

# D&CP – OFFICE OF THE CHIEF OF PROTOCOL

## *Resource Summary*

(\$ in thousands)

Appropriations	FY 2010 Actual	FY 2011 CR	FY 2012 Request
American Positions	76	76	77
Funds	11,251	11,251	11,395

### *Program Description*

The Office of the Chief of Protocol (CPR) supports the President, the Vice President, the Secretary of State, and the Deputy Secretaries of State in matters of protocol. CPR supports official representational and diplomatic functions hosted by these individuals and oversees protocol matters arising from their travel abroad. The office takes the lead in planning, organizing, coordinating, and directing official visits by foreign leaders and dignitaries to the United States. The functional duties of the office include:

- Accreditation of foreign diplomatic, consular, and international organization personnel;
- Presentation of newly arrived foreign ambassadors to the President;
- Selection, purchase, and presentation of appropriate gifts for U.S. principals to present to foreign dignitaries;
- Receipt, registration, and storage of gifts presented to U.S. officials by foreign governments;
- Assisting, advancing and providing guidance for Presidential travel (in particular State Visits) abroad;
- Planning, organizing, and directing travel of Presidential Delegations;
- Planning and executing all ceremonial activities at State Department and supporting events of the President and Secretary of State abroad as needed;
- Management and administration of the President's guest house (Blair House); and
- Diplomacy and outreach efforts within the diplomatic community.

### **Visits**

CPR's Visits Division plans, arranges, coordinates, and directs programs for visiting heads of state and other high-level foreign dignitaries; coordinates foreign press arrangements for visits of dignitaries; manages the gift program; coordinates port clearances of all high-ranking foreign dignitaries visiting the United States; assists in coordinating the credentialing of new ambassadors to the United States; provides support for the President's travel abroad; and coordinates travel of Presidential Delegations. The Visits Division also provides support, advice and accompanies the President and First Lady on all trips abroad. In 2010, the Visits Division supported one State Visit, 311 Working Visits, and more than 40 Private Visits. The office coordinated logistics for the 49 Heads of State/Delegation that attended President Obama's National Security Summit, arranged 25 Presidential Delegations abroad, and supported the 65th United Nations General Assembly. The division provided arrival and departure briefings to embassies and UN missions covering the port courtesy program. The Visits Division (and Chief of Protocol) assisted with or accompanied the President and Mrs. Obama on all trips abroad providing protocol guidance, advance staff, and gift support.

### **Ceremonials**

The Ceremonials Division organizes ceremonial and official functions hosted by the Secretary of State and other high-ranking officials. The division assists with events that include participation of the Diplomatic Corps in joint meetings, sessions of Congress, and other public events. The division maintains the precedence lists and responds to public inquiries regarding flag protocol as well as forms of

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address, seating, and invitations. In 2010, the division facilitated over 184 representational events (dinners, teas, luncheons, receptions, and breakfasts). In addition, the office assisted with 61 swearing-in ceremonies for senior officials and newly appointed U.S. ambassadors. The Office also assists, as requested, with ceremonial and official functions hosted by the President, Vice President or Secretary of State abroad. The Ceremonials Division will continue all current responsibilities in 2011 and will initiate a training program for Protocol Officers at posts throughout the world.

### **Diplomatic Partnerships**

The Diplomatic Partnerships Division (DPD) furthers the President's diplomatic efforts by providing the Diplomatic Corps with a greater insight and understanding of the United States' people, customs and institutions through a broad range of unique programs that connect U.S. Government agencies, community and business leaders, innovation experts and others directly with the Diplomatic Corps. Diplomatic Partnership programs such as State of the Administration, *Experience America*, Issue Roundtables, and Cultural Exchange events bring strategic focus to these objectives. The State of the Administration Speaker Series is a recurring program that gives the Diplomatic Corps an opportunity to interact with senior Administration officials and influential policymakers who provide first-hand knowledge of the U.S. Government's work on important current issues. In 2010, *State of the Administration* events averaged 80 – 100 diplomats in attendance. This year, approximately 50 foreign Ambassadors participated in the two *Experience America* visits where they interacted with over 200 local and community leaders on each trip. CPR's goal is to foster mutually beneficial relationships for the cities and states that CPR visits, and the countries of those ambassadors who join the trips. The members of the Diplomatic Corps contribute to the funding of this program by covering the cost of their air travel, hotel accommodations and incidental expenses.

### **Diplomatic Affairs**

The Diplomatic Affairs Division has responsibility for monitoring the agrément process (the process by which a government seeks accreditation for its diplomats in a foreign country) for foreign Ambassadors in the United States, as well as the presentation of their credentials to the Secretary of State and the President of the United States. This division also develops, establishes, and maintains U.S. Government policy regarding rights, privileges, and immunities accorded foreign diplomatic and consular officers and employees; determines the acceptability of diplomatic, consular, international organizations, and other foreign government personnel accredited to the United States; issues identification documents to such personnel; processes spouse and dependent employment requests; reviews and approves requests for the opening of consular and miscellaneous foreign government offices throughout the United States; investigates and resolves complaints and incidents involving foreign government representatives, and provides support and assistance to the diplomatic community in the United States. The Diplomatic Affairs Division is also responsible for processing White House tour requests submitted by the Diplomatic Community.

### **Blair House**

Blair House is the President's official guest house in Washington, and serves as the residence for foreign guests of the President. The Blair House Division is responsible for managing, operating and maintaining Blair House in impeccable condition, and for managing and supporting all official visits, events and ceremonies held at Blair House. In 2010, Blair House hosted seven official foreign visits, and was the venue for 61 representational luncheons, dinners, receptions, and meetings.

### **Management**

The Management Division is responsible for coordination and execution of the CPR budget, coordination with the Bureau of Resource Management on the budget for protocol activities under the appropriation for Emergencies in the Diplomatic and Consular Service; human resources administration; general services operations; information systems support; and overall administrative support. In addition, this division is

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responsible for ensuring that internal controls are established and implemented and that all other necessary and appropriate efforts are carried out to deter fraud, waste, and abuse of government resources. The Management Division administers the human resources, financial management, information systems, security, general services operations, and overall administrative support for the Office of the Chief of Protocol. The Management Division also provides program support in connection with visits and ceremonial activities, and has administrative oversight of the President's guesthouse, Blair House.

### *Justification of Request*

The Department's FY 2012 request of \$11.395 million for CPR is a \$144,000 increase over the FY 2010 Actual level. The request includes \$144,000 to maintain current services, funds one new position and reflects a decrease for efficiency savings related to supplies and printing.

The Office of the Chief of Protocol requests one new position to help meet the expanding mission challenges and increasing demands on existing staff. This past year Protocol has staffed an unprecedented number of visiting foreign leaders, summits, bilateral meetings and events hosted by the President, Vice President and Secretary of State. The Diplomatic Partnership Division in particular has made great strides in strengthening relationships with the Diplomatic Corps, and requires one additional position to support and expand Protocol's outreach efforts.

The Diplomatic Partnership Division extends the State Department's diplomacy efforts to the members of the Diplomatic Corps, consisting of approximately 180 foreign ambassadors accredited to the United States. This program has fostered open dialogue and closer friendship by providing the Diplomatic Corps greater insight and understanding of the American people, institutions, businesses and communities. The additional position would enable Protocol to reach out to the Diplomatic Corps and ensure their involvement in Joint Meetings and Sessions of Congress, speaker programs, official and ceremonial events hosted by the Secretary or Chief of Protocol, as well as cultural experiences and travel to other parts of America.

### *Resource Summary*

	Positions				Funds (\$ in thousands)			
	American			FSN	Pos Total	Bureau Managed	American Salaries	Funds Total
	CS	FS Dom	Overseas					
FY 2010 Actual	74	2	0	0	76	3,719	7,532	11,251
FY 2011 CR	74	2	0	0	76	3,719	7,532	11,251
FY 2012 Built-in Changes								
Domestic Inflation	0	0	0	0	0	33	0	33
Efficiency Savings	0	0	0	0	0	(82)	0	(82)
Total Built-in Changes	0	0	0	0	0	(49)	0	(49)
FY 2012 Current Services	74	2	0	0	76	3,670	7,532	11,202
FY 2012 Program Changes								
Staffing - Diplomatic Partnerships	1	0	0	0	1	67	126	193
Total Program Changes	1	0	0	0	1	67	126	193
FY 2012 Request	75	2	0	0	77	3,737	7,658	11,395

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### *Staff by Program Activity*

(positions)

Chief of Protocol	FY 2010 Actual	FY 2011 CR	FY 2012 Request
Conduct of Diplomatic Relations	57	57	58
Domestic Administrative Support	10	10	10
Policy Formulation	9	9	9
<b>Total</b>	<b>76</b>	<b>76</b>	<b>77</b>

### *Funds by Program Activity*

(\$ in thousands)

Chief of Protocol	FY 2010 Actual	FY 2011 CR	FY 2012 Request
Conduct of Diplomatic Relations	9,368	9,368	9,480
Domestic Administrative Support	991	991	1,008
Policy Formulation	892	892	907
<b>Total</b>	<b>11,251</b>	<b>11,251</b>	<b>11,395</b>

### *Program Activities*

Chief of Protocol (CPR)	Positions			Funds (\$ in thousands)			
	American Domestic	Overseas	FSN	Pos Total	Bureau Managed	American Salaries	Funds Total
Conduct of Diplomatic Relations	58	0	0	58	3,737	5,743	9,480
Domestic Administrative Support	10	0	0	10	0	1,008	1,008
Policy Formulation	9	0	0	9	0	907	907
<b>Total</b>	<b>77</b>	<b>0</b>	<b>0</b>	<b>77</b>	<b>3,737</b>	<b>7,658</b>	<b>11,395</b>

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### *Staff by Domestic Organization Unit* (positions)

Chief of Protocol	FY 2010 Actual	FY 2011 CR	FY 2012 Request
Administrative Division	8	8	8
Blair House	14	14	14
Ceremonials Division	8	8	8
Chief of Protocol	6	6	6
Diplomatic Partnership Division	4	4	5
Diplomatic and Consular Liaison Division	22	22	22
Visits Division	14	14	14
<b>Total</b>	<b>76</b>	<b>76</b>	<b>77</b>

### *Funds by Domestic Organization Unit* (\$ in thousands)

Chief of Protocol	FY 2010 Actual	FY 2011 CR	FY 2012 Request
Administrative Division	1,611	1,611	1,615
Blair House	1,573	1,573	1,574
Ceremonials Division	1,239	1,239	1,241
Chief of Protocol	930	930	931
Diplomatic Partnership Division	582	582	709
Diplomatic and Consular Liaison Division	3,296	3,296	3,301
Visits Division	2,020	2,020	2,024
<b>Total</b>	<b>11,251</b>	<b>11,251</b>	<b>11,395</b>

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### *Funds by Object Class*

(\$ in thousands)

<b>Chief of Protocol</b>	<b>FY 2010 Actual</b>	<b>FY 2011 CR</b>	<b>FY 2012 Request</b>
1100 Personnel Compensation	5,649	5,649	5,743
1200 Personnel Benefits	1,883	1,883	1,915
2100 Travel & Trans of Persons	1,190	1,190	1,234
2300 Rents, Comm & Utilities	595	595	598
2400 Printing & Reproduction	223	223	220
2500 Other Services	1,339	1,339	1,345
2600 Supplies and Materials	335	335	300
3100 Personal Property	37	37	40
<b>Total</b>	<b>11,251</b>	<b>11,251</b>	<b>11,395</b>