# POSITION DESCRIPTION

# Chief of Protocol, Department of state

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| **OVERVIEW** |
| Senate Committee | Foreign Relations |
| Agency Mission | The Department of State is the lead institution for the conduct of American diplomacy. |
| Position Overview | The chief of protocol advises Department of State and White House officials on the policies, practices, precedents and procedures of protocol involved in the planning, hosting and officiating of official events for visiting chiefs of state and heads of government. The appointee serves as the president’s official liaison to the Washington diplomatic corps. |
| Compensation | Level IV $155,500 (5 U.S.C. § 5315)[[1]](#endnote-1) |
| Position Reports to | The Secretary of State[[2]](#endnote-2) |
| **RESPONSIBILITIES** |
| Management Scope | The chief of protocol oversees approximately 75 employees, including 10 direct reports. The chief of protocol’s actual budget in fiscal 2015 was $2.872 million.[[3]](#endnote-3) |
| Primary Responsibilities | * Advises Department of State and White House officials on the policies, practices, precedents and procedures of protocol involved in the planning, hosting and officiating of official events for visiting chiefs of state and heads of government
* Supervises the coordination of logistics for these visits and events, and oversees the management of Blair House (the president’s guest house), official gifts given and received, and all protocol matters for presidential or vice presidential travel abroad
* Interacts with the Washington diplomatic corps on behalf of the president
* Welcomes high-level foreign officials, and officiates which are formally presented to the president, the vice president or the secretary of state
* Oversees all activities associated with the accreditation of foreign ambassadors
* Oversees the Office of the Chief of Protocol and coordinates closely with the White House, the Office of the Secretary, assistant secretaries and other senior department officials[[4]](#endnote-4)
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Background in foreign affairs and cultural diplomacy (preferred)
* Understanding of and appreciation for foreign cultural and religious practices (preferred)
* Event planning, management and execution experience (a plus)
* Relationship with senior management and understanding of management structures in State Department and White House (a plus)
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| Competencies | * Strong management, interpersonal and communication skills
* Excellent leadership skills
* Ability to work under high pressure
* Ability to handle sensitive matters
* Energy for frequent amount of travel (preferred)
* Excellent negotiation skills (preferred)
* Ability to develop network with relevant stakeholders (preferred)
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| **PAST APPOINTEES** |
| Peter A. Selfridge (2013 to 2017): Deputy Assistant to the President and Director of Advance and Operations at the White House; Special Assistant to the President and Deputy Director of Advance; Director of Advance for Vice President Joe Biden[[5]](#endnote-5) |
| Capricia Penavic Marshall (2009 to 2013): Executive Director, Hill PAC; Executive Director, Friends of Hillary, New York; Senior Advisor, Hillary Clinton for President[[6]](#endnote-6) |
| Nancy Goodman Brinker (2007 to 2009): Director, Board of Directors, LHC Group, Inc.; Ambassador, Embassy of the United States in Hungary, Department of State; Director, Board of Directors, Manpower Inc. |

1. The Consolidated Appropriations Act, 2017 (Public Law 115-31, May 5, 2017), contains a provision that continues the freeze on the payable pay rates for certain senior political officials at 2013 levels during calendar year 2017. [↑](#endnote-ref-1)
2. https://www.state.gov/r/pa/ei/rls/dos/99484.htm [↑](#endnote-ref-2)
3. https://www.state.gov/documents/organization/252179.pdf [↑](#endnote-ref-3)
4. OPM [↑](#endnote-ref-4)
5. http://www.allgov.com/news/appointments-and-resignations/chief-of-the-office-of-protocol-who-is-peter-selfridge-140412?news=852897 [↑](#endnote-ref-5)
6. Leadership Directories [↑](#endnote-ref-6)