

1 FAM 510

BUREAU OF DEMOCRACY, HUMAN RIGHTS, AND LABOR (DRL)

(CT:ORG-169; 05-25-2007)

(Office of Origin: A/EX/HRD)

1 FAM 511 ASSISTANT SECRETARY FOR DEMOCRACY, HUMAN RIGHTS, AND LABOR

1 FAM 511.1 Responsibilities

(CT:ORG-169; 05-25-2007)

The Assistant Secretary:

- (1) Reports to the Secretary of State, Deputy Secretary of State (D), and Under Secretary for Democracy and Global Affairs (G);
- (2) Formulates and implements policies and proposals and provides policy counsel at decision-making levels on matters relating to the integration of democracy, human rights, and labor affairs into U.S. foreign policy. This includes the following:
 - (a) Country-specific strategies for promoting democracy, human rights, and labor;
 - (b) Democracy, human rights, labor, and rule of law programs throughout the world, including those supported by the DRL Human Rights and Democracy Fund (HRDF) and other foreign assistance programs;
 - (c) Collection of detailed information on democratization efforts, humanitarian affairs, and the promotion of, observance of, and respect for, human and worker rights outside the United States;
 - (d) Preparation of statements and reports required by Congress pertaining to democracy, human rights and workers rights practices in foreign countries and on the effectiveness of related U.S. Government programs;
 - (e) Preparation, upon Congressional request, of reports on specific countries regarding policies and practices based on race, religion, national origin, or gender;

- (f) Participation in or interaction with United Nations human rights mechanisms and those of other international organizations;
- (3) Directs, analyzes, and evaluates issues associated with these matters. With available bureau staff and other resources, the Assistant Secretary sets priorities, and allocates/shifts resources toward the bureau's highest priorities. He or she coordinates with his or her immediate supervisor, the Under Secretary for Democracy and Global Affairs, as well as with other bureaus, agencies, and private groups regarding division of responsibilities. He or she advises the Secretary on considerations relating to the development and implementation of relevant policies and programs. The Assistant Secretary ensures that such activities are designed and implemented in a manner which furthers overall U.S. foreign policy objectives;
- (4) Is the focal point for liaison with other U.S. Government departments and agencies on democracy, human rights, and labor, as well as in any other areas or fields for which the bureau is responsible. He or she provides foreign policy guidance and coordination to organizations concerned with relevant bureau programs, and to the U.S. private sector. He or she makes recommendations to the Secretary and to the Administrator of the Agency for International Development (AID) and Director of Foreign Assistance (F) regarding democracy and human rights funding and compliance with Sections 116 and 502B of the Foreign Assistance Act of 1961, as amended. The Assistant Secretary advises the AID Administrator on the selection and implementation of such projects;
- (5) Represents the Department in international negotiations and on interagency policy groups and committees regarding matters falling within the bureau's responsibilities. This responsibility includes taking a lead role in the National Security Council Interagency Working Group on compliance with International Human Rights Instruments, and participating in U.S. delegations to international conferences relating to the functions of the bureau. He or she develops substantive positions and strategies in dealing with such matters in international organizations as they work toward defusing conflicts and promoting a common core of democratic values. Pursuant to delegated authority, the Assistant Secretary negotiates and concludes bilateral and multilateral agreements in areas of bureau responsibility;
- (6) Provides overall coordination and management of the bureau. He or she actively participates in the selection and recruitment of personnel to carry out the Department's responsibilities and

ensures that personnel receive training as appropriate in the areas of democracy, human rights, and labor, and in general skills to strengthen their ability to work in these substantive fields. In coordination with the geographic bureaus and central management, the Assistant Secretary recommends the assignment of democracy, human rights and labor officers to U.S. missions. As appropriate, he or she selects personnel to be accredited to international conferences and meetings related to the functional responsibilities of the bureau; and

- (7) Has substantive and coordinating responsibility for 1 FAM 510, Bureau of Democracy, Human Rights, and Labor (DRL).

1 FAM 511.2 Organization

(CT:ORG-169; 05-25-2007)

An organization chart of the Bureau of Democracy, Human Rights, and Labor (DRL) is found at 1 FAM Exhibit 511.2.

1 FAM 511.3 Authorities

(CT:ORG-169; 05-25-2007)

Authorities for this subchapter include:

- (1) State Department Basic Authorities Act of 1956, as amended (22 U.S.C. 2651a(c)(2)), providing for the general authorities and responsibilities of the Assistant Secretary;
- (2) Sections 116 and 502B of the Foreign Assistance Act of 1961, as amended, concerning (i) the observance of human rights as a principal goal of U.S. foreign policy, (ii) the Annual Country Reports on Human Rights Practices, and (iii) U.S. security and military assistance programs (22 U.S.C. 2304 et seq., 2314, 2349aa-2);
- (3) Section 665 of the Foreign Relations Authorization Act (FY 2003) concerning a separate Report on Supporting Human Rights and Democracy: The U.S. Record (Public Law 107-228; see also 22 U.S.C. 2151n(d) and 22 U.S. C. 2304(b));
- (4) The Department of State Authorization Act (FY 2003) and the Foreign Relations Authorization Act (FY 2003) concerning the establishment and administration of the Human Rights and Democracy Fund (22 U.S.C. 2151n-2);
- (5) The International Religious Freedom Act of 1998, establishing within the Department of State "an Office of International Religious Freedom" and requiring an Annual Report on International Religious

- Freedom (Public Law 105-292);
- (6) The Global Anti-Semitism Review Act of 2004, establishing within the Department of State “an Office to Monitor and Combat anti-Semitism” (22 U.S.C. 2731);
 - (7) The Freedom for Russia and Emerging Democracies and Open Markets Act (Freedom Support Act) of 1992 (Public Law 102-511) and the Cooperative Threat Reduction Act of 1993 (Public Law 103-160) concerning the provision of assistance to independent states of the former Soviet Union;
 - (8) Section 5(d)(1) of the Arms Export Control Act (22 U.S.C. 2755(d)(1)) and Delegation of Authority No. 214 concerning the termination or restriction of defense article sales;
 - (9) Section 2 of the Export-Import Bank Act concerning limitations on the credit sale of defense articles and defense services provided by the U.S. Export Import Bank (12 U.S.C. 635(b)(6));
 - (10) Sections 231A and 239 of the Foreign Assistance Act of 1961, as amended, concerning worker rights and limitations on Overseas Private Investment Corporation (OPIC) activities (22 U.S.C. 2191a(a), 2199(i));
 - (11) Section 551 of the Foreign Operations, Export Financing, and Related Programs Appropriations Act of 2006 (Public Law 109-102) concerning restrictions on funding of foreign security forces (“Leahy Amendment”; see also § 8069 of the Department of Defense Appropriations Act, 2006, and State Cable 034981);
 - (12) 22 U.S.C. § 2151n concerning human rights and development assistance;
 - (13) Title 8 of the Code of Federal Regulations, part 208, concerning applications for asylum in the United States;
 - (14) Section 505(c) of the 1974 Trade Act, as amended, concerning worker rights practices;
 - (15) Section 534(b)(6) of the Foreign Assistance Act of 1961, as amended, concerning strengthening the administration of justice in countries in Latin America and the Caribbean (22 U.S.C. 2346(c)); and
 - (16) Other authorities, as appropriate.

1 FAM 512 PRINCIPAL DEPUTY ASSISTANT SECRETARY (DRL/PDAS)

(CT:ORG-169; 05-25-2007)

The Principal Deputy Assistant Secretary (DRL/PDAS):

- (1) At the Assistant Secretary's direction, develops and advises on policy formulation and action relating to democracy, human rights and labor throughout the world. He or she leads the Department's efforts to hold human rights violators accountable for their actions. He or she coordinates the preparation of the annual Country Reports on Human Rights Practices and the submission of reports to the Department of Justice of factual information relating to requests for asylum. He or she coordinates policy with other U.S. Government departments and agencies and provides policy guidance to regional bureaus and embassies abroad. He or she meets with Congress, nongovernmental organizations (NGOs), and the private sector to explain and build support for U.S. policy. He or she oversees U.S. Government compliance with directives, legislation, treaties, and international agreements, as necessary. He or she assesses and evaluates democracy, human rights, and labor developments as they relate to U.S. foreign policy interests;
- (2) As designated by the Assistant Secretary, negotiates treaties, conventions, and agreements in areas of responsibility. He or she participates in interagency negotiations and implementation efforts; multilateral organizations; bilateral commissions; and representations to foreign governments and at relevant international meetings; and
- (3) Sets program goals and objectives, and monitors and directs use of staff and other resources to achieve bureau priorities. The Principal Deputy Assistant Secretary supervises the executive director (OES-DRL/EX) and other offices and individuals as assigned by the Assistant Secretary.

1 FAM 513 DEPUTY ASSISTANT SECRETARIES (DRL/DAS)

(CT:ORG-169; 05-25-2007)

Two deputy assistant secretaries:

- (1) Set program goals and objectives, and monitor and direct the use of staff and other resources to achieve bureau priorities. They

- supervise offices and individuals as assigned by the Assistant Secretary;
- (2) At the Assistant Secretary's direction, develop policy and advise on policy formulation relating to democracy, human rights, and labor throughout the world. They assess and evaluate developments in these areas as they relate to U.S. foreign policy interests;
 - (3) Coordinate policy with other U.S. Government departments and agencies, and provide policy guidance to regional bureaus and embassies abroad. They meet with Congress, nongovernmental organizations (NGOs), and the private sector to explain and build support for U.S. policy; and
 - (4) As designated by the Assistant Secretary, negotiate treaties, conventions, and agreements in areas of responsibility. They participate in interagency negotiations and implementation efforts; multilateral organizations; bilateral commissions; and representations to foreign governments and at relevant international meetings.

1 FAM 514 SPECIAL ENVOY TO MONITOR AND COMBAT ANTI-SEMITISM

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The Special Envoy to Monitor and Combat Anti-Semitism:

- (1) As established by the Global Anti-Semitism Review Act of 2004, serves as the key Department strategist and focal point in the design, development, and implementation of policies and projects to support international efforts addressing anti-Semitism;
- (2) Reports to the Secretary through the Assistant Secretary for Democracy, Human Rights, and Labor;
- (3) Researches, analyzes, and provides options for positions and programs most likely to be successful in combating and ending anti-Semitism and improving protection of human rights. He or she integrates actions on anti-Semitism with other diplomatic efforts to increase international respect for human rights;
- (4) Represents the U.S. position on anti-Semitism in international discussions and public fora:
 - (a) Engages in discussions with foreign government officials and representatives of nongovernmental organizations (NGOs) regarding anti-Semitism; and
 - (b) Establishes and maintains an on-going dialogue between and

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among the U.S. and the United Nations and other
international or regional entities on this issue;

- (5) Serves as a principal policy advisor and key official in developing, formulating, presenting, negotiating, and implementing Department and U.S. Government policies regarding anti-Semitism; and
- (6) Provides input on anti-Semitism for the Department's annual Country Reports on Human Rights Practices.

1 FAM 515 SENIOR ADVISOR TO THE ASSISTANT SECRETARY

(CT:ORG-169; 05-25-2007)

The Senior Advisor to the Assistant Secretary:

- (1) Serves as the senior-most policy advisor to the Assistant Secretary for Democracy, Human Rights, and Labor; is conversant on the full range of policy issues relevant to the work of the bureau; and reports directly to the Assistant Secretary. The senior advisor alerts the Assistant Secretary to opportunities for advancing existing policy, helps formulate new policy approaches, and serves as a key front office contributor to strategic thinking for the bureau;
- (2) As directed by the Assistant Secretary, shapes and shepherds special projects—in particular, high-profile, cross-cutting initiatives that involve contributions from multiple DRL components, other bureaus, interagency coordination, and liaison with nongovernmental organizations (NGOs);
- (3) Works directly with the Assistant Secretary to conceptualize, steer the production of, and serve as senior drafter, editor, or reviewer of the Assistant Secretary's major policy addresses and, as requested, key bureau products, to ensure that they meet high substantive and presentational standards; and
- (4) As directed by the Assistant Secretary, represents the bureau at departmental and interagency meetings, and with NGOs, foreign officials, and others.

1 FAM 516 SENIOR DIRECTOR FOR STRATEGIC PLANNING AND EXTERNAL AFFAIRS

(CT:ORG-169; 05-25-2007)

The Senior Director for Strategic Planning and External Affairs provides overall coordination for bureau strategic planning and all Congressional, public affairs, public diplomacy, and program-planning activities. See 1 FAM 519.2 for more information.

1 FAM 517 SENIOR COORDINATOR FOR DEMOCRACY

(CT:ORG-169; 05-25-2007)

The Senior Coordinator for Democracy:

- (1) Provides overall interagency policy direction for all forms of U.S. Government activities promoting democracy. He or she advises the Assistant Secretary on democracy promotion and provides guidance to the missions, regional bureaus, and other agencies on the formulation and implementation of country-level democracy strategies;
- (2) As designated by the Assistant Secretary, he or she participates in interagency negotiations and implementation efforts; multilateral organizations, bilateral commissions; and representations to foreign governments and at relevant international meetings;
- (3) Meets with Congress, nongovernmental organizations (NGOs), and the private sector to explain and build support for U.S. democracy policy and programs; and
- (4) Has responsibility for liaison with the Director of U.S. Foreign Assistance; offices managing foreign assistance programs in other bureaus; and the U.S. Agency for International Development (USAID), Department of Justice (DOJ), Department of Defense (DOD), the Broadcasting Board of Governors, and other agencies involved in promoting democracy.

1 FAM 518 EXECUTIVE DIRECTOR (OES-DRL/EX)

(CT:ORG-169; 05-25-2007)

The Executive Director of OES also supports DRL. See 1 FAM 545 for the services provided to DRL by OES-DRL/EX.

1 FAM 519 BUREAU OFFICES

1 FAM 519.1 Office of International Religious Freedom (DRL/IRF)

(CT:ORG-169; 05-25-2007)

The Office of International Religious Freedom (DRL/IRF):

- (1) Supports the Ambassador-at-Large for International Religious Freedom, a position established by law. This office is the principal advisor to the President and the Secretary of State on international religious freedom policy;
- (2) Develops and implements U.S. policy on religious freedom abroad, including in multilateral fora. Officers travel to key countries to meet with foreign government officials, U.S. Government officials and representatives of nongovernmental organizations (NGOs), including religious groups; the office also participates in public meetings, conferences and media events on international religious freedom issues;
- (3) Works with other foreign affairs agencies and Department bureaus and offices to integrate religious freedom into mainstream U.S. foreign policy. This office works with the Foreign Service Institute (FSI), Bureau of Consular Affairs (CA), Bureau of Population, Refugees, and Migration (PRM) and the Department of Homeland Security (DHS) to develop and implement training of U.S. Foreign Service officers, as well as refugee, asylum and immigration officials, on religious freedom issues;
- (4) Monitors religious discrimination and persecution worldwide; by law, meets with NGOs, human rights and religious groups in the United States as well as abroad; and
- (5) Is responsible in cooperation with other bureaus and U.S. Government agencies for undertaking the legal mandates in the International Religious Freedom Act, including producing the Annual

Report on International Religious Freedom, covering 198 countries and areas; developing recommendations to the Secretary (as the President's designee), based on the report and other available information regarding "countries of particular concern" under the Act; and developing recommendations on legally required Presidential actions.

1 FAM 519.2 Office of Strategic Planning and External Affairs (DRL/SEA)

(CT:ORG-169; 05-25-2007)

The Office of Strategic Planning and External Affairs (DRL/SEA):

- (1) Supports bureau principals by providing concrete strategic planning support for all Congressional, public affairs, public diplomacy, and program planning activities;
- (2) In coordination with the program unit, oversees the compilation, drafting, and submission of all strategic planning documents, including budget proposals and performance assessments for DRL grants programs;
- (3) Oversees the full range of Congressional activities for the bureau, including activities relating to legislation and formulation, presentation, and representation of State's democracy and human rights policies, as well as all bureau policies, to Congress. DRL/SEA also supervises the submission of Congressionally mandated reports;
- (4) Formulates and implements public affairs for the bureau, including speeches, press guidance, opinion-editorials, and Web content;
- (5) Formulates and implements public diplomacy strategies to inform and influence key foreign groups and opinion leaders on bureau policy; and
- (6) Coordinates strategies and plans to inform key U.S. groups and opinion leaders on bureau objectives, including overseeing outreach to nongovernmental organizations (NGOs).

1 FAM 519.3 Regional Offices and Program Unit

(CT:ORG-169; 05-25-2007)

The regional offices:

- (1) Continuously monitor observance of human rights and democratic practices;

- (2) Develop and implement policy on human rights and democracy for all countries of the world. The regional offices formulate approaches and strategies to advance human rights and democracy, including country strategies, and provide policy guidance to regional bureaus and U.S. embassies abroad. The regional offices ensure that U.S. human rights and democracy policies and issues of concern are taken adequately into account in all bilateral relationships and are considered in decisions to provide foreign assistance, including U.S. military training and security assistance, assistance under the Millennium Challenge Account, assistance under the Africa Growth and Opportunities Act, and other such assistance;
- (3) Edit, revise, and prepare the annual Country Reports on Human Rights Practices and the Report on Supporting Human Rights and Democracy: The U.S. Record for submission to Congress and dissemination. The regional offices also assist the Office of International Religious Freedom (DRL/IRF) by reviewing drafts of the Annual Report on International Religious Freedom as they likewise assist the Office to Monitor and Combat Trafficking in Persons and other offices;
- (4) Interact with foreign government officials to highlight U.S. democracy and human rights concerns and build support for human rights and democracy;
- (5) Meet with Congress, other agencies, the nongovernmental organization (NGO) community, and the private sector to explain and build support for U.S. human rights and democratic policy;
- (6) Formulate bilateral policies and approaches on thematic democracy and human rights issues including elections, civil society, rule of law, the rights of women and minorities, torture, and freedom of expression, assembly, and the press;
- (7) Furnish country-specific expertise on democracy and human rights practices to other bureaus and other offices within DRL to assist them in the performance of their designated responsibilities, such as processing of asylum applications and export licenses;
- (8) Design, evaluate, implement, and monitor DRL democracy promotion and human rights programs. Provide guidance and assistance to other bureaus and the interagency community on democracy promotion policy and programs; and
- (9) Review the democracy promotion strategies of key missions and ensure that these missions devote sufficient resources to implement their democracy strategies.

1 FAM 519.3-1 Office of Africa and Europe Affairs (DRL/AE)

(CT:ORG-169; 05-25-2007)

The Office of Africa and Europe Affairs (DRL/AE) fulfills responsibilities listed under 1 FAM 519.3, as applicable to Africa and Europe, including the Organization for Security and Co-operation in Europe (OSCE).

1 FAM 519.3-2 Office of Asia and Western Hemisphere Affairs (DRL/AWH)

(CT:ORG-169; 05-25-2007)

The Office of Asia and Western Hemisphere Affairs (DRL/AWH) fulfills responsibilities listed under 1 FAM 519.3, as applicable to Asia and the Western Hemisphere.

1 FAM 519.3-3 Office of Near East and South and Central Asia Affairs (DRL/NESCA)

(CT:ORG-169; 05-25-2007)

The Office of Near East and South and Central Asia Affairs (DRL/NESCA) fulfills responsibilities listed under 1 FAM 519.3, as applicable to the Near East and South and Central Asia.

1 FAM 519.3-4 Program Unit (DRL/P)

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In coordination with the regional offices and other offices of DRL, the Program Unit (DRL/P):

- (1) Manages the Human Rights and Democracy Fund (HRDF), as well as additional programs and earmarks appropriated in the Democracy Fund, Economic Support Funds, FREEDOM Support Act funds, the Iraq Relief and Reconstruction Fund and other Iraq Supplemental appropriations, Support for East European Democracy Act (SEED) funds, and other such appropriations as deemed necessary to meet DRL foreign policy objectives. The Program Unit prepares solicitations, manages the grants panel process, monitors the transfer and apportionment of funds from USAID or other sources to DRL, and works closely with the Office of Acquisitions Management and DRL/EX to provide funding to grantees;
- (2) Meets with and provides outreach and training to the nongovernmental organization (NGO) community regarding DRL grant policies and procedures;

- (3) Monitors and evaluates DRL democracy and human rights programs;
- (4) Responds to Congressional and OMB requests regarding DRL programs, funding, and priorities; and
- (5) Develops, maintains, and updates systems for the efficient retrieval of documents regarding the allocation, notification, transfer, and implementation of HRDF and other funds as necessary. DRL/P also tracks the awarding of grants, maintains lists of grants and grants officer representatives, collects and records narrative and financial reports, and maintains the official HRDF and non-HRDF program files.

1 FAM 519.4 Office of Multilateral and Global Affairs (DRL/MLGA)

(CT:ORG-169; 05-25-2007)

The Office of Multilateral and Global Affairs (DRL/MLGA):

- (1) Formulates and implements U.S. Government human rights and democracy policies in multilateral organizations, including the UN Human Rights Council (UNHRC); the UN General Assembly; the UN Security Council; the Office of the UN High Commissioner for Human Rights; the European Union; the Organization of American States; the African Union; the Association of Southeast Asian Nations (ASEAN); and other regional organizations;
- (2) Anticipates emerging human rights issues in multilateral fora, working with other bureaus and agencies; takes the lead in developing policy options and approaches to governments with widely differing interests; and negotiates strategies to achieve U.S. goals;
- (3) Coordinates with the Office of the UN High Commissioner for Human Rights (OHCHR) and provides feedback to the OHCHR on field activities and technical assistance;
- (4) Takes the lead in developing appropriate multilateral responses to human rights emergencies;
- (5) Directs DRL processing of munitions control requests;
- (6) Coordinates review by bureau regional offices and by regional bureaus and other interested offices, of individual claims for asylum in the United States and provides policy oversight to those offices for such reviews; responds on behalf of the bureau to requests for review from the Department of Homeland Security; and prepares profiles of asylum claims and country conditions, as well as

- individual communications, for use by Department of Homeland Security and Department of Justice asylum adjudicators;
- (7) Coordinates bureau policy on human rights vetting for security assistance and munitions exports and for the Abuse Case Evaluation System (ACES) database; and coordinates responses by bureau regional offices to requests for vetting; and
 - (8) Supports activities of the Secretary's Advisory Commission on Disabilities.

1 FAM 519.5 Office of International Labor and Corporate Social Responsibility (DRL/ILCSR)

(CT:ORG-169; 05-25-2007)

The Office of International Labor Affairs and Corporate Social Responsibility (DRL/ILCSR):

- (1) Supports the Assistant Secretary in fulfilling his or her responsibilities to advise the Secretary and his or her senior staff regarding the U.S. Government's international labor diplomacy;
- (2) Advises the bureau's Assistant Secretary and others as directed by the Assistant Secretary, regarding policies and initiatives promoting core worker rights, specifically the four "fundamental rights" identified by the International Labor Organization;
- (3) Ensures appropriate application of U.S. laws, regulations, and policy on international labor standards in bilateral relations and in relations between the U.S. Government and international organizations;
- (4) Initiates and advises policy approaches promoting the rights and interests of workers in the global economy;
- (5) Works with nongovernmental organizations (NGOs) and U.S. firms to encourage respect for worker rights, adoption of best practices, and inclusion of corporate social responsibility in business operations and operations of suppliers abroad;
- (6) Leads bureau representation in negotiation of labor provisions of free trade agreements and regarding the granting of benefits and review of eligibility under the Generalized System of Preferences and the African Growth and Opportunity Act;
- (7) Coordinates with other U.S. Government offices and agencies in supervision of and provision for field support to labor officers abroad; and
- (8) Supports the bureau's outreach efforts, including liaison with

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Congress, trade unions, the media and NGOs.

1 FAM EXHIBIT 511.2 BUREAU OF DEMOCRACY, HUMAN RIGHTS, AND LABOR (DRL)

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