

## D&CP – OFFICE OF THE CHIEF OF PROTOCOL

### *Resource Summary*

(\$ in thousands)

<b>Appropriations</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimate</b>	<b>FY 2013 Request</b>	<b>Increase / Decrease</b>
American Positions	76	76	76	0
Funds	11,364	11,119	11,193	74

### *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; 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 trips abroad. In 2011, the Visits Division supported three State Visits (China, Germany and Korea), meetings with 294 foreign leaders and more than 25 private visits by Chiefs of State. The division coordinated logistics for the 20 Heads of Economies that attended APEC 2011 hosted by President Obama in Hawaii (as well as 14 other Pacific Island Leaders), supported the Ministerial meetings leading up the Leaders Meeting; arranged 15 Presidential Delegations abroad, and supported the 66th United Nations General Assembly. The division provided arrival and departure briefings to embassies detailing the new egov system covering the port courtesy program. The Visits Division in support of the Chief of Protocol assisted with or accompanied the President and Mrs. Obama on all trips abroad providing protocol guidance and advance staff.

### **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

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Diplomatic Corps in joint meetings, sessions of Congress, and other public events. The division maintains the U.S. Order of Precedence list and responds to public inquiries regarding flag protocol as well as forms of address, seating, and invitations. In 2011, the division facilitated over 148 representational events, including dinners, teas, luncheons, receptions, meetings, and breakfasts. In addition, the division assisted with 49 swearing-in ceremonies for senior officials and newly appointed U.S. ambassadors. The division also assists, as requested, with ceremonial and official functions hosted by the President, Vice President or Secretary of State abroad.

### **Diplomatic Partnerships**

The Diplomatic Partnerships Division (DPD) of the Office of the Chief of Protocol seeks to foster international goodwill and deepen bilateral and multilateral relationships while providing the Diplomatic Corps with greater insight and understanding of the American people, customs and institutions. The program furthers national interests and encourages international business investment while at the same time advancing the foreign policy goals of the United States by fostering an environment for mutual understanding and successful diplomacy. DPD pursues these goals through a broad range of new and unique programs and events, which build relationships, provide a forum for dialogue, and create opportunities for exchange between Chiefs of Diplomatic Missions and American leaders in a cross-section of fields. These forms of interaction not only constitute core strengths of American international engagement but also contribute significantly to new beginnings based on mutual respect and understanding. By sharing America's vast array of cultures and communities with the Chiefs of Mission, DPD builds bridges of knowledge and understanding with people everywhere. Diplomatic Partnerships has a number of programs including State of the Administration, *Experience America*, Diplomatic Partnership Roundtables, and Cultural Exchange events which work to bring a strategic focus to these objectives. In 2011, DPD held eight "State of the Administration" events; organized five cultural exchange events with five different embassies; held multiple issue roundtables with key stakeholders; and travelled to two U.S. cities with nearly 60 ambassadors and spouses for a total of eight days of economic exchange, cultural exchange, and interaction with community leaders.

### **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 2011, Blair House hosted 13 official foreign visits, and was the venue for 62 representational luncheons, dinners, receptions, and meetings.

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### **Management**

The Management Division is responsible for formulation and execution of the CPR budget, coordinating 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 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.

### **Gifts**

The practice of exchanging gifts is a time-honored tradition of diplomacy and serves to enhance bilateral relationship with foreign governments. It helps ensure adherence to the highest diplomatic standards, promoting and fostering goodwill on behalf of the U.S. Government. The Gifts Division of the Office of the Chief of Protocol researches, coordinates, and documents the exchange of gifts between high-level foreign dignitaries and the President, First-Lady, Vice President, the spouse of the Vice President and the Secretary of State. The gifts team provides support for the aforementioned U.S. Government principals' travel abroad and travel of Presidential Delegations. The Senior Gift Office accompanies the President and First Lady on all trips abroad. In 2011, the Gifts Division supported three State Visits (China, Germany and Korea) and 294 meetings with Foreign Leaders. The division organized gifts for the 20 Heads of Economies that attended APEC 2011 hosted by President Obama in Hawaii (as well as 14 other Pacific Island Leaders). In addition, the Gift Division serves as the central processing point for all tangible gifts received from foreign sources, by employees of the Executive Branch of the Federal government. The division is responsible for the creation and maintenance of the official record of all gifts presented by the Department of State to officials of foreign governments.

### ***Justification of Request***

The Department's FY 2013 request of \$11.2 million for CPR is a \$74,000 increase over the FY 2012 estimate level. The request includes \$90,000 to maintain current services and reflects a \$16,000 decrease for efficiency savings related to supplies and printing.

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### *Resource Summary*

	Positions					Funds (\$ in thousands)		
	American				Pos	Bureau	American	Funds
	CS	FS Dom	Overseas	FSN	Total	Managed	Salaries	Total
FY 2011 Actual	74	2	0	0	76	3,058	8,306	11,364
FY 2012 Estimate	74	2	0	0	76	2,813	8,306	11,119
FY 2013 Built-in Changes								
Administrative Savings	0	0	0	0	0	(16)	0	(16)
American COLA	0	0	0	0	0	3	38	41
Domestic Inflation	0	0	0	0	0	49	0	49
Total Built-in Changes	0	0	0	0	0	36	38	74
FY 2013 Current Services	74	2	0	0	76	2,849	8,344	11,193
FY 2013 Request	74	2	0	0	76	2,849	8,344	11,193

### *Staff by Program Activity*

(positions)

Chief of Protocol	FY 2011 Actual	FY 2012 Estimate	FY 2013 Request	Increase / Decrease
Conduct of Diplomatic Relations	57	57	57	0
Domestic Administrative Support	10	10	10	0
Policy Formulation	9	9	9	0
<b>Total</b>	<b>76</b>	<b>76</b>	<b>76</b>	<b>0</b>

### *Funds by Program Activity*

(\$ in thousands)

Chief of Protocol	FY 2011 Actual	FY 2012 Estimate	FY 2013 Request	Increase / Decrease
Conduct of Diplomatic Relations	9,287	9,042	9,106	64
Domestic Administrative Support	1,093	1,093	1,098	5
Policy Formulation	984	984	989	5
<b>Total</b>	<b>11,364</b>	<b>11,119</b>	<b>11,193</b>	<b>74</b>

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### *Program Activities*

Chief of Protocol (CPR)	Positions			Funds (\$ in thousands)			
	American		FSN	Pos Total	Bureau Managed	American Salaries	Funds Total
	Domestic	Overseas					
Conduct of Diplomatic Relations	57	0	0	57	2,849	6,257	9,106
Domestic Administrative Support	10	0	0	10	0	1,098	1,098
Policy Formulation	9	0	0	9	0	989	989
<b>Total</b>	<b>76</b>	<b>0</b>	<b>0</b>	<b>76</b>	<b>2,849</b>	<b>8,344</b>	<b>11,193</b>

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

Chief of Protocol	FY 2011 Actual	FY 2012 Estimate	FY 2013 Request	Increase / Decrease
Blair House	14	14	14	0
Ceremonials Division	8	8	8	0
Chief of Protocol	9	9	9	0
Diplomatic Affairs Division	22	22	22	0
Diplomatic Partnership Division	4	4	4	0
Management Division	8	8	8	0
Visits Division	11	11	11	0
<b>Total</b>	<b>76</b>	<b>76</b>	<b>76</b>	<b>0</b>

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### *Funds by Domestic Organization Unit*

(\$ in thousands)

Chief of Protocol	FY 2011 Actual	FY 2012 Estimate	FY 2013 Request	Increase / Decrease
Blair House	1,683	1,671	1,680	9
Ceremonials Division	1,241	1,212	1,220	8
Chief of Protocol	931	909	915	6
Diplomatic Affairs Division	3,321	3,247	3,269	22
Diplomatic Partnership Division	590	578	582	4
Management Division	1,548	1,494	1,506	12
Visits Division	2,050	2,008	2,021	13
<b>Total</b>	<b>11,364</b>	<b>11,119</b>	<b>11,193</b>	<b>74</b>

### *Funds by Object Class*

(\$ in thousands)

Chief of Protocol	FY 2011 Actual	FY 2012 Estimate	FY 2013 Request	Increase / Decrease
1100 Personnel Compensation	6,229	6,229	6,257	28
1200 Personnel Benefits	2,077	2,077	2,087	10
2100 Travel & Trans of Persons	1,010	929	951	22
2300 Rents, Comm & Utilities	489	450	467	17
2400 Printing & Reproduction	180	166	158	(8)
2500 Other Services	1,101	1,013	1,026	13
2600 Supplies and Materials	245	225	217	(8)
3100 Personal Property	33	30	30	0
<b>Total</b>	<b>11,364</b>	<b>11,119</b>	<b>11,193</b>	<b>74</b>