



# Consultations

a newsletter for the diplomatic and consular communities

## A Message from the Assistant Secretary

The U.S. Senate has confirmed Richard J. Griffin as Assistant Secretary for the Bureau of Diplomatic Security and Director of the Office of Foreign Missions, with the rank of Ambassador.

As Assistant Secretary of the Bureau of Diplomatic Security, Ambassador Griffin leads a global force of 32,000 special agents, security specialists, and other professionals who make up the security and law enforcement arm of the U.S. State Department. As Director of the Office of Foreign Missions, Ambassador Griffin manages reciprocity and immunity issues for foreign diplomats in the U.S.

In his acceptance, Ambassador Griffin emphasized the continuing importance of open communication and cooperation both within the State Department and with the diplomatic and consular community. He went on to say: "I know that many significant challenges lie ahead . . . In the coming weeks, I look forward to meeting with many of you."



Ambassador Richard J. Griffin, Assistant Secretary for the Bureau of Diplomatic Security and Director of the Office of Foreign Missions

Ambassador Griffin comes to State Department from the U.S. Department of Veterans Affairs, where he served as Inspector General. He previously served as Deputy Director at the U.S. Secret Service, responsible for planning and directing all investigative, protective, and administrative programs. He began his Secret Service career in 1971 as an agent in the Chicago office. Subsequent positions included Assistant Special Agent in Charge of the Presidential Protective Division, Special Agent in Charge in Los Angeles, Deputy Assistant Director in the

Office of Investigations, and Assistant Director for Protective Operations. He has received a number of special achievement awards, including the Senior Executive Service Presidential Rank Award of Meritorious Executive.

Ambassador Griffin holds a master's degree in business administration from Marymount University, Arlington, Virginia, and is a graduate of the National War College. ■

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[www.state.gov/ofm](http://www.state.gov/ofm)

## Pakistan Opens Consulate

The temperature was below zero and the snow was drifting and blowing on January 22, 2005, but that did not dampen the spirits of those members of Chicago's large Pakistani community attending the opening ceremonies of their new Consulate.

Featured speakers at the festive occasion were Chicago Mayor Richard Daley, Pakistan Ambassador Jehangir Karamat, and OFM Regional Director Denise Duclon. The Ambassador thanked OFM for its valuable assistance to the mission in making the venture possible. Mayor Daley remarked that the city of Chicago was very fortunate to have the Chicago OFM and thanked the Regional Director for all the wonderful support given to the city and the international community.

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### Important Note:

It has recently been announced that *all current and future diplomatic circular notes* will be incorporated into the **Guidance for Administrative Officers** manual and will no longer be issued as previously, or published separately. The *Guidance for Administrative Officers*, with major revisions, is to be found *only* on the Office of Foreign Missions web site [www.state.gov/ofm/resource/pubs](http://www.state.gov/ofm/resource/pubs). This action supports OFM's continuing efforts to reduce the administrative burden on missions, and to improve its level of client service. Remember, *Guidance for Administrative Officers* is a web-only document.



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Pakistan's Ambassador Jehangir Karamat greets those in attendance at the opening of the new Pakistani Consulate in Chicago.

*Pakistan, continued from page 1*

Indeed, the Office of Foreign Missions' support is vital in the opening of every new consulate, and OFM's regional offices are often the first stop for a mission planning to open a post outside of Washington D.C. Accordingly, Chicago's OFM met with Pakistani officials at the inception of the local project to discuss the process of identifying mission and residence locations.

Throughout the search, as questions arose, the Office worked closely with the new head of post and with the real estate agent heading the location search. In this case, the selection was somewhat easier, with zoning and building department issues being largely avoided, since the mission was leasing real estate space rather than purchasing a property.

Once the location was chosen, Pakistani officers and staff for the mission were appointed. Here Chicago OFM assisted the Consulate with the paperwork and the proper processing of the new officers and staff so that they could begin their work. A new mission must obtain drivers licenses for their members, register both mission and personal vehicles, and have tax cards issued for mission members. Again, it is the OFM Regional Office that accepts those applications and produces all documents for not only new missions, but for all consular missions in their region.

As with other consulates, when the Pakistani Consulate opened, the Head of Post received a list of local, state and federal government officials that he might want to meet. Such information is helpful to newly arrived officials as they begin making calls on the local official community on behalf of their own government. While more a protocol function than an OFM function, the Chicago Regional Office provides this information to arriving heads of mission since there is no Department office outside of Washington to act in that capacity.

The arrival of the mission is a welcome event for Pakistani nationals in the region and for the city. Chicago OFM was pleased to be able to assist on behalf of the Department. ■

Shown (left to right) are featured guest speakers, Ambassador J. Karamat, OFM Regional Director Denise Duclon and Chicago's Mayor Daley.



Utah Governor Jon Huntsman, Jr. signs H.B. 212, entitled "Traffic Violations by Diplomats," based on OFM's model DMV legislation. Standing behind the Governor, left to right, are Franz Kolb, Honorary Consul of Austria and President of the Utah Consular Corps, David van Valkenburg, Regional Director of OFM in Los Angeles, and Representative David Hogue, the legislative sponsor.

## GOVERNOR SIGNS OFM'S MODEL LEGISLATION

Utah Governor Jon Huntsman, Jr. invited the career and honorary consular corps, top law enforcement and state officials, OFM's Regional Director, Los Angeles, and the print and broadcast media to a signing ceremony for H.B. 212, entitled "Traffic Violations by Diplomats." Utah's H.B. 212 is based on OFM's own model DMV legislation with the goal of improving public safety through greater personal accountability.

The Governor used the occasion to emphasize to enforcement officials state-wide that the occasional offenses of career diplomatic and consular officers be reported to OFM in a timely manner for appropriate follow-up. Governor Huntsman complimented the bill's legislative sponsors, and the Office of Foreign Missions, for their initiative in holding members of the diplomatic community accountable in the event they endanger public safety within the state of Utah. The Governor presented OFM with an original, signed copy of the new state law and the signing pen. ■



## Overage Dependent Justification

OFM, in cooperation with the Office of Protocol, recently asked foreign missions in the United States for assistance in reviewing the status of their “overage” dependents (e.g., sons and daughters over 21 or 23 years old or elderly parents) who reside permanently in the home of the principal and who would like to remain in the U.S. as a member of the principal’s household. The requests apply both to those who request extensions of privileges and immunities, and those who are not asking for an extension of privileges and immunities for the overage dependent but are requesting permission for the dependent to remain in the U.S.

The project was initiated to ensure that overage dependents are able to obtain the necessary visa services to authorize an extended stay.

Under the project, OFM retrieved a number of records of overage dependents remaining in the U.S. “out-of-status,” most often because the dependent had reached a certain age. We are pleased to have been able to assist so many of you to clarify and correct the status of your mission’s overage dependents allowing them to continue to legally reside permanently in the home of the principal.

Please remember that if a foreign mission fails to submit timely requests on behalf of overage dependents, the dependent’s status will be terminated. He or she will not be able to obtain visa services and be considered “out-of-status.”

Below are some Q’s and A’s that will help you determine the “who,” “what,” “where,” “when,” and “what if” of overage dependents.

Please continue to help us help you

**Q:** For whom should the mission submit a request?

**A:** The following overage dependents must have a request for visa services submitted on their behalf:

(1) 21-to-23-year-old sons and daughters enrolled full-time in an institution of higher learning (i.e., a college or university) who want to remain in the U.S. and extend their privileges and immunities;

(2) Over 21-year-old sons and daughters and other dependents *with a mental or physical handicap* residing with the principal’s household but who are not enrolled full-time in an institution of higher learning.

(3) Over 21-year-old dependents who are **not** mentally or physically handicapped and are **not** enrolled full-time in an institution of higher learning (college or university) but who live in the U.S. with the principal as a family member.

**Q:** What are recommended forms of supporting documentation that will justify an application on behalf of an overage dependent?

**A:** Examples of supporting documentation include:

- (1) For full-time students, a certified statement from the school registrar showing period of enrollment, number of credit hours and anticipated graduation date.
- (2) For mentally or physically handicapped dependents:
  - (a) A doctor’s certificate issued within the last 6 months with the nature and expected duration of the condition; or
  - (b) If a doctor’s certificate is unavailable, a statement of the condition’s nature and expected duration.
- (3) For other dependents: a doctor’s certificate issued within the last 6 months giving the nature and expected duration of the condition; guardianship or adoption papers; government travel orders, and proof that the sending state considers the applicant a dependent.

**Q:** Where should the request be submitted?

**A:** The Office of Protocol receives requests on behalf of overage dependents. Where an extension of privileges and immunities is being requested, the Family Status Justification (FSJ) form should be used. Otherwise, requests may be submitted using a diplomatic note.

**Q:** When must the request be submitted?

**A:** The request and supporting documentation, if any, must be received within 30 days from the date of the printout sent to the foreign mission by OFM.

**Q:** What if the Embassy fails to submit a request on behalf of an overage dependent before the deadline?

**A:** The dependent’s status will be terminated and he or she will not be able to obtain visa services and be considered “out-of-status.”

**Q:** What if the Embassy does not reply in time and an overage dependent is “terminated?”

**A:** The dependent will not be able to obtain visa services and will be expected to leave the country unless the Embassy appeals with documentation that the dependent continues to be a member of the principal’s household.

*Any specific questions regarding overage dependents should be addressed to the Office of Protocol.*

### Where are you @?

More than 1600 members of the diplomatic and consular community are now receiving *Consultations* by e-mail (!) and we are receiving more requests daily. All it takes is a quick email to [Consultations@state.gov](mailto:Consultations@state.gov). Please indicate if your system needs to have mail addressed in a particular way, and also add us to your address book. Spread the word to your colleagues.

## New Faces ...

### From Houston:

**Robert Hopkins**  
*Deputy Regional Director*



Prior to joining OFM, Hopkins enjoyed a diverse career in government and the private sector. He served in El Salvador as the Peace Corps Regional Safety and Security Officer for Central America, Mexico and the Caribbean; as general manager of a private security corporation in Honduras; as a ship sales manager for Latin America with the Gulf Coast shipbuilding industry; and as a career naval officer with assignments in Portugal, Brazil, Uruguay and Honduras. Hopkins is a graduate of the University of Texas, Austin. He was awarded a Special Commendation from former Secretary of State James Baker. Hopkins brings 20 plus years of international expertise to this new position.

**Craig Miller**  
*Assistant Regional Director*



Miller comes to the Houston Office as a direct hire from the private sector with 12 years of experience in engineering and engineering management in various regions of the U.S., and several years experience with the Army Reserves. As the Assistant Regional Director, Miller will be working with tax, customs, and property issues for the Houston Region consular community.

**Brian Cresswell**  
*OFM Program Specialist*



Cresswell joins OFM as a direct hire from the private sector, with experience in the insurance industry and a strong background in customer service. He will be administering several of the programs offered by OFM, particularly motor vehicles and licensing, as well as the tax exemption card program. Cresswell is a veteran of the U.S. Marine Corps and a graduate of the University of Houston.

### From Los Angeles:

**Bunnie Poullard**  
*Student Co-op*



Ms. Poullard first came to OFM Los Angeles as a summer intern from Pepperdine University, where she majored in International Relations and Spanish. She was subsequently rehired as a student co-op worker. A May 2005 graduate, she plans to work in international relations, perhaps as a career employee of the Department of State.

## Clarification: Sales Tax Exemptions

Recent inquiries to OFM have made it appropriate to issue a clarification regarding the appropriate use of official, as opposed to personal, tax exemption cards by the foreign mission community.

The Diplomatic Tax Exemption Program provides sales and use tax exemptions to eligible foreign officials on assignment in the United States. Not all foreign missions and their personnel are entitled to tax exemption, because this privilege is based on reciprocity and not all foreign countries grant such tax exemptions to American embassies and personnel. Any questions regarding the eligibility of diplomatic or consular officers for sales and use tax exemption should be directed to the Office of Foreign Missions. However, the following points should be emphasized.

First, there are *two different types of tax exemption cards: personal and official/Mission*. To obtain a tax exemption using either card, the individual claiming the exemption must present his/her tax exemption card bearing his/her photo to the business making the sale or providing the service.

Second, an **official/Mission tax exemption card** can legitimately be used for bulk purchases of an official nature as long as all the items are on one invoice and the invoice is in the name of the mission/cardholder. The purchase must be paid by a mission credit card or with a check drawn on a mission account.

For example, a mission tax exemption card can be used to book tax exempt hotel rooms for all official participants in a conference, even if the card holder is not staying in the hotel, providing the reservation is in the name of the mission. However, all rooms used by the conference participants must be on one bill and must be paid at one time by the mission. Likewise, a mission card can be used to buy tax exempt meals for all members of an official group whether the cardholder participates in the meal or not. Again, all meals have to be on one bill that is then paid for with mission funds. A Mission can also purchase its office supplies tax exempt at a stationery store, as long as all the purchases are listed on one invoice and paid for with mission funds.

Finally, **personal tax exemption cards** should be used only to obtain tax exemption on purchases for the actual card holder and his/her immediate family members.

In this case, “family members” implies the Western concept of the “immediate family.” Thus, a spouse, children, parents, grandchildren and grandparents are “immediate family” for tax purposes. For example, the personal tax card can legitimately be used to rent hotel rooms for the card holder’s personal use, to include the use of his/her immediate family.

It is hoped that this brief explanation will clarify questions and be of service to our constituency. Further questions may be addressed to: [OFMInfo@state.gov](mailto:OFMInfo@state.gov). ■

## Regional News

# OFM Is Outreach

In their mission to assist, advise, and regulate services for foreign diplomats, their dependents, and their staffs while they reside in the United States, the Office of Foreign Missions plays many roles. OFM personnel are teachers and guides, conducting outreach and training along with representatives from other Diplomatic Security offices. They strive to promote and strengthen the relationship between governments and individuals through efficient customer service and personal contact. As this sampling of activities show, OFM serves, guides and befriends the international community in the United States.



The Los Angeles City Council invited OFM's Deputy Assistant Secretary of State, Lynwood Dent (rt.), to address their locally broadcast session, and to answer questions from journalists. Council member Tom LaBonge (center) presented a proclamation thanking OFM and the Department of State for contributions to the city. They also recognized Deputy Regional Director Jeff Seely (left) for his recent service in Afghanistan, and for community service in his LA neighborhood.

OFM training classes like this one (rt.) given at the Maryland Police and Corrections Commission Training Center in Sykesville, MD., brief law enforcement on policy and procedures relating to the diplomatic community. Officers from 15 police departments attended this session..



The Swedish Consul General in Los Angeles, Tomas Rosander, (rt. Center) assisted by OFM Regional Director David van Valkenburg (left center) held a training seminar for Sweden's honorary consular officers in Pacific and Rocky Mountain states. The presentation covered the Vienna Convention on Consular Relations, as well as resource information, field-tested tips and the uses and limitations of official acts immunity.

Houston's new Office of Foreign Missions, OFM's newest regional office, hosted city leaders and members of Houston's diplomatic and consular community at their official grand opening festivities pictured at right.



The International Association of Chiefs of Police is the world's oldest and largest nonprofit membership organization of police executives, with over 19,000 members in over 100 different countries. Each year OFM briefs attendees to the annual IACP Conference on OFM's mission and topical issues at the OFM exhibition booth.



OFM Miami challenged Japan's Consul General to a seven-inning softball game that stretched into nine as competition became intense. Though the OFM team ultimately prevailed, the Consul General generously hosted lunch at his residence afterwards. Shown: Consul General Masakazu Toshikage and OFM Regional Director Terry Daru, (center) with their teams.



Directory of Key OFM Personnel

# A New Look for OFM at International Place — Renovations Near Completion

International Place in Washington, D.C., is where members of the diplomatic and consular corps find the majority of OFM's offices and services. Recently they may also have found a certain amount of chaos accompanying office moves and renovations. The changes are designed to make the departments both more efficient and user-friendly. Now there is light at the end of the sawdust.

Diplomatic Motor Vehicles has moved into remodeled offices on the second floor of International Place in the space previously occupied by the Tax and Customs Division. The renovations there include new partitions, carpeting, and also new and more practical furniture making DMV's work environment more pleasant and productive.

The next phase will have OFM Systems moving from their limited present space into the area previously occupied by DMV contractors also on the second floor. The new Systems Division, under the direction of Blair Townsend, will feature a wall-free central working area with movable partitions and new, functional furniture. Systems' supervisors will occupy private, walled offices with ample light and greater comfort. From this remodeled workspace, OFM Systems will be better able to continue providing their excellent service to OFM Washington and Regional Offices.

The final phase of the project will be the remodeling of the old OFM Systems area. That space, again on the second floor, will be reconstructed and readied for use by the Diplomatic Affairs division of the Office of Protocol. That Division will be moving to join OFM at International Place from Main State. Renovation of the new Protocol area will begin once OFM Systems completes their move. All departments should be settled in by the fall. ■



Assembling new modules and putting the finishing touches at the renovated OFM Systems Center, finally.



OFM/DMV's Gerry Maynard can now work comfortably in his newly renovated office at International Place.



Terry Davis (standing), Custom's Duty-Free Entry guru, heads an in-house training session for students (left to right). Angelica Arreola (OFM/LA), Brian Cresswell (OFM/Houston), and Mary Pat Eberhard (OFM/NY) in OFM's newly refurbished conference room.

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