

D&CP – OFFICE OF THE CHIEF OF PROTOCOL

Resource Summary

(\$ in thousands)

Appropriations	FY 2009 Actual	FY 2010 Enacted	FY 2011 Request	Increase / Decrease
Positions	64	73	73	0
Funds	10,254	10,280	10,384	104

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 (gift costs are funded from the appropriation for Emergencies in the Diplomatic and Consular Service);
- Receipt, registration, and storage of gifts presented to U.S. officials by foreign governments;
- Planning, organizing, and directing travel of Presidential Delegations;
- 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.

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 such as 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 address, seating, and invitations

Diplomatic Affairs

The Diplomatic Affairs Division has responsibility for monitoring the agreement 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;

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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

CPR manages Blair House, the official Washington residence for foreign guests of the President, and provides for its maintenance.

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 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.

Justification of Request

The Department's FY2011 request of \$10.3 million for CPR includes increases to maintain current services at the FY2010 level of activity. The current services increase of \$104,000 funds domestic inflation and pay increases.

Resource Summary

	Positions			Funds (\$ in thousands)			
	American		FSN	Pos Total	Bureau Managed	American Salaries	Funds Total
	Domestic	Overseas					
FY 2009 Actual	64	0	0	64	2,905	7,349	10,254
FY 2010 Estimate	73	0	0	73	2,324	7,956	10,280
FY 2011 Built-in Changes							
Annualization of FY 2010 COLA	0	0	0	0	2	36	38
Domestic Inflation	0	0	0	0	12	0	12
FY 2011 American COLA	0	0	0	0	9	45	54
Total Built-in Changes	0	0	0	0	23	81	104
FY 2011 Current Services	73	0	0	73	2,347	8,037	10,384
FY 2011 Request	73	0	0	73	2,347	8,037	10,384

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Staff by Program Activity (positions)

Chief of Protocol	FY 2009 Actual	FY 2010 Enacted	FY 2011 Request	Increase / Decrease
Conduct of Diplomatic Relations	50	55	55	0
Political Affairs	50	55	55	0
Domestic Administrative Support	7	9	9	0
Domestic Administrative Management	7	9	9	0
Policy Formulation	7	9	9	0
Bureau Direction	7	9	9	0
Total	64	73	73	0

Funds by Program Activity (\$ in thousands)

Chief of Protocol	FY 2009 Actual	FY 2010 Enacted	FY 2011 Request	Increase / Decrease
Conduct of Diplomatic Relations	8,196	8,053	8,134	81
Political Affairs	8,196	8,053	8,134	81
Domestic Administrative Support	1,470	1,591	1,607	16
Domestic Administrative Management	1,470	1,591	1,607	16
Policy Formulation	588	636	643	7
Bureau Direction	588	636	643	7
Total	10,254	10,280	10,384	104

Program Activities

Chief of Protocol (CPR)	Positions			Funds (\$ in thousands)			
	American			Pos Total	Bureau Managed	American Salaries	Funds Total
	Domestic	Overseas	FSN				
Conduct of Diplomatic Relations	55	0	0	55	2,347	5,787	8,134
Political Affairs	55	0	0	55	2,347	5,787	8,134
Domestic Administrative Support	9	0	0	9	0	1,607	1,607
Domestic Administrative Management	9	0	0	9	0	1,607	1,607
Policy Formulation	9	0	0	9	0	643	643
Bureau Direction	9	0	0	9	0	643	643
Total	73	0	0	73	2,347	8,037	10,384

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Staff by Domestic Organization Unit (positions)

Chief of Protocol	FY 2009 Actual	FY 2010 Enacted	FY 2011 Request	Increase / Decrease
Administrative Division	5	8	8	0
Blair House	14	14	14	0
Ceremonials Division	7	9	9	0
Chief of Protocol	7	6	6	0
Diplomatic and Consular Liaison Division	19	22	22	0
Visits Division	12	14	14	0
Total	64	73	73	0

Funds by Domestic Organization Unit (\$ in thousands)

Chief of Protocol	FY 2009 Actual	FY 2010 Enacted	FY 2011 Request	Increase / Decrease
Administrative Division	1,232	1,235	1,246	11
Blair House	922	925	934	9
Ceremonials Division	1,538	1,542	1,558	16
Chief of Protocol	1,333	1,336	1,350	14
Diplomatic and Consular Liaison Division	2,973	2,981	3,012	31
Visits Division	2,256	2,261	2,284	23
Total	10,254	10,280	10,384	104

Funds by Object Class (\$ in thousands)

Chief of Protocol	FY 2009 Actual	FY 2010 Enacted	FY 2011 Request	Increase / Decrease
1100 Personnel Compensation	6,096	6,165	6,227	62
1200 Personnel Benefits	3,665	3,720	3,758	38
2100 Travel & Trans of Persons	58	47	47	0
2300 Rents, Comm & Utilities	58	46	47	1
2400 Printing & Reproduction	58	46	47	1
2500 Other Services	203	163	164	1
2600 Supplies and Materials	58	47	47	0
3100 Personal Property	58	46	47	1
Total	10,254	10,280	10,384	104