

15-539

The Secretary of State presents his compliments to Their Excellencies, and Messieurs and Mesdames the Chiefs of Mission and has the honor to inform them of an important organizational change within the Department of State that will transfer certain responsibilities from the Office of the Chief of Protocol to the Office of Foreign Missions.

Effective June 29, 2015, the Office of Foreign Missions will assume responsibilities for certain actions associated with the registration and accreditation of most personnel of foreign embassies and consular posts. This change will streamline and enhance the Department's ability to both manage and promote the secure and efficient operation of United States missions abroad.

The responsibilities of Office of the Chief of Protocol and the Office of Foreign Missions following the reorganization are as described:

Office of Foreign Missions' Responsibilities

- the establishment of consular posts, honorary consular posts, consular agencies, miscellaneous foreign government offices, and any other foreign mission other than embassies or delegations that are headed by Chiefs of Mission who present credentials to the President of the United States;

- with the exceptions of bilateral Chiefs of Mission, Heads of Delegation (as referenced above), *Charge d'affaires*, Deputy Chiefs of Mission, and domestic workers, as well as individuals assigned to the United Nations or a mission to the United Nations (whose accreditation is handled by the U.S. Mission to the United Nations), the accreditation of all other foreign mission members in the United States and their dependents;
- the issuance, as appropriate, of identification cards;
- the coordination and management of the appointment and accreditation of foreign military attachés;
- the provision of certifications of the immunity of foreign mission members to law enforcement, judicial authorities, and to other relevant entities, with the exception of bilateral Chiefs of Mission, Heads of Delegation, *Charges d'affaires*, Deputy Chiefs of Mission and their dependents;
- as required under the Foreign Missions Act (22 U.S.C. § 4304B(1)), the compilation and submission of the annual report to Congress concerning diplomatic immunity;
- the certification of USCIS Form I-566 ("*Interagency Record of Request -- A, G or NATO Dependent Employment Authorization or Change/Adjustment to/from A, G or NATO Status*") submitted by foreign mission members requesting visa changes;
- the processing of USCIS Form I-765 ("*Application for Employment Authorization*") submitted to the Department by dependents of foreign missions seeking employment authorization;
- the development, implementation, and enforcement of policies and guidance relating to the accreditation of foreign mission members, with the exception of bilateral Chiefs of Mission, Heads of Delegation, *Charge d'affaires*, Deputy Chiefs of Mission and their dependents, and domestic workers;
- the management of all law enforcement matters subsequent to the involvement of courts involving foreign mission members and their dependents, with the exception of situations directly involving bilateral

Chiefs of Mission, Heads of Delegation, *Charge d'affaires*, Deputy Chiefs of Mission and their dependents, and domestic workers; and

- the issuance of banking introduction letters.

Questions concerning such matters may be referred to:

[OFM-Accreditation@state.gov](mailto:OFM-Accreditation@state.gov), or [OFMInfo@state.gov](mailto:OFMInfo@state.gov).

#### Office of the Chief of Protocol's Responsibilities

- serving as the President's personal representative and liaison to the Chiefs of Diplomatic Missions and Heads of Delegation in the United States;
- the establishment of new embassies and/or the restoration of diplomatic relations and delegations that are headed by Chiefs of Mission that present credentials to the President of the United States;
- the management and coordination of the *agrément* process to include foreign government submissions and U.S. government response ;
- the management and coordination of the arrival process of foreign ambassador-designates (bilateral Chiefs of Mission and Delegation Heads) to the United States and their dependents;
- the coordination with the White House on the presentation of credentials of foreign ambassadors and Delegation Heads to the President;
- the coordination and management of the presentation of copies of credentials of foreign ambassadors and Delegation Heads to the Department of State;
- the accreditation of bilateral Chiefs of Mission, Delegation Heads, *Charges d'affaires*, and Deputy Chiefs of Mission and their dependents;
- the development, implementation, and enforcement of policies and guidance relating to the accreditation of bilateral Chiefs of Mission, Heads of

Delegation, *Charge d'affaires*, Deputy Chiefs of Mission and their dependents, and domestic workers;

- the management of the List of Precedence – *Bilateral Chiefs of Mission, Delegation Heads and Charges d'affaires*;
- the publication of the Diplomatic List and the list of Foreign Consular Officers in the United States;
- the notification and mediation of “special cases” (i.e., all law enforcement matters to include sensitive issues of a personal and private nature with the exception of matters involving motor vehicle violations, landlord tenant disputes, or matters involving complaints or services associated with representatives of a Federal, state, or local official or agency) prior to the involvement of courts involving members of bilateral missions, delegations, and their dependents;
- the notification and mediation of “special cases” as defined above of matters involving bilateral Chiefs of Mission, Heads of Delegation, *Charges d'affaires*, Deputy Chiefs of Mission, and their dependents, and all domestic workers;
- the provision of certifications of the immunity of bilateral Chiefs of Mission, Heads of Delegation, *Charges d'affaires*, Deputy Chiefs of Mission, and their dependents to law enforcement, judicial authorities, and to other relevant entities;
- the coordination and management of the pre-notification of domestic workers and policies and procedures related to such individuals, including their in-person registration with the Department, internal working groups and briefings for foreign missions;
- The management of requests from foreign missions concerning the conduct of elections in the United States; and
- the processing of requests from foreign missions concerning White House tours.

The Office of the Chief of Protocol can be contacted for the matters for which they are retaining responsibility at [DiplomaticAffairs@state.gov](mailto:DiplomaticAffairs@state.gov).

The Department looks forward to its continued service to the foreign mission community and anticipates that this realignment of responsibilities will result in a more efficient operation.

Department of State,

Washington, June 29, 2015.

A handwritten signature in black ink, consisting of several overlapping, fluid strokes that form a stylized, cursive-like mark.