, Financial Management Division, spoke to members of the Foreign Service Institute's budget and financial management class about the organization and operations of the Office of Inspector General, with emphasis on the findings of recently-completed audits of financial operations ... On April 25 BOHDAN PASCHYN spoke to Foreign Service and Civil Service personnel attending a domestic presentation of the overseas procurement and contracting seminar conducted by the Bureau of Administration's Office of the Procurement Executive. His topic was the role and operations of the Office of Inspector General, with emphasis on findings of recently-completed audits and inspections of post procurement operations ... Recently-completed audits include "Year-End Spending (Phase II: Overseas)" and "Improper Administration of the Residential Furniture Contract." ... LYNN FLEET joined the Office of Audits in April, and is assigned as division secretary for the Consular Affairs and International Programs Division.

Office of Inspections: The Office of Inspector General initiated five inspections this month ... ROBERT E. FRITTS, deputy inspector general, is leading a team to Israel and Jerusalem ... DAVID E. ZWEIFEL is leading the inspection of the Bureau of Refugee Programs ... ROBERT BARBOUR's team will be inspecting Poland, the Holy See, the UN Educational, Scientific and Cultural Organization and the U.S. mission to the UN agencies for food and agriculture ... FERNANDO RONDON is leading the inspection of Canada and the International Civil Aviation Organization ... Senior management inspector GORDON STREEB is leading the review of the Foreign Service Institute ... Senior inspectors PAUL D. KAUFMAN and WALKER DIAMANTI will conduct compliance follow-up reviews of Bangkok and Rangoon, respectively ... MICHELE E. TRUITT, former director of fraud prevention programs in the Bureau of Consular Affairs, has joined the Office of Inspector General on detail, to work on a special consular fraud study. Ms. Truitt will also perform as a senior inspector during one or more inspections.

Office of Investigations: On April 30 RANDOLPH M. WEST, assistant inspector general for investigations, reported for a two-year detail to the Federal Quality Institute ... ROBERT S. TERJESSEN will be acting assistant inspector general for investigations until further notice, and WILLIAM CRANE will be acting deputy assistant inspector general.

Office of Security Oversight: KEITH SCHWEGEL, formerly with the Property and Procurement Division of the Office of Audits, transferred to the Audits Division of the Office of Security Oversight ... SPENCE BROWN, director of security inspections, was reassigned to the Bureau of Diplomatic Security as director of the Office of Counterintelligence Programs; his

replacement, DENNIS O'HARE, was previously chief of the programs operations branch in the Physical Security Division of the Bureau of Diplomatic Security ... TERENCE SHEA, assistant inspector general for security oversight, addressed the Security Evaluation Office on the role of the inspector general and the Office of Security Oversight in overseas security ... The Security Inspections Division issued a security oversight report on Embassy Lima. □

Intelligence and Research

Office of the Executive Director: On April 20, 32 new analysts participated in a one-day orientation course at the National Security Agency.

Office of Analysis for the Soviet Union and Eastern Europe: MARTHA MAUTNER, deputy director, addressed a "Women in Public Policy" seminar of the Public Leadership Education Network, January 10; the University of North Carolina "Great Decisions" course, at Chapel Hill, N.C., February 6; the World Affairs Council of Santa Rosa and Sonoma, the Kenna Club of San Jose and the Junior Chamber of Commerce of Palo Alto, Calif., February 13-14; the "Leadership America" forum in Washington, February 27; the chief executive officers briefing in the Department, March 28; and the American Association of University Women, Sheboygan, Mich., April 2 ... SCOTT THOMPSON, analyst, spoke on Bulgaria and Romania, at the National War College, February 1; and on Bulgaria, at the Federal Bureau of Investigation Academy, Quantico, Va., March 13 ... TOBY DAVIS, nationalities specialist, lectured on Soviet nationalities at the Foreign Service Institute Interdepartmental Seminar, February 12 ... CHARLES SMITH, East European Division chief, spoke at the Federal Executive Institute on "Change in Eastern Europe and its Impact on

U.S. Policy," April 10 ... JACK SONTAG, Soviet Internal Division chief, lectured on Soviet domestic political developments at the Industrial College of the Armed Forces, March 6 ... IGOR BELOUSOVITCH, analyst, spoke at Catholic University on "Changes in State and Society under Gorbachev," March 30 ... MORTON SCHWARTZ, analyst, spoke on U.S.-Soviet relations to the San Antonio Chamber of Commerce, April 4, and on "The Gorbachev Revolution and Eastern Europe," to the National Council of World Affairs Organizations, Wingspread Conference Center, Racine, Wis., April 5 ... JAMES YOUNG, analyst, spoke on German unification and eastern European developments, at American University, April 19. □

Inter-American Affairs

Assistant Secretary BERNARD W. ARONSON attended the April 17 White House meeting between PRESIDENT BUSH and Honduran President RAFAEL LEONARDO CALLEJAS ... Mr. Aronson accompanied VICE PRESIDENT QUAYLE to Nicaragua, April 25, for the inauguration of President VIOLETA CHAMORRO ... On April 26, he participated in the state visit of Venezuelan President CARLOS ANDRES PEREZ ... He attended the meeting between President Bush and President Perez, the luncheon hosted by SECRETARY BAKER, and the state dinner given by the President and Mrs. Bush in honor of President and Mrs. Perez ... On April 30 Mr. Aronson attended President

BRASILIA, Brazil—At principal officers conference, left to right: Lou Schwartz, Rio de Janeiro; Marianne Kunkel, Porto Alegre; Thomas Shannon, Brasilia; Ambassador Richard Melton; Robert Service, deputy chief of mission; Leslie Rowe, Recife; Myles Frechette, Sao Paulo.





BOGOTA, Colombia—Ambassador *Thomas E. McNamara* presents Meritorious Honor Award to general services officer *Phyllis Marie Powers*.

Bush's meeting with Panamanian President GUILLERMO ENDARA in Washington.

Deputy assistant secretary MICHAEL G. KOZAK addressed 175 visiting Fulbright scholars at the Department, April 6 ... Deputy assistant secretary MICHAEL M. SKOL spoke about the Andean drug summit, in a luncheon address April 9 to 200 teachers affiliated with the Close-Up Foundation ... Mr. Skol attended Secretary Baker's luncheon for Venezuelan President Perez and the state dinner at the White House, April 26.

People: ELIDA HICKMAN departed the Office of Southern Cone Affairs, April 30, for an assignment in Buenos Aires, Argentina ... Ambassador TERENCE TODMAN was in Washington for consultations the week of May 7 ... Ambassador CHARLES A. GILLESPIE JR. was in Washington for consultations, May 8-14 ... Ambassador MALCOLM WILKEY returned to Washington, the week of May 14, for farewell calls to Department principals before returning to private life. □

U.S. Mission to Organization of American States

The mission coordinated the U.S. delegation to the Organization of American States ministerial meeting on drugs, in Ixtapa, Mexico, April 17-20. Attorney General DICK THORNBURGH led the delegation, composed of officials from Justice, State, the Office of National Drug Control Policy, Treasury, the Drug Enforcement Administration, USIA, and the Internal Revenue Service, and which included Ambassador LUIGI R. EINAUDI, XENIA WILKINSON, SAMUEL BROCK and MARY HART. The conference adopted measures to deal with precursor and essential chemicals, money-laundering and illegal assets, and clandestine arms trafficking. □

International Narcotics Matters

Assistant Secretary MEL LEVITSKY traveled to the opium-producing areas of Asia, March 23-April 7. During stops in Thailand, Laos,

India, Pakistan and Turkey, he stressed U.S. concerns about corruption, and expectations of improved performance, while also recognizing the contributions each country has made to narcotics control. In India and Pakistan he chaired sessions of joint narcotics working groups. He was accompanied by Asia/Africa Division chief GENE MARSHALL and National Security Council staffer RICH LAMAGNA.

The Organization of American States' meeting of ministers on narcotics was held in Ixtapa, Mexico, April 17-20. Attorney General DICK THORNBURGH headed the U.S. delegation; Mr. Levitsky, with the U.S. envoy to the Organization of American States, LUIGI EINAUDI, and former U.S. Senator PAULA HAWKINS attended as alternate delegates. Representatives from the Office of National Drug Control and Prevention, U.S. Customs, the Department of Justice and USIA went to address the international conference of the Parents' Resources Institute for Drug Education.

Deputy assistant secretary PARKER W. BORG, delivered a speech on coca production and the environment before the Radio-Television News Directors Association, in Indianapolis, April 21 ... He served as a senior policy representative for the International Council Conference discussion group on international efforts to control narcotics, hosted by USIA, May 3 ... BOB MYERS, Program Office director, visited International Narcotics Matters' programs in Acapulco and Mexico City, April 23-29, to participate in the eighth International Drug Enforcement Conference hosted by the Mexicans. He also participated in interagency preparations for the next meeting of the Binational Commission ... ELIZABETH CARROL, program analyst, attended the Organization of the American States meeting of ministers on narcotics in Ixtapa, Mexico, April 17-20 ... She visited International Narcotics Matters programs in Acapulco and Mexico City, April 23-24 ... ERIC ROSENQUIST, transnational issues officer, traveled with legal and U.S. Coast Guard officers to Nassau,

NEW DELHI, India—Signing agreement to curb illicit drugs: *M. M. Sethi* of India's ministry of finance, left, and *Melvin Levitsky*, assistant secretary for international narcotics matters. Ambassador *William Clark Jr.* is at rear, right.



April 19-20, to conclude a draft agreement with Bahamian and British counterparts, relating to free access for the narcotics law enforcement personnel of each country in the territorial area of Bahamas and the Turks and Caicos Islands. Leading the negotiations for the U.S. side was the deputy chief of mission in Nassau; the British side was led by the governor general, Turks and Caicos. PAUL ADDERLEY, minister for national security, represented Bahamas. □

International Organization Affairs

Assistant Secretary JOHN R. BOLTON testified on development in the UN system, before the subcommittees on human rights and international organizations and international operations of the House Foreign Affairs Committee ... He traveled to Geneva to attend the annual meeting of the World Health Assembly ... In Geneva he held a chiefs-of-mission conference, accompanied by deputy assistant secretaries JOHN S. WOLF and JACKIE WOLCOTT ... In Washington he addressed a meeting of the Council for National Policy.

BEVERLY ZWEIBEN, Office of Human Rights and Women's Affairs, traveled to New Orleans, April 27-28, to address B'nai B'rith Women on "The Future Of Human Rights in the United Nations." ... Deputy assistant secretary JANE BECKER participated in a panel discussion, with academicians and congressional staff, on the UN system, sponsored by the International Studies Association, at the Omni Shoreham Hotel, April 11 ... MICHAEL J. McCAMMAN, Office of Social and Refugee Affairs, participated in the UN Committee on Information session, April 5-May 2 ... RAYMOND E. WANNER, Office of Social and Refugee Affairs, attended the Foreign Service Institute's foreign affairs leadership seminar, April 23-May 4 ... ROBERT W. MUSTAIN, Office of Social and Refugee Affairs, consulted at the U.S. mission to the United Nations on nongovernmental organization issues, with Third Committee members, May 3.

People: SALLY J. HOLLOWAY transferred from the Bureau of Intelligence and Research to the Office of International Development Assistance ... CAROLE KRAEMER transferred from the Office of UN Political Affairs to the job search program. □

Legal Adviser's Office

MICHAEL K. YOUNG, deputy legal adviser, traveled to The Hague, to head the delegation for the Heathrow arbitration hearing. Accompanying him were JOHN R. CROOK, assistant legal adviser for treaty affairs, and PATSY B. SCHAUBEL, senior staff assistant ... RONALD J. BETTAUER, assistant legal adviser for international claims and investment disputes, traveled to London on U.S.-Soviet claims negotiations, accompanied by JOHN H. KNOX, attorney-adviser ... TED A. BOREK, assistant legal adviser for economic, business and



NEW DELHI, India—Bert C. Moore, administrative counselor receives John Jacob Rogers Award from Ambassador William Clark Jr., right.

communication affairs, traveled to New York to attend the annual meeting of the American Bar Association section on international law and practice ... T. MICHAEL PEAY, assistant legal adviser for European and Canadian affairs, traveled to Athens to serve as legal adviser to the U.S. delegation negotiating a new defense cooperation agreement with Greece.

JOAN E. DONOGHUE, assistant legal adviser for oceans, international environmental and scientific affairs, traveled to Denver to attend a conference on the Antarctic minerals convention ... JOHN R. CROOK, assistant legal adviser for treaty affairs, traveled to Geneva for consultations with the ambassador and the mission legal adviser ... JULIE OETTINGER, attorney-adviser, Office of Law Enforcement and Intelligence, traveled to Nassau to negotiate an agreement on drug interdiction; she traveled to Madrid to attend mutual legal assistance treaty negotiations ... BRUCE C. RASHKOW, assistant legal adviser for UN affairs, traveled to New York to participate on the panel of the American Bar Association regarding the United Nations ... DAVID A. BALTON, attorney-adviser, same office, traveled to New York to attend the strategy session in preparation for the 45th UN General Assembly ... The Office of Private International Law hosted the annual meeting of the Secretary's Advisory Committee on Private International Law.

People: Joining the bureau recently was MARTA SCARINGI, secretary assigned to the Executive Director's Office ... Leaving were LESLIE HUBBLE, CONNIE L. LAWSON, ELIZABETH R. RINDSKOPF, LEORA ROBINSON, ALEXANDER TOMASZCZUK and LORI Y. VASSAR. □

Legislative Affairs

Deputy assistant secretary LORNE CRANER accompanied the presidential delegation led by VICE PRESIDENT QUAYLE to Nicaragua on April 25 to attend the inauguration ceremony of the new president ... On April 10 deputy assistant secretary STEVEN BERRY addressed the Africa chiefs-of-missions conference at the Department, on congressional initiatives and executive-legislative relations ... The director of legislative operations, STEPHEN DEL ROSSO, addressed the annual seminar, April 24, on "The Organization of the State Department for the Handling of Congressional Relations." □

Medical Services

Dr. EMIL VON ARX, associate medical director for health care services, and Dr. ELMORE RIGAMER, associate medical director for mental health services, attended the National Managed Health Care Congress in Washington, April 17-19 ... Recently-hired nurse practitioners SUSAN HOUCK and SANDRA MOORE completed their orientation in the Office of Medical Services and were due in late May to depart for Niamey and Yaounde, respectively, to begin their first overseas tours ... Nurse practitioner MARGARET HIGGINS TAGIS was honored at a retirement luncheon hosted by the medical director, Dr. PAUL GOFF, April 25. She completed her final Foreign Service assignment in Jakarta and was looking forward to retirement in Pennsylvania ... Dr. ROBERT FULLER, regional medical officer in Bridgetown, consulted briefly in Washington in late April, prior to traveling to a continuing medical education seminar ... MADELINE FERRARI, career Foreign Service nurse, who retired early in 1988, died on March

30. She "was a valued friend and colleague to many health care professionals, past and present, in the United States and around the world," Dr. Goff said in a statement. □

Near Eastern and South Asian Affairs

On April 18 Deputy Assistant Secretary EDWARD W. GNEHM JR. delivered the luncheon address to the Middle East Institute's conference on the Persian Gulf ... ELLEN GOFF, administrative officer, welcomed to the Department students visiting from Stone Ridge Country Day School of the Sacred Heart, Bethesda, and spoke to them about the Foreign Service and the role the Department plays in foreign policy ... Post management officer ROBERT SAROFEEEN traveled to Bonn to provide support for the bureau's chiefs-of-mission conference, which convened there April 17-19 ... He took the opportunity to contact the Department of Defense's property marketing and reutilization office in Weisbaden, to discuss plans regarding transfer of additional property to Near Eastern and South Asian posts.

On March 14 public affairs adviser DAVID P. GOOD addressed students from the Institute for International Peace Studies, Notre Dame University. He spoke about the Department and issues covered by the bureau ... On March 16 he spoke to the Middle East area studies class at the Foreign Service Institute, on Middle East policy and issues ... THOMAS J. MILLER, director, Office of Morocco, Algeria, Tunisia and Libyan Affairs, addressed George Mason University's March 15 model UN conference ... On April 12 the country officer for Kuwait, GORDON GRAY, addressed participants at the International Studies Association convention in the District of Columbia. He spoke about U.S. policy towards the Middle East and the Persian Gulf ... Mr. Gray and MARGUERITA D. RAGSDALE, country officer for Oman and the United Arab Emirates, attended the Middle East Institute conference, April 18. □

Oceans and International Environmental and Scientific Affairs

ANDREW SENS, director, Office of Environmental Protection, headed the U.S. delegation to a special steering committee meeting in London of the London dumping convention, April 16-22. Reviewed was the need for control over the disposal of wastes at sea. The delegation included MELINDA CHANDLER, Legal Adviser's Office, and experts from the Environmental Protection Agency, the Departments of Commerce and Energy and the Coast Guard ... Mr. Sens headed the U.S. delegation to the 15th meeting of the environment committee of the Organization for Economic Cooperation and Development, in Paris, April 22-26 ... BRECK

MILROY, same office, participated in the delegation, as did Environmental Protection Agency staff ... DANIEL A. REIFSNYDER, director, Office of Global Change, participated on the drafting group of the special committee on developing country participation, Intergovernmental Panel on Climate Change, chaired by the committee's chairman, JEAN RIPERT, in Paris, April 5-6. A report was produced on the problems of increasing developing country participation in the Intergovernmental Panel on Climate Change process, actions taken to date to address them and recommendations for future work. The report was to be considered and adopted at a meeting of the special committee in Geneva, May 31-June 1 ... Mr. Reifsnnyder met with International Energy Agency and Organization for Economic Cooperation and Development officials while in Paris ... AHMED MEER, senior science adviser, and FRANCES C. LI, deputy director, Office of Global Change, and visiting science counselor COLEMAN NEE from Embassy Warsaw assisted in the White House conference on science and economics research related to global change, in Washington, April 17-18. Mr. Meer was assigned as delegation

manager; he coordinated interfaces with foreign governments and embassies. Ms. Li served as Department liaison for the White House conference organizers, and supported the team development group and coordination of rapporteurs, among whom were FRANK CUNNINGHAM and DEBORAH ODELL. Mr. Nee assisted in program elements involving the Polish deputy prime minister. GRANVILLE SEWELL, Office of Global Change, also assisted in the final preparations of U.S. delegation materials ... Mr. Sewell worked with Senate organizers of the Interparliamentary Conference on the Global Environment, in Washington, April 29-May 2, to coordinate foreign delegate participation.

PETER WEST traveled to North Carolina, April 4-5, to participate in a workshop on modeling the AIDS epidemic ... RICHARD E. BENE-DICK, on detail as senior fellow at the World Wildlife Fund/Conservation Foundation, spoke on April 12 in Washington on "Ozone Diplomacy," before the annual meeting of the International Studies Association ... On April 12 he addressed the 1990 colloquium of the American Academy for the Advancement of Science, on "Environmental Security and Global Security."

... He participated, April 19-22, in the 77th American Assembly at Arden House, N.Y., on "Preserving the Global Environment." ... On April 24 he spoke on negotiation as an environmental management tool, at an Environmental Protection Agency executive seminar at Solomon Island, Md ... On April 26 he addressed Senator TIM WIRTH's (D.-Colo.) Washington seminar on environmental diplomacy and common security.

RICHARD J.K. STRATFORD, deputy assistant secretary for nuclear energy and energy technology affairs, delivered the opening address at the Center for Naval Analyses' politico-military affairs symposium on weapons proliferation and U.S. national security, April 18. The symposium was designed to infuse the defense decision-making process with fresh insights and to engage senior Navy leadership in a dialogue with experts from academia, industry and the Government ... CARLTON STOIBER, director, Office of Nonproliferation and Export Policy, was a delegate to the third meeting of the preparatory committee for the 1990 nuclear nonproliferation treaty review conference in Geneva, April 23-May 4. The delegation, headed by BRAD GORDON, assistant director, Nuclear and Weapons Control Bureau, Arms Control and Disarmament Agency, included RICHARD T. KENNEDY, ambassador-at-large and special adviser to the Secretary on nonproliferation policy and nuclear energy affairs; SAMUEL THOMPSON, Special Assistant; and members of the Departments of Energy and Defense.

EDWARD E. WOLFE headed the Japanese driftnet agreement negotiations with Japan and Canada, in Tokyo, March 27-31, which resulted in the conclusion of a one-year agreement on Japanese driftnet fisheries in the North Pacific Ocean. The agreement was said to reflect significant congressional and fisheries industry input, and has been supported widely in those quarters ... Mr. Wolfe, accompanied by LARRY L. SNEAD, director, Office of Fisheries Affairs; DONNA DARM, Office of the Legal Adviser; and JIM SALISBURY, regional fisheries attaché in Tokyo, concluded arrangements for a one-year agreement to convert Japan's mothership salmon fisheries to land-based fisheries this year ... Mr. Sneed participated in a meeting of the Caribbean Fishery Management Council in St. Thomas, April 3-5. Council members and U.S. fishermen had requested the Department's assistance in exploring fishing opportunities in the Caribbean area, and in resolving problems with the British Virgin Islands as a result of proposed new fishing and customs regulations ... In coordination with the Bureau of Administration's Office of Facilities Management and Support Services, ELIZABETH LEIGHTON, Office of Oceans Affairs, and SHERRY STANLEY, Executive Office director, initiated a paper-recycling program in the bureau on April 23, the day after "Earth Day." ... AID's Bureau for Program and Policy Coordination and the Bureau of Administration are joining this first phase of the Department's recycling program. The program will be extended to other bureaus in the Department in

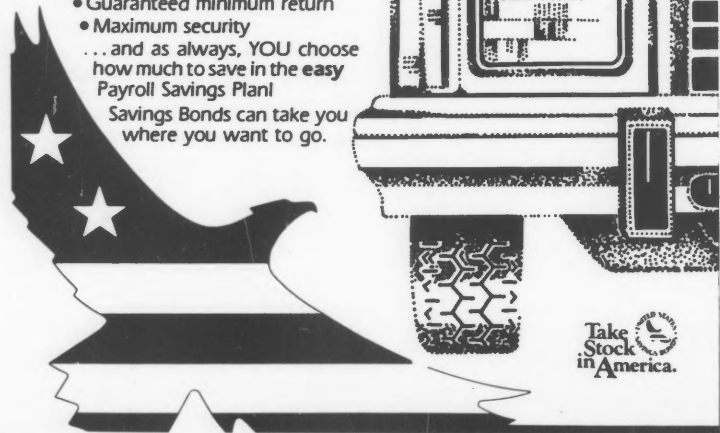
Get more mileage for your money— with New Variable Rate U.S. Savings Bonds

Now offering you:

- Excellent market-based rates
- Guaranteed minimum return
- Maximum security

... and as always, YOU choose how much to save in the easy Payroll Savings Plan!

Savings Bonds can take you where you want to go.



Take
Stock
in America.

the next few months ... RAYMOND V. ARNAUDO headed an eight-member delegation to the second preparatory meeting for Arctic environmental protection, in Yellowknife, Northwest Territories, Canada, April 18-23. Participants continued work on outlining a strategy for Arctic environmental protection, analyzed legal instruments and reviewed scientific reports on the Arctic environment ... DAVID A. COLSON, assistant legal adviser, led the U.S. delegation to the Yukon salmon meetings in Juneau, Alaska, April 23-25, to resume negotiations with Canada regarding salmon in the Yukon River. Mr. Colson was accompanied by Ms. Darm and JEFF MIOTKE, Office of Fisheries Affairs.

The deputy assistant secretary for science and technology, JOHN P. BORIGHT, headed the U.S. delegation to the U.S./Polish Science and Technology Joint Commission meeting in Washington, April 2-6. Other members of the U.S. delegation included MARTIN PROCHNIK, director, Office of Cooperative Science and Technology Programs, and RODNEY HUFF, program officer. The first joint commission meeting under the U.S./Soviet agreement on cooperation in basic scientific research was in Washington, April 19-20. The U.S. side was led by D. ALLAN BROMLEY, director, Office of Science and Technology Policy ... REGINALD BARTHOLOMEW, under secretary of state for security assistance, science and technology, represented the Department on the delegation ... Mr. Boright served as Mr. Bartholomew's alternate, and CATHLEEN A. CAMPBELL, program officer, Office of Cooperative Science and Technology Programs, served as executive secretary ... The House Science, Space and Technology Committee's subcommittee on international science and technology held hearings on April 26 on Title V of Public Law 95-426—the Foreign Relations Authorization Act of 1979. Witnesses included Mr. Boright ... KEN HODGINS, Office of Advanced Technology, was the alternate U.S. representative to the 29th session of the legal subcommittee of the UN Committee on the Peaceful Uses of Outer Space, in Geneva, April 2-20.

NANCY O'NEAL CARTER, coordinator for population affairs, attended the Development Assistance Council meeting on population, in Paris, April 19-20, under the auspices of the Organization for Economic Cooperation ... She attended the Interparliamentary Conference on the Global Environment in Washington, April 30-May 1, where she was an observer in the working group session on population. The conference, hosted by the U.S. Senate, was attended by parliamentarians from 35 nations. □

Politico-Military Affairs

Assistant Secretary RICHARD A. CLARKE traveled to Ankara, Turkey, April 18-22, for consultations with the Turkish government ... He traveled to Tel Aviv, Israel, to head the U.S. delegation to the semiannual joint political military group meetings, April 23-27 ... The director of

the Center for Defense Trade, CHARLES DUELFER, addressed a Brookings conference on "The Changing International Environment: Implications for Defense Policy." ... He gave a speech to the Aerospace Industries Association on prospects for defense trade in the global marketplace ... Executive director THEODORE E. STRICKLER and RICHARD A. LEVY, deputy director, Office of Defense Trade Controls, attended a workshop on internal controls, March 27-28, at the Foreign Service Institute.

Office of Strategic and Theater Policy: JOSEPH PRESEL, director, traveled to London, Geneva and Vienna, April 15-29, for consultations on East-West security and arms control issues ... Deputy director PETER SCHOETTLE was a member of the U.S. delegation to the Budapest round of the open skies negotiations, April 25-May 11 ... CHARLES COHEN traveled to Kirtland Air Force Base, Albuquerque, to observe a demonstration of strategic arms treaty verification procedures, April 1-2 ... On April 25-27 he traveled to Warren Air Force Base, Cheyenne, Wyo., to participate in a demonstration for Soviet experts on treaty verification procedures for the MX missile ... DAVID APPLETON returned to the office after serving as an adviser to another U.S. delegation ... JERRY STACY joined a U.S. delegation in Geneva, April 28.

Office of Weapons Proliferation Policy: Lieutenant Colonel EDDIE CAIN departed in April to take command of the 23rd Chemical Battalion in Taegu, South Korea ... FRED VOGEL returned from four weeks as State representative on the U.S. delegation to the conference on disarmament in Geneva ... MICHAEL RATNEY represented State at Round XV of the U.S./Soviet chemical weapons bilaterals in Geneva ... He visited Bonn, Berne, and Rome to discuss those issues.

Office of Defense Trade Policy: Deputy director SCOTT MILLER attended a licensing conference in Paris, and held discussions on U.S. defense cooperation in the European market with French ministry of defense officials ... He traveled to Brussels and London for discussions on the same issue with U.S. Nato personnel and ministry of defense representatives ... PAUL ALMEIDA has joined the office and will concentrate on space policy and licensing policy on exports to China ... JACK STATON resigned to join the Department of Justice as an immigration judge in El Centro, Calif.

Office of Defense Relations and Security Assistance: MIKE COTTER joined the office as principal deputy director ... CRAIG DAVIDSON accompanied the assistant secretary to Israel for talks, April 23-27 ... LEE LITZENBERGER has departed the office to join the deputy secretary's staff as a special assistant ... The office sponsored a three-day executive course on security assistance, for State and Defense Department officers, April 17-20 ... JIM LEWIS participated in discussions in Washington with the government of Singapore on enhanced facility access, April 30-May 4 ... LLOYD MOSS participated in a one-day training session at the War-

renton Training Center, on diplomatic communications ... HOWARD SIDMAN traveled to Norfolk, April 25, to prepare for politico-military talks to be held May 23-24 ... MICHAEL CUERVORST participated in several briefing sessions.

Office of Policy Analysis: JOEL WIT traveled to a bomber base in the Soviet Union, April 18, to observe a demonstration of treaty verification procedures ... ANTHONY PAHIGIAN joined the bureau as a staff assistant, March 19. His previous post was Bogota. After eight months, he will rotate to another bureau office. □

Refugee Programs

JEWEL S. LAFONTANT, U.S. coordinator for refugee affairs, and PRINCETON N. LYMAN, director, Bureau for Refugee Programs, addressed the African chiefs of mission conference and met with individual ambassadors to discuss refugee issues ... Mr. Lyman met with a delegation of the Agency Coordinating Body for Afghan Relief, the Swedish Committee for Afghanistan, and the Save the Children Federation (United States), to stress the importance of assistance for Afghan refugees. Participating in the meeting were SARAH E. MOTEN, deputy assistant secretary for international refugee assistance; CHARLES F. KEIL, director, Office of European, Near Eastern and Latin American Refugee Assistance; JOSEPH L. FISHBEIN, program officer; JACKIE WOLCOTT, deputy assistant secretary for international social and humanitarian affairs; RICHARD CASTRODALE, director, Afghan Coordinating Unit; and MARY ANN PETERS, deputy office director for Pakistan, Afghanistan and Bangladesh ... Mr. Lyman met with LINDA CHALKER, under secretary of state, United Kingdom Foreign and Commonwealth Office ... MARK TALISMAN, Council of Jewish Federations, and MARTIN WINIECK, National Conference of Soviet Jews, met with Mr. Lyman and PRISCILLA A. CLAPP, deputy assistant secretary for refugee admissions, to discuss Soviet Jewish emigration ... Mr. Lyman traveled to Ottawa, Canada, for consultations with Canadian refugee and immigration officials ... AHMED JAMA ABDULLE, Somali foreign minister, met with Mr. Lyman to discuss the refugee situation in the Horn of Africa.

ROBERT L. FUNSETH, senior deputy assistant secretary, represented the Department at a Lutheran Immigration and Refugee Service conference in New York, on "Opening Doors for Refugees in the 1990s: Meeting the Challenge." ... JAMES P. KELLEY, director, Office of International Organizations, Emergencies and Solutions, was a panelist at the conference ... Mr. Keil met with UN Development Program officials in New York, on programs for Bulgarian Turks ... GARY TROELLER visited the bureau to discuss resettlement programs ... Visiting the bureau were Ambassadors T. FRANK CRIGLER (Somalia), DANIEL A. O'DONOHUE (Thailand) and JAMES CHEEK (Sudan). ■

Letters to the Editor

—(Continued from Page 1)

withdrew from Afghanistan because its people possessed guns—and, I would add, were and are using them most effectively. No doubt about it. But does Mr. Stavrou seriously fear that the Soviets are about to invade the United States? If he does, he is indulging in another myth. And is life so simple that the use of arms guarantees security and freedom? Let Mr. Stavrou, who writes from Amman, reflect on the situation next door to him, in Lebanon, where the unrestricted right to bear arms is carried out with a vengeance.

As to Hugh Woodward's accusation (also in the March issue) that my "bias appears to have denied" me "the realization that, had not the Chinese populace been systematically and thoroughly disarmed by laws similar to those the antigunners would like to inflict upon American sportsmen, the massacre on Tiananmen Square might never have taken place," it brings to mind my prediction voiced in early June last year that the National Rifle Association would use the Tiananmen massacre to justify the unre-

'Does he fear the Soviets are about to invade the U.S.?'

stricted sales of arms in the United States, conveniently forgetting that the "People's Liberation" Army, which committed the massacre, was the financial beneficiary of the widespread sale of Chinese-produced AK-47s in our country before their importation was banned by the President after a massacre of children in California. The prediction was quickly fulfilled when the rifle association ran newspaper ads in the country's major newspapers using the Tiananmen massacre as an excuse to justify its irresponsible policies. The answer to Mr. Woodward and the association, which never saw a firearm it didn't like, is that the United States is not China. Moreover, no responsible person advocates the enactment in the United States of gun-banning laws like those in China.

What I advocate strongly is reasonable control of firearms. I do so in the knowledge that in 1988, according to the Uniform Crime Reports gathered by the Federal Bureau of Investigation (FBI), 11,800 murders were committed in the United States with the use of guns (handguns, rifles, shotguns and other guns) and, according to the National Safety Council, 1,400 accidental deaths were caused by firearms in the same year. The year 1988 was typical, and the figures seem to be ris-

Anapestic Assignments

by ebp

There once was a person assigned to

Reykjavik

Whose principal desire was to get there very quick.

He had always wanted Iceland,

Having heard that it was a nice land,

But getting himself sent there by PER was the trick. □

ing annually. Remember: these figures do not include those thousands who were seriously wounded by firearms. Surely, stricter laws and better training in the use of firearms and their care, and keeping them out of the hands of children, are what are called for, not the repetition of myths and groundless fears that some evil power is about to take over the United States, and we must therefore arm ourselves accordingly.

As for Ms. Fouche's statement (January issue) that there is nothing glamorous about being defenseless, I find it a non sequitur to the contents of my letter, but I nevertheless wish her straight and sure aim when and if, in defense, she has to squeeze a trigger.

What my letter argued against was the glamorization of death-producing firearms, whether that takes the form of a photograph in *STATE* or the climax of a child's tour of FBI headquarters, which, when I last visited there, featured for the kiddies the live firing of a submachine gun.

Very truly yours,

JIM SAMPAS

Foreign Service officer (retired) □

Consular duties 'distorted'

WASHINGTON

DEAR EDITOR:

I was disappointed by the article you published ("From the Director General") in the February issue, on Foreign Service employee evaluation reports. The article included some introductory and closing remarks from director general Edward J. Perkins, then quoted from a 1977 McBer & Co. study on "Competency Require-

Anapestic Assignments

By Penne Laingen

(With apologies to ebp)

There once was Ambassador Grew,

Who went to Kashmir in a stew.

He thought to unwind,

But a boatman, unkind,

Made him paddle his own damn canoe. □

ments for Senior and Mid-Level Positions in the Department of State."

The 1977 study distorted and misunderstood the responsibilities and requirements for consular officers, and I expect that many of my political, economic and administrative-cone colleagues had similar objections.

The study incorrectly identified immunization laws and regulations as an area in which a consular officer must be knowledgeable. It indicated that intellectual skills and logical thinking were somehow more important to economic and political officers. It discussed "political judgment" with no mention of the fact that all officers, from whatever cone, must have good judgment. Managerial skills—including concern for influence, self-control and entrepreneurial drive—were somehow viewed as more important for administrative and consular officers. The coaching style of political and economic officers was highlighted because of their "involvement in training junior officers." The vast majority of junior officers are trained by consular supervisors during the junior officers' first tours overseas.

This article serves only to reinforce stereotypes which demean consular, administrative, political and economic-cone officers. Even more disturbing, the impression left by the article was that the director general agreed with the conclusions of the study.

Sincerely,

GALE E. ROGERS

Visa Office □

Another raspberry for McBer

WASHINGTON

DEAR EDITOR:

The Consular Officers' Association would like to think that the director general's article on employee evaluation reports in the April issue represents an unintended oversight, rather than a current statement of senior Department management's views. To read that conceptual ability, logical thinking and political judgment (among other skills) are not important for consular officers was dismaying, to say the least.

While these "findings" are attributed to the 1977 McBer report, to reprint them now without further explanation or qualification, leaves readers with the clear impression that the Department still believes this report accurately describes the abilities expected from officers in the different cones.

Needless to say, we strongly believe it does not, and that consular work provides many opportunities to develop and demonstrate intellectual, leadership and other skills, in addition to managerial ability. The Department keeps telling us that the four cones are equal. If that position is serious, we hope this will be reflected better in the next article on how to write evaluation reports.

Sincerely,
LAURIE JOHNSTON, president
JIM HALMO
KEVIN HERBERT
KARLA REED
DAVID STEWART □

'This great little office'

WASHINGTON

DEAR EDITOR:

As I complete my third year in Washington, in the public affairs office of the Bureau of Near Eastern and South Asian Affairs, I can say that the extension to the third year was worth it, for I had two wonderful men to work for. Wonderful in that they were very humane, supportive, down-to-earth, yet professional in every sense of the word—and even though they erased the line between "officer" and "staff"—something rarely found in the Service—we always knew who was boss.

Having never worked in the Department before, I was curious as to how it worked. I not only have an inkling as to how it works, but I found something quite disturbing. I experienced the disdain of officers, male and female, who think that any woman who is a secretary has no brain. But this is not at all true, for many secretaries are quite intelligent.

Besides having the pleasure of working with David Good and George Malleck, I was also able to get to know the correspondents who cover the Department, and found them to be a decent bunch. It has opened up a facet of the working world which I was not familiar with, but which could be very interesting. I also learned the names of some publications of which I was quite unaware.

The work in this office was quite interesting, and my working here has made me much more news-conscious than I normally am. You are constantly looking at the news wires, looking for breaking events and keeping up with stories that just made the headlines. In sum, it was a good experience—particularly the third year.

This has been and will always be a busy office, as it thrives on current events.

What makes the difference in the environment is the people. This summer, this *great* little office will undergo a turnover as three of us will be leaving for other assignments. If this office should hold a reunion or regroup at another post, I believe it will be another great place to work. Despite their different personalities (which complement each other), David and George know exactly what it takes to make the office tick!

Sincerely,
MARIE R. GARCIA □

A proposal for promotions

WASHINGTON

DEAR EDITOR:

Department management could create a 14-year "multitric," or combination time-in-grade rule for the ranks of counselor (OC) and minister-counselor (MC). Since the existing time-in-grade rules (tics) are seven years for counselors and five for ministers-counselor, this proposal would create a *minimum* tic of seven years for all ministers-counselors (14 minus 7), and an even longer tic for those promoted from the rank of counselor in less than seven years. However:

—Everyone involved—Department management and the American Foreign Service Association alike—agrees there is a substantial excess of ministers-counselor officers on active duty compared to positions.

—22-27 years (from junior officer to the rank of FS-1) is supposed to constitute a "normal career." Department leaders tell this to the new junior officer classes. Now, in simple logic, either seniors with 22-plus years of service *already have* full careers, or they have not. If the former, special rules for seniors cannot be justified. In the latter case, the Department in effect tells the world that there is no such thing as a "normal career" for most Foreign Service officers. How preposterous!

In December 1980, the under secretary for management approved a senior tic plan to meet the requirement of the law for "regular predictable flow . . . into the Senior Foreign Service" (Foreign Service Act of 1980, Section 601(C)(2)): counselors—five years, ministers-counselor—four, career ministers—three. By 1983 this pattern of five, four and three years for the three ranks was expanded to seven, five and four. Even this model was soon stretched beyond recognition: the great majority of seniors got limited career extensions, including *all* career ministers who wanted them. Now, in 1990, Depart-

ment management proposes an even more stretched-out pattern—seven, seven-plus and ten years. In just 10 years, a 5-4-3 model has grown to 7-7+-10.

At this rate, we should see the nirvana of pure gerontocracy by the end of the new decade.

A "multitric" is no more justifiable at one level than at another, except perhaps to serve the "normal career" concept. There are hard-to-fill jobs, training assignments and age and family considerations at every level.

However, the present system is dysfunctional in that it often penalizes rapid promotion. A rational approach, would establish a "time-in-service" rule in lieu of tics, "multitrics," a six-year "window" for admission into the senior service and limited career extensions:

1. From the position rank-structure, calculate the desired attrition at each rank (producing, incidentally, *regular, predictable promotions, as the law requires.*)

2. Abolish limited career extensions for seniors except for the two sensible purposes for which they were invented: (1) to fill specific positions when the only qualified available individuals face involuntary retirement, and (2) to facilitate, not frustrate, the legal mandate for "regular, predictable flow."

3. On the basis of the position structure, patterns of voluntary attrition and promotion "bell curves," and the *desired* rate of attrition at each rank, set the maximum *time-in-service* for each grade, measured from the date the officer entered the Foreign Service. It might look like this:

Grade	Time-in-service
FS-3—	20 years
FS-2—	22 years
FS-1—	24 years
OC—	26 years
MC—	28 years
CM—	30 years

Unlike the present Rube Goldberg system, such a model would be comprehensible, even to non-numerical political officers. It would also meet Service needs and be fair to Service members.

Sincerely,
PAUL D. MOLINEAUX
Bureau of Inter-American Affairs ■

Library services

Location: Room 3239 New State.

—Loan of books, periodicals, Government documents, maps.

—Locating, borrowing items from other libraries.

—Daily newspapers (back issues on microfilm). □

Dispatch from Damascus

—(Continued from page 10)

what I thought would be an all-nighter, he called back. "John," he said, "you can tell Washington the release is unconditional. Mr. Kelly is free to come if he likes but the release is unconditional." I called the op center. "Please relay the following to the executive secretary," I said, "and to the Near East bureau. The second letter regarding Mr. Kelly is not a condition. The foreign minister has just confirmed to me that the release is unconditional."

Mr. Djerejian was due in at 4:15 a.m. I decided to try to get some sleep. I don't know why, but at 4:45 exactly I sat straight up in bed and thought I should ascertain whether the ambassador had arrived. I called the residence. Mrs. Djerejian answered the ambassador had just arrived. We talked briefly and agreed to hold a country team meeting at 9:00 a.m. to discuss the situation.

After that meeting, I called the foreign ministry to advise that the ambassador had returned. Over the next 48 hours we must have talked 20 times with the ministry of foreign affairs, and the ambassador kept in constant touch with Foreign Minister Shara'. There was a postponement Friday—indeinitely, some reports said; for 48 hours, according to others.

By this time there were hundreds of press persons in town; they had the foreign ministry and the residence staked out. And Washington was calling hourly for updates.

On Saturday morning, we decided to gather all the American press people at the residence that evening to let them have an opportunity to see the ambassador. Joan Sallis was doing a cable at the embassy, and her arrival at the residence caused speculation. Every time the telephone rang, everyone wondered whether this was *the* call. But it wasn't, and the meeting broke up about 8 o'clock.

Sunday was nerve-wracking. *The waiting.* At 2:30 the foreign minister asked the ambassador to come to the ministry. Mr. Djerejian went with Walt Deering and Darryl Penner. Mr. Shara' advised the ambassador that the release was on track, and that he would be advised when the hostage was to be turned over to him.

On his way out, the press crowd surged forward. The mood was one of intense speculation. Mr. Djerejian was almost thrown to the ground. A microphone was shoved into his back. He arrived at the embassy in pain.

By this time, most embassy personnel

had come to the chancery, waiting for the news of the release—waiting to move into action. The ambassador, after informing Washington of his conversation, returned to the residence to wait for the final call. We made arrangements for Mr. Deering and

'The ambassador was almost thrown to the ground'

Steve Sharp, the cultural affairs officer and escort officer, to accompany Mr. Djerejian to the foreign ministry to receive the American hostage.

Bob Allen and my secretary, Jean Binkley, and I decided to go to the communications program unit to monitor the secure lines. Allen Stonerock and Brian Barnes of the defense attaché office went to the airport to assist in the arrival of the plane. At 8:30 p.m. the call finally came from the foreign ministry. Mr. Moualem asked that the ambassador be at the foreign ministry at 9:30 p.m. We all swung into action, and you saw the results live on TV.

Postscript: At 9:20 p.m., as Mr. Djerejian was getting ready to leave for the foreign ministry, and while anticipation was at its highest, the ambassador's phone at the residence rang. It was the White House. President Bush spoke with Mr. Djerejian for about five minutes—so he could learn the latest details, discuss the ambassador's public statement, and determine what time he should call back to speak to Robert Polhill, the hostage who was being released. The President's call, after Mr. Polhill returned to the residence, was followed by those of Secretary Baker and Senator Robert Dole (R-Kan.). ■

From the Director General

—(Continued from page 17)

range, and be in a two-grade interval series. The incumbent would be assigned administrative duties similar to, but more complex than, what would be expected of a secretary at that level. Moreover, most clerical work in such an office would be performed by other secretarial or clerical staff.

The skills required of the office administrator would be similar to the administrative skills of an executive secretary, except that they would have somewhat broader scope and a greater level of independent decision-making.

The office administrator would fill an important gap in the support field: she or he would reduce the administrative and workload burden on office directors and their deputies, allowing these senior officials to

concentrate more on program and policy issues.

As these office administrator positions would have a GS-7-to-9 ladder, many secretaries would most likely qualify, based on their experience and education. Once a secretary has received an appointment as an office administrator and promotion to GS-9, she or he would then have a "bridge" to many other administrative positions in the U.S. Government.

The office administrator could thus be competitive for a wide range of "professional" jobs in Government, such as administrative officer, management analyst, program analyst, etc.

Of course, this doesn't mean that a large number of office administrators will automatically be guaranteed a higher-level job. But it does mean that the office administrator jobs could provide the "bridge" secretaries have hitherto lacked in moving from "clerical" to "professional" jobs, a bridge which doesn't require the Department to spend the time seeking a change in Civil Service classification criteria.

'On the cutting edge'

Before we could proceed with these changes, I deemed it wise to let others know what we were doing and seek their support. At the last meeting of the Board of the Foreign Service,* we gave other agencies' members a preview of our overall plans for secretaries, in particular our plans to create office administrator positions.

The reaction was enthusiastic. Other agencies have obviously experienced similar problems and have been searching for solutions.

Constance Newman, head of the Office of Personnel Management, participating at that meeting, indicated to us that her staff is well aware of the difficulties of the current secretarial position classification standards.

In conclusion, I would like all supervisors and secretaries to keep in mind that the secretarial profession has been affected by office automation and societal changes. It's essential that the Department respond creatively to these changes. In doing so, our goal should be to place the Department on the "cutting edge" of changes in the secretarial profession.

We'll have more to say this month about our plans for secretaries, when we announce a package of changes.

*—Composed of representatives of Commerce, Treasury, Agriculture, USIA, AID and other agencies with personnel stationed abroad. ■

U.S. and Foreign Commercial Service

The commercial officer as sportsman

Here's one that didn't get away

BY ROBERT S. CONNAN
Commercial counselor

COMMERCIAL work overseas is a little like fly-fishing. Veteran Foreign Commercial Service officers with any degree of fishing skill hope to land a trophy-size trade event that fits into their country-marketing program. Generally speaking, corporate management seminars are an over-fished stream. Yet a major potential catch surfaced last summer when I read a Wall Street Journal article reviewing a revolutionary, multi-million-dollar study entitled "Management of the '90s."



Mr. Connan

million-dollar study entitled "Management of the '90s."

The Massachusetts Institute of Technology and its Alfred P. Sloan School of Management have long been associated with groundbreaking technological innovation and management techniques. The trophy fish in question was a five-year study, begun in 1984, focusing on how information technology is restructuring companies,

'The trophy fish in question was a 5-year study'

markets and entire industries. Designed for senior management, the study contains a matrix of findings presented in a seminar format. International executives can implement these findings to guide and control this revolution.

It's not often that an avid Foreign Commercial Service fisherman can bring home a seminar as big as this one promised to be—if only the Massachusetts team could be landed in Stockholm. But a perfectly-cast fly will often raise a game fish. Not knowing the right pattern, however, I relied heavily on the fact that a summer intern working for me had an uncle who was a senior professor at the Sloan school.

Finding a professor during the summer holidays is akin to locating a brook trout sheltering in its favorite lair. I traced the professor to his backwoods New Hampshire cabin, only to be told that he was out fly-fishing. Every angler needs a little luck, and some came my way that day. Having just



Ambassador Charles Redman, left, with Scott Morton at the seminar.

landed a 10-pound "brookie," the professor was "in" ("and up") and took my call. He agreed to put me in touch with the M.I.T. project director, Scott Morton.

The latter was off at an isolated Scottish castle (near a world-renowned salmon stream), editing the Sloan school's final report. He said that Pehr Gyllenhammer, Volvo's superstar, had already tried to lure M.I.T. to Sweden for a corporate seminar. But M.I.T. didn't bite, to avoid the appearance of corporate favoritism. Mr. Morton felt that the embassy might be the right sponsor, but wouldn't commit himself until the research team had completed its first seminar in October.

For me, this meant extending the fishing season and going after the fish in deeper water. When Mr. Morton called back, he tried to slip the hook. Since our July talk, M.I.T. had received 175 seminar lures. Not wanting to let this fish escape, I changed files by enlisting the Royal Swedish Academy of Engineering Sciences as cosponsor. I suggested that Mr. Morton also test the

waters in France with a second European appearance, courtesy of the Paris commercial section and Insead, the prestigious European graduate business school. M.I.T. bought the concept—hook, line and sinker.

The M.I.T. seminar was held on March 27 in Stockholm. It proved a major corporate angling attraction, netting a school of 110 senior managers from firms in

'Fish stories aside, the participants had an extremely useful exchange'

Sweden, Norway and Finland. Fish stories aside, the participants had an extremely useful exchange with five heavy-hitting M.I.T. speakers. The Paris seminar was equally successful. Both seminars raised our local profile, strengthened our contacts and broadened our fishing grounds.

So it pays to familiarize yourself with local fishing waters—even if you're not a veteran outdoorsman. You might land a big one, too. ■

Obituaries

Jacqueline H. Budd, 49, a file clerk in the Bureau of Consular Affairs, died of hepatic failure in Washington on March 2.

Ms. Budd joined the bureau's Office of Program Support last June and worked there until her death. Before that, she worked as a clerk-typist for various private firms, as a custodial worker and a home health care aide. She leaves her husband, John Budd of Washington, and a son. □

Gladys Meredith Dawes, 88, a retired reference librarian at State, died at Sibley Hospital in Washington on March 24.

Ms. Dawes worked in the library for 36 years, beginning in 1931. She performed bibliographic research in the social sciences and humanities section, and created a periodical index. In the early '50s, she became a senior reference librarian, a position she held until her retirement in 1966.

Ms. Dawes was born in Louisville on November 15, 1901. She received a bachelor's from George Washington in 1930. She leaves a sister, Gertrude Renstrom, a niece and a nephew. □

Anthony Justin De Silva, 74, a Foreign Service national employee who worked for the embassy in Ceylon for 24 years, died in West Linn, Ore., last February.

Mr. De Silva began his work for the Department in 1948, and acted as chief consular assistant until his retirement in 1972. Former Secretary Rogers presented him a meritorious service award shortly before his retirement.

Mr. De Silva was born on August 26, 1915, and educated at Aloysius College in Ceylon. After leaving the employ of State, he emigrated to the United States in 1972. He is survived by two daughters and two sons. □

Phillip Morris Erickson, 67, a retired Foreign Service officer, died in Arlington, Va., on April 23.

Mr. Erickson joined the Service in 1961 as a political officer in Stockholm. He returned to Washington in 1964, then held assignments in Morocco, Zambia and Kenya. He resigned from the Service in 1969 but continued to work for the Department until 1972.

Mr. Erickson was born in Brooklyn on December 8, 1922. He was graduated from the U.S. Naval Academy and served in the Pacific during World War II. After the war, he was an intelligence officer in Japan before leaving the Navy in 1957. He was a retired commander in the naval reserves.

Besides his wife, Evelyn Erickson of Alexandria, he leaves four daughters, a brother, a sister and 10 grandchildren. □

James N. Helms, 56, a file clerk in the Bureau of Consular Affairs, died of cancer on October 30, STATE has learned.

Mr. Helms had worked in the manual records branch since 1988. Prior to his employment at State, he was a mail clerk for the U.S. General Services Administration, 1974-88; a banquet helper for the Marriott Corp., 1969-74; and a truck driver for the Department of the Army, at Fort Belvoir, 1956-69.

Mr. Helms was born in Alexandria, Va., on September 24, 1933. He studied commercial art at West Virginia State, 1951-53, and served in the Army, 1954-56. His survivors include his wife, Deloris Helms of Alexandria. □

Margery S. Hoffman, 66, a retired Foreign Service secretary, died of a cerebral hemorrhage in Denver on February 14.

Ms. Hoffman joined the Service in 1954. Her overseas postings included Tokyo, Bonn, Vienna, Beijing and Hong Kong. She retired in 1988.

Ms. Hoffman was born in Thomaston, Ga., on October 29, 1923. She received a degree in business administration from the University of Georgia in 1949. She leaves a daughter, Deborah Hoffman, and a son, David Hoffman, both of Denver. □



Ms. Hoffman

Kathleen Jackson, 72, wife of retired Foreign Service officer Murray E. Jackson, died of cancer in Baltimore on May 1.

Ms. Jackson joined her husband on tours in Rome, Tangier, Rabat and Asmara. She was active in many volunteer pursuits. In Rome, she was secretary of the American Women's Club. In Asmara, she organized a Red Cross unit at Itagie Mennen Hospital. She worked on the Foreign Service desk at the Department and



Ms. Jackson (1969)

as a Red Cross volunteer assisting casualties of the Vietnam war during the 1960s. After her husband retired in 1977, she served as secretary of the Red Cross chapter in Leonardtown, Md., a position she held until her death.

Ms. Jackson was born in Cornwall-on-Hudson, N.Y., on April 18, 1918. Besides her husband of 50 years, she leaves two daughters, two sons, a sister, a brother and three grandchildren. □

Lloyd I. Miller, 65, former ambassador to Trinidad and Tobago, died in Naples, Fla., on April 22. Mr. Miller was named ambassador by President Ford in 1973, serving for two years.

He began his career as a lawyer and stockbroker in Cincinnati in 1948. He became director of the Cincinnati Transit Co. in 1950 and chairman in 1956. He served on the board of other Cincinnati firms, including American Controlled Industries, Central Bancorp, Central Trust and the Vulcan Corp.

Mr. Miller was born in Cincinnati on May 1, 1924. He attended the University of Chicago, 1943-44, and received his law degree from the University of Cincinnati in 1948. He served in the Army, 1943-46. Mr. Miller was a former part owner of the Cincinnati Reds baseball team; he also owned prize-winning racehorses. He leaves no known survivors. □

William W. Walker, 78, a retired Foreign Service officer, died of pulmonary edema in Durham, N.C., on April 29.

Mr. Walker joined the Service in 1935 in Surabaya, Indonesia. He held early assignments in Port Limon, Ceiba, Colon and Havana. In 1945, he served as executive assistant to the Secretary at the UN conference in San Francisco. After an assignment as chief of the Office of Caribbean Affairs, he became deputy ambassador in Montevideo in 1949. He attended the Canadian Defense College, 1951, then went to the



Mr. Miller (1973)



Mr. Walker (1980)

Nato delegation in Paris as a political adviser, the following year. He was a political officer in Manila, 1955-57, and political adviser to Nato in Norfolk, Va., 1957-60. Mr. Walker became director of the Office of Personnel in 1960 and deputy inspector general in 1963. He was deputy chief of mission in Madrid, 1964-68, before serving a final assignment as a Foreign Service inspector. He retired in 1970 after 35 years of service.

Mr. Walker was born in Asheville, N.C., on April 2, 1912. He attended the Georgetown School of Foreign Service, 1932-34, and was graduated from George Washington in 1935. In retirement, he volunteered for the American Cancer Society and Big Brothers/Big Sisters in Virginia Beach, Va. Besides his wife, Jane Wootton Walker of Virginia Beach, he leaves two daughters, a son and four grandchildren. □

Clifton Reginald Wharton, the first black American to attain the rank of career minister and ambassador in the Foreign Service, died on April 23 in Phoenix. He was 90.

In a career that spanned 40 years, Mr. Wharton rose through the ranks, ultimately being named an ambassador by Presidents Eisenhower and Kennedy. He was the first black to be assigned as minister to a non-black country, the first to attain the rank of career minister and the first to become an ambassador through the career service.

In 1978 Secretary Vance, paying tribute to Mr. Wharton on Foreign Service Day, said: "Ambassador Wharton was the pioneer black American in passing the Foreign Service officer examination after passage of the Rogers Act in 1924, in rising to career minister in 1959 and in being named ambassador to Norway in 1961. Unassailable loyalty and dedication to excellence were the hallmarks of his federal career. He represented the United States and its highest ideals in an outstanding manner."

In 1925 Mr. Wharton took the Foreign Service exam soon after having joined the State Department as a law clerk. He became the first black to pass both the stiff written and oral examinations, with high marks, and was appointed vice consul and second secretary of the U.S. legation in Liberia. From 1930 to 1941, he served as consul in Las Palmas, Canary Islands (Spain), and from 1936-1942 he held four temporary assignments to Monrovia, Liberia, as chargé d'affaires. In 1942 he was transferred to Antananarivo, Madagascar, as consul. In addition to American interests, he had charge of British and Belgian inter-



Clifford Wharton, left, shown with Secretary Dulles, is sworn in as envoy to Rumania in 1958. (State Department photo)

ests there during World War II. He received commendations for his work from Sir Anthony Eden, British secretary of foreign affairs, and Major General Leslie R. Groves of the Manhattan Project. His next post was in the Azores, where he served as the American maritime delegate consul from 1945 to 1949.

Through these first 25 years, Mr. Wharton's assignments followed what had been the Department's traditional pattern of assignment for blacks, to posts in small tropical countries, generally not sought after by most career officers. When visiting State in 1946, Mr. Wharton is said to have told the Personnel Office with a smile: "You're not only discriminating against us (the blacks) in the Service, but you are exporting discrimination abroad." His first break from this pattern of assignments came in 1949, when he was assigned as consul general and first secretary in Lisbon, Portugal. After three-and-a-half years, he was appointed consul general at Marseille, France, a post he held until 1958. In that year, President Eisenhower appointed him envoy extraordinary and minister plenipotentiary to Rumania. He thus became the first black U.S. career minister to a European country and the first black career ambassador.

Three years later, President Kennedy appointed him ambassador to Norway. At the time, U.S. Senate Majority leader Mike Mansfield spoke of him as a "highly skillful, understanding and tactful diplomat." He had printed in the Congressional Record an editorial from the Washington Post

which read in part: "The post goes to Mr. Wharton because he deserves it, not because he happens to be a Negro . . . We look forward to a day when the appointment of a Negro so well-qualified as Mr. Wharton will have ceased to be a novelty."

Concurrent with his duties as ambassador to Norway, Mr. Wharton served with Adlai Stevenson as alternate representative of the U.S. delegation to the 16th session of the UN General Assembly.

At his retirement on October 23, 1964, Mr. Wharton was cited by Secretary Rusk for his more than four decades of public service.

Mr. Wharton was born May 11, 1899, in Baltimore, the son of William and Rosalind (Griffin) Wharton. A graduate of English High School in Boston, he went directly from there to Boston University School of Law, where he earned his degree cum laude in 1920. Three years later, he earned his master-of-laws degree there. He received an honorary doctor-of-laws degree from the university in 1963, and was again honored in June last year for "distinguished public service" by an alumnus.

In 1924 he married Harriette Banks, by whom he had four children, all of whom survive him. They are Clifton R. Wharton Jr. of New York, chairman of a nationwide higher education pension system; William B. Wharton II of Washington, who heads the Legal Division of the Passport Office at State; Richard G. Wharton of Hartford, a consultant to the Connecticut Department of Education; and H. Mary Sampson of Montclair, N.J., a teacher in the East Orange (N.J.) schools. He is also survived by eight grandchildren. His second wife, the former Evangeline Leonie Spears, predeceased him. ■

Library Booklist

China

Books in 3 categories

Government and politics

- BARLOW, TANI E. *Teaching China's Lost Generation: Foreign Experts in the PRC*. San Francisco, China Books & Periodicals, Inc., 1987. 267 p. DS712.B37.
- COHEN, ROBERTA. *People's Republic of China: the Human Rights Exception*. Baltimore, University of Maryland, School of Law, 1988. 103 p. JC599.C6C63.
- DENG, XIAOPING. *Fundamental Issues in Present-Day China*. Beijing, Foreign Language, 1987. 200 p. DS778.T39A2513 1987.
- GARDNER, JOHN. *China Under Deng*. London, Centre for Security and Conflict Studies, 1987. 26 p. D839.3.C6 no. 197.
- HARDING, HARRY. *China's Second Revolution: Reform After Mao*. Washington, Brookings Institution, 1987. 169 p. HC427.92.H37.
- HOYT, EDWIN P. *The Rise of the Chinese Republic: from the Last Emperor to Deng Xiaoping*. New York, McGraw-Hill, 1989. 355 p. DS774.H62.
- LEE, TA-LING. *Reform in Reverse: Human Rights in the People's Republic of China, 1986/1987*. Baltimore, University of Maryland, School of Law, 1987. 150 p. JC599.C6L44.
- LIEBERTHAL, KENNETH. *Policy Making in China: Leaders, Structures, and Processes*. Princeton, NJ, Princeton University Press, 1988. 445 p. JQ1512.L564.
- SCHILL, ORVILLE. *Discos and Democracy: China in the Throes of Reform*. New York, Pantheon Books, 1988. 384 p. DS779.26.S34.
- SHUE, VIVIENNE. *The Reach of the State: Sketches of the Chinese Body Politic*. Stanford, CA, Stanford University Press, 1988. 175 p. JQ1502.S48.
- VOGEL, EZRA F. *One Step Ahead in China: Guangdong under Reform*. Cambridge, MA, Harvard University Press, 1989. 510 p. DS793.K7V64.
- WEN, JOHN LUNG. *Elephant Embraces Dragon*. New York, Vintage Press, 1984. 278 p. DS740.5.U5W45.
- WHITE, LYNN. *Policies of Chaos: the Organizational Causes of Violence in China's Cultural Revolution*. Princeton, NJ, Princeton University Press, 1989. 367 p. DS778.7.W47.
- WOODRUFF, JOHN. *China in Search of its Future: Years of Great Reform*. Seattle, University of Washington Press, 1989. 218 p. DS779.2.W66.
- Foreign relations**
- CHIU, HUNGDAH. *Chinese Attitudes toward International Law in the Post-Mao Era, 1978-1987*. Baltimore, University of Maryland, School of Law, 1988. 41 p. DS779.27.C582.
- CHIU, HUNGDAH. *Chinese Views on the Sources of International Law*. Baltimore, University of Maryland, School of Law, 1988. 20 p. DS779.27.C584.
- GOODMAN, DAVID S.B. *The China Challenge: Adjustment and Reform*. London, Royal Institute of International Affairs, 1986. 86 p. DS779.26.G67.
- HARDING, HARRY. *China and Northeast Asia: the Political Dimension*. Lanham, MD, University Press of America, 1988. 82 p. DS518.15.H37.
- KIM, ILPYONG J.. Ed. *Chinese Defense and Foreign Policy*. New York, Professors World Peace Academy, 1989. 357 p. DS779.27.C54.
- LAMPTON, DAVID M., Ed. *China's Global Presence: Economics, Politics, and Security*. Washington, American Enterprise Institute for Public Policy Research, 1988. 237 p. DS779.215.C48.
- LASATER, MARTIN L. *U.S. Policy Towards China's Reunification*. Washington, Heritage Foundation, 1988. 149 p. DS740.5.U5L28.
- LAUREN, PAUL GORDON. *The China Hands' Legacy: Ethics and Diplomacy*. Boulder, CO, Westview Press, 1987. 196 p. DS740.5.U5C6115.
- LEWIS, JOHN WILSON. *China Builds the Bomb*. Stanford, CA, Stanford University Press, 1988. 329 p. U263.L49.
- LOW, ALFRED D. *The Sino-Soviet Confrontation since Mao Zedong: Dispute, Detente, or Conflict*. Boulder, CO, Social Science Monographs, 1987. 322 p. DS740.5.-R9L682.
- MORRISON, CHARLES E., Ed. *Asia-Pacific Report: Focus, China in the Reform Era*. Honolulu, East-West Center, 1989. 125 p. HC412.A72415 1989.
- ORLEANS, LEO. *Chinese Students in America: Policies, Issues, and Numbers*. Washington, National Academy Press, 1988. 144 p. LC3071.074.
- POLLACK, JONATHAN D. *China and Taiwan in 1987*. Santa Monica, CA, Rand Corp., 1988. 15 p. Q180.A1R32 no. 7413.
- POLLACK, JONATHAN D. *The Course of Chinese Nuclear Development*. Santa Monica, CA, Rand Corp., 1988. 8 p. Q180.A1R32.no. 7480.
- Social conditions**
- CHIN, ANN-PING. *Children of China: Voices from Recent Years*. New York, Knopf, 1988. 309 p. HQ792.C5C46.
- CHING, FRANK. *Ancestors, 900 Years in the Life of a Chinese Family*. New York, Morrow, 1988. 528 p. CT1827.5.C47C47.
- GAO, YUAN. *Born Red: a Chronicle of the Cultural Revolution*. Stanford, CA, Stanford University Press, 1987. 380 p. DS778.-7.G36.
- HARTFORD, KATHLEEN, Ed. *Single Sparks: China's Rural Revolutions*. Armonk, NY, M.E. Sharpe, 1989. 216 p. DS777.47.S493.
- HILLS, PETER. *China and Malaysia: Social and Economic Effects of Petroleum Development*. Geneva, International Labour Office, 1987. 148 p. HD9576.C6H54.
- JENKINS, PETER. *Across China*. New York, William Morrow, 1986. 351 p. DS712.J43.
- June Four: a Chronicle of the Chinese Democratic Uprising*. Fayetteville, AR, University of Arkansas Press, 1989. 171 p. DS779.32.P4513.
- LIANG, HENG. *After the Nightmare: a Survivor of the Cultural Revolution Reports on China Today*. New York, Knopf, 1986. 240 p. DS779.23.L49.
- LIU, BINYAN. *Tell the World: What Happened in China and Why*. New York, Pantheon, 1989. 195 p. DS779.32.L58.
- LORD, BETTE BAO. *Legacies: a Chinese Mosaic*. New York, Knopf, 1990. 225 p. DS779.23.L67.
- MORRISON, DONALD, Ed. *Massacre in Beijing: China's Struggle for Democracy*. New York, Warner Books, 1989. 280 p. DS779.32.M37.
- PAN, LYNN. *The New Chinese Revolution*. Chicago, Contemporary Books, 1988. 312 p. DS779.2.P36.
- SMIL, VACLAV. *The Bad Earth: Environmental Degradation in China*. Armonk, N.Y., M.E. Sharpe, 1984. 247 p. GF656.S65.
- THEROUX, PAUL. *Riding the Iron Rooster: by Train through China*. New York, Putnam's, 1988. 480 p. DS712.T446.
- THUBRON, COLIN. *Behind the Wall: a Journey Through China*. New York, Atlantic Monthly Press, 1988. 306 p. DS712.T47.
- THURSTON, ANNE F. *Enemies of the People*. New York, Knopf, 1987. 323 p. DS778.7.T46. ■

'82 'Foreign Policy' document is released

The Department has released "American Foreign Policy: Current Documents, 1982. Supplement." This microfiche publication supplements the printed volume "American Foreign Policy: Current Documents, 1982," published in June 1985. That volume, prepared in the Office of the Historian, Bureau of Public Affairs, is part of the Department of State "American Foreign Policy" series begun in 1950. Annual volumes for 1983, 1984, 1985 and 1986 have also been printed. A microfiche supplement for 1981 was published in 1985, and supplements for 1983 and subsequent years are being prepared.


Copies may be purchased for \$20 from the superintendent of documents, U.S. Government Printing Office (Department of State Publication No. 9501, GPO Stock NO 044-000-02153-6). Checks or money orders should be made out to the superintendent. □

“**DR. SUPER** & **MR. CRAT**”

CHIP BECK
© 1990
JUNE


PART I - THE SEAMY SIDE OF MR. CRAT

YOU WORTHLESS NO-GOOD CRETINS!



HE'S ALWAYS LETTING OFF ESTEEM...

NO NO NO NO NO NO NO NO NO NO!



HE FREQUENTLY BLOWS HIS NO'S IN PUBLIC...

HE HAS NO RIVALS- (WHO'D WANT TO BE LIKE HIM?)



YOU HAVE TO ADMIRE HIM - IF YOU DON'T...



YOU'RE FIRED!

HERE'S MY NEXT PROJECT FOR WHICH I HAVE NO TIME.




HE NOT ONLY STARTS THINGS HE CAN'T FINISH, HE STARTS THINGS HE CAN'T EVEN BEGIN - THEN DUMPS IT ON THE REST OF US...

LET ME RECOUNT MY LATEST...



HE'S KNOWN FROM BOAST-TO-BOAST

HE MADE IT TO THE TOP - BY OUTLIVING HIS PEERS



WHOA, WAIT. HOLD ON, NO WAY, IT WON'T WORK... BLAH BLAH BLAH



HE HAS A DIFFICULTY FOR EVERY SOLUTION...

HE'S HASTY, DISAGREEABLE, BELLIGERENT AND ANTAGONISTIC - AND THOSE ARE HIS **GOOD POINTS!**



(TO BE CONTINUED...)

Department of State, U.S.A.
Bureau of Personnel
Washington, D.C. 20520

OFFICIAL BUSINESS

Penalty for private use, \$300

If address is incorrect
please indicate change.
Do not cover or destroy
this address label.
Mail change of address to:
PA/OAP
Room 5815A

Second Class Mail
Postage and Fees Paid
Department of State
USPS 0278-1859

