

OFFICE OF THE CHIEF OF PROTOCOL

Resource Summary

(\$ in thousands)

Appropriations	FY 2012 Actual	FY 2013 CR ⁽¹⁾	FY 2014 Request	Increase/Decrease From FY2012
Positions - Enduring	78	78	78	0
Enduring Funds	12,128	11,759	11,883	(245)

(1) The FY 2013 CR is based on the annualized continuing resolution calculation for FY 2013 (P.L. 112-175).

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.

In 2012, CPR supported the following activities and events: one official visit to the United Kingdom, approximately 220 meetings with foreign leaders and more than 20 private visits by Chiefs of State or Heads of Government. CPR also coordinated logistics for the over 60 Heads of Delegations that attended NATO 2012 hosted by President Obama in Chicago; supported Heads of Delegation for the G8 Summit hosted by President Obama at Camp David; organized and supported 19 Presidential Delegations abroad; and supported the 67th United Nations General Assembly in New York.

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; provides support for the President's travel abroad; and coordinates travel of Presidential Delegations. The Visits Division also provides support to the President and First Lady on trips abroad. The Division also provided arrival and departure briefings to embassies detailing the new Electronic Government (E-GOV) system covering the port courtesy program established to provide expedited clearances to Foreign Government Officials upon arrival in the United States.

OFFICE OF THE CHIEF OF PROTOCOL

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 U.S. Order of Precedence list and responds to public inquiries regarding all aspects of protocol as well as forms of address, seating, flag etiquette and invitations. In 2012, the Division facilitated over 130 representational events, including dinners, teas, luncheons, receptions, meetings, and breakfasts. In addition, the Division assisted with 54 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) fosters international goodwill and deepens 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 2012, DPD held 10 State of the Administration briefings with Cabinet Secretaries and senior U.S. government officials, organized four Issue Roundtable events with 11 different embassies, created and executed six different Cultural Exchange events, and organized travel for over 100 ambassadors to five different cities for Experience America trips.

Diplomatic Affairs

The Diplomatic Affairs Division has responsibility for monitoring the agreement process which is the process by which a foreign government seeks acceptance of their nomination of a bilateral ambassador to 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 determines the acceptability of members of foreign missions 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. Diplomatic Affairs is also responsible for the handling of abuse allegations as they relate to cases of domestic workers employed by foreign diplomats, interaction with the foreign diplomatic community and the development of a framework to promote the fair and equitable treatment of domestic workers. The Division is also responsible for tracking and coordinating the Department's response to any allegations of abuse of domestic workers employed by a member of a foreign mission, interaction with the foreign diplomatic community, and the development of a framework to promote the fair and equitable treatment of domestic workers. The Division is also responsible for processing White House Chief of Mission tour requests submitted by the Diplomatic Community.

OFFICE OF THE CHIEF OF PROTOCOL

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 2012, Blair House hosted nine official foreign visits, and was the venue for 45 representational luncheons, dinners, receptions, and meetings. The statistics for Blair House were unusually low in 2012 due to the closure of the facility from June 17 through October 31 for significant structural repairs following the August 2011 earthquake.

Management

The Management Division is responsible for formulation and execution of the CPR budget, coordinating with the Office of Emergencies in the Diplomatic and Consular Service (M/EDCS) 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 Officer accompanies the President and First Lady on all trips abroad. 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 2014 Request of \$11.883 million for CPR is a \$245,000 below the FY 2012 actual level. The request includes \$124,000 to maintain current services.

OFFICE OF THE CHIEF OF PROTOCOL

Resource Summary

	Positions					Funds (\$ in thousands)		
	American				Pos	Bureau	American	Funds
	CS	FS Dom	Overseas	FSN	Total	Managed	Salaries	Total
FY 2012 Actual	76	2	0	0	78	3,215	8,913	12,128
FY 2013 Estimate	76	2	0	0	78	2,846	8,913	11,759
FY 2014 Built-in Changes								
American COLA	0	0	0	0	0	5	82	87
Domestic Inflation	0	0	0	0	0	37	0	37
Total Built-in Changes	0	0	0	0	0	42	82	124
FY 2014 Current Services	76	2	0	0	78	2,888	8,995	11,883
FY 2014 Request	76	2	0	0	78	2,888	8,995	11,883

Staff and Funds by Domestic Organization Units

(\$ in thousands)

Chief of Protocol (CPR)	FY 2012			FY 2013			FY 2014			Increase/Decrease		
	Actual			CR			Request			From FY2012		
	Am	FSN	Funds	Am	FSN	Funds	Am	FSN	Funds	Am	FSN	Funds
Blair House	14	0	1,803	14	0	1,784	14	0	1,801	0	0	(2)
Ceremonials Division	8	0	1,323	8	0	1,279	8	0	1,293	0	0	(30)
Chief of Protocol	9	0	993	9	0	960	9	0	970	0	0	(23)
Diplomatic Affairs Division	22	0	3,544	22	0	3,434	22	0	3,471	0	0	(73)
Diplomatic Partnership Division	4	0	631	4	0	612	4	0	618	0	0	(13)
Management Division	10	0	1,647	10	0	1,566	10	0	1,584	0	0	(63)
Visits Division	11	0	2,187	11	0	2,124	11	0	2,146	0	0	(41)
Total	78	0	12,128	78	0	11,759	78	0	11,883	0	0	(245)

OFFICE OF THE CHIEF OF PROTOCOL

Funds by Object Class

(\$ in thousands)

Chief of Protocol (CPR)	FY 2012 Actual	FY 2013 CR	FY 2014 Request	Increase/Decrease From FY2012
1100 Personnel Compensation	6,878	6,878	6,941	63
1200 Personnel Benefits	2,035	2,035	2,054	19
2100 Travel & Trans of Persons	1,073	950	964	(109)
2300 Rents, Comm & Utilities	526	466	473	(53)
2400 Printing & Reproduction	178	158	160	(18)
2500 Other Services	1,159	1,025	1,041	(118)
2600 Supplies and Materials	245	217	220	(25)
3100 Personal Property	34	30	30	(4)
Total	12,128	11,759	11,883	(245)

This page intentionally left blank