

United States Department of State

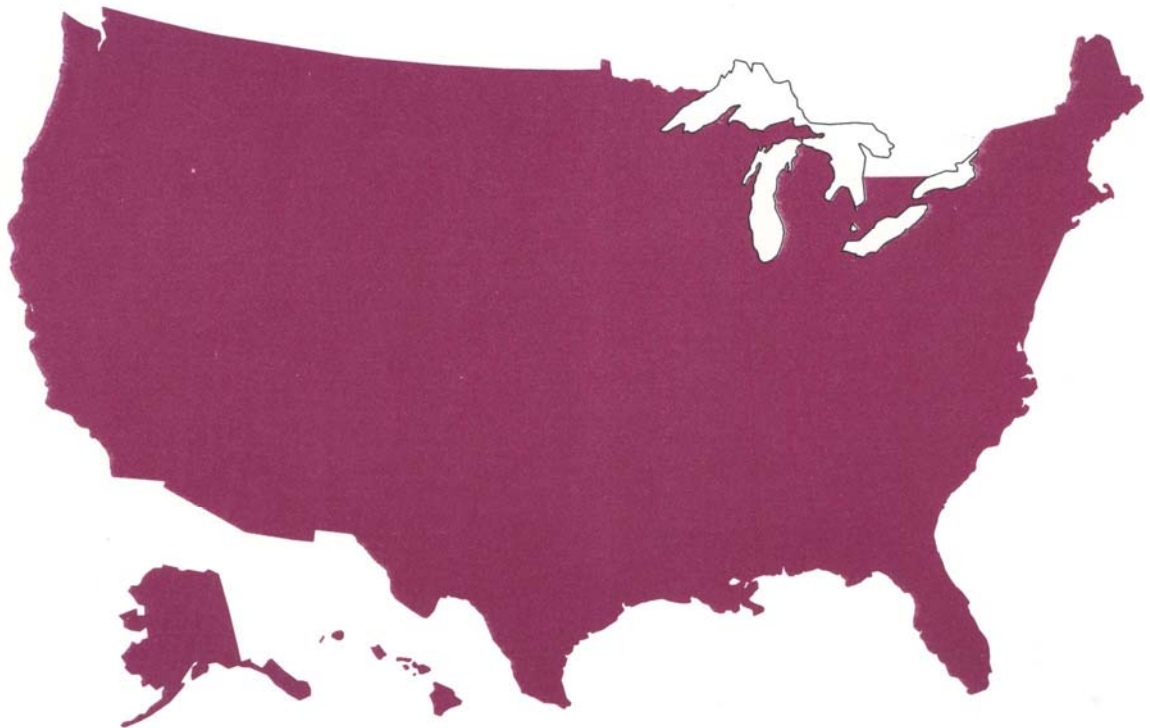


# FOREIGN DIPLOMATIC AND CONSULAR PERSONNEL IN THE UNITED STATES

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## Guidance for Administrative Officers

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*Guidance for Administrative Officers*

This is the first revision of *Guidance for Administrative Officers* which superseded the publication, *Handbook for Diplomatic and Career Consular Personnel in the United States*, Department of State Publication 9886.

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and the  
Office of the Chief of Protocol

*Guidance for Administrative Officers*

## Foreword

This publication is intended primarily for the use of the administrative officer at a diplomatic or consular mission, or international organization who traditionally is involved in assisting the mission's personnel and family members during their stay in the United States in obtaining services from the Department of State. The responsibilities for the administration of relations between the United States and foreign missions are divided between the Office of the Chief of Protocol and the Office of Foreign Missions. *Guidance for Administrative Officers* provides summary guidance on obtaining services from each office.

We anticipate there will be changes to this electronic publication whenever significant changes in policy or procedure occur. These changes will be announced on the Office of Foreign Missions home page (<http://www.state.gov/ofm>), and hyperlinks to them will be provided.

This edition of *Guidance for Administrative Officers* is available only in electronic format.

Comments and inquiries regarding this publication should be directed to (202) 895-3544 or [OFMinfo@state.gov](mailto:OFMinfo@state.gov).

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