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OFFICE OF THE PRESIDENT-ELECT

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January 19, 1981

MEMORANDUM

TO: THE CABINET AND EXECUTIVE OFFICERS
SUBJECT: PROTOCOL

The attached information is submitted for your consideration. It is taken from "PROTOCOL: Complete Handbook of Diplomatic, Official and Social Usage," by Mary Jane McCaffree and Pauline Innis.

It should be used as a ready reference, and can be helpful in answering the numerous questions that arise concerning the protocol surrounding various White House and Inaugural functions.

Attachment - as stated.

Extra copies to be distributed through Attachment 3022.

CONTENTS

	Page
SECTION I: NOTES ON PROTOCOL AND OFFICIAL ENTERTAINING	1
SECTION II: CEREMONIES - THE INAUGURAL	6
SECTION III: CEREMONIES - GENERAL	8
OUTDOOR FUNCTIONS	11
SECTION IV: DRESS FOR THE WHITE HOUSE	11
RECEPTIONS	11
LUNCHEONS	11
SECTION V: GENERAL RULES AND SUGGESTIONS	12
SECTION VI: OFFICES RELATING TO SOCIAL FUNCTIONS IN THE WHITE HOUSE	13
WHITE HOUSE TOURS	13
SECTION VII: ORDER OF PRECEDENCE	14
WHO OUTFRANKS WHOM	14
Attachment 1 - Order of Precedence 16-a thru f List	
SECTION VIII: TITLES & FORMS OF ADDRESSES	17

SECTION I: NOTES ON PROTOCOL

AND

OFFICIAL ENTERTAINING

The basic purpose of official entertaining is to help achieve U.S. policy objectives, domestic and foreign, and to further United States interests at home and abroad. Entertaining is an indispensable tool in developing satisfactory relationships with the Diplomatic and Consular Corps and the cultural, political, economic, and social communities.

While the general trend in the United States is toward informal entertaining, there is still the obligation for high-ranking officials of this country and foreign nations to entertain and be entertained in a formal manner.

Entertaining in Washington is somewhat different from the rest of the country because Washington is a city of government. Washington is composed of numerous groups bound together by their relationships to the Government of the United States.

The following information is provided for your consideration, and may be of assistance with some of the technicalities surrounding the protocol of official entertaining.

• The Receiving Line. At formal luncheons, receptions, and dinners, there is a receiving line to afford each guest the opportunity to greet the host, hostess, and honored guests. When the entertainment is less formal or of an unofficial nature, it is the prerogative of the hostess to be the first to greet her guests.

Two procedures are correct in arranging receiving lines for official functions:

- | | |
|------------------------|------------------------|
| 1. Host | 2. Host |
| Guest of honor | Guest of honor |
| Hostess | Wife of guest of honor |
| Wife of guest of honor | Hostess |

When a Chief of State is the guest of honor, the host and hostess relinquish their positions, and the line forms with the Chief of State, spouse of the Chief of State, the host and hostess. At the head of the line there is an aide to announce the guests.

Guests should not shake hands with the aide or staff officer receiving the name of a guest. Guests give only their official titles, or "Mr." ("Mrs." or "Miss"). The aide presents the guest to the host who in turn presents him or her to the guest of honor (or the hostess). The guest, in proceeding down the line, simply shakes hands and greets each person with a "How do you do?" -- or, in the case of a friend or acquaintance, a less formal salutation. Because names do not travel well, the guest should repeat his or her name to any person in the line to whom it obviously has not been passed. The receiving line is no place for lengthy conversation with either the hosts or the honored guests.

One rule remains unchanged and should not be broken, i.e.: one should not receive guests or go through a receiving line holding a drink or cigarette.

The old rule of women preceding men should be followed upon all occasions other than on official ones. At the White House, for instance, the man goes down the line first. Many of the guests will have official titles and it is easier for the aide to recognize the "Secretary of State" as he presents the Cabinet officer, quickly followed by, "and Mrs. Smith." The relationship of the couple is thus clarified more easily when the procedure is reversed.

- Toasts Honoring Foreign Guests. A toast is a verbal greeting and tribute to the guest of honor, and it is tendered to him by the departmental official who may be host at dinner or luncheon honoring the distinguished foreign visitor. The toast is tendered at the beginning or the end of the dessert course.

Staff members involved in a visit usually prepare the suggested remarks which are given with the toast. At state dinners honoring foreign Chiefs of State or Heads of Government, the toasts are recorded as they are given and are available for release to the Press.

The toast will more than likely begin with a welcome to the guest of honor. If the visitor is accompanied by his wife, reference will perhaps be made to her in the toast. The text may include the accomplishments of the guest of honor -- the ties between his country and the United States -- and the hopes and prospects for continued good relationships. Often the historical background of the visitor's country is touched upon, especially with reference to former relationships with the United States. At the end of the remarks, the official giving the toast will ask, "Will you stand and join me in a toast to His Excellency (name), President of (country)," or "His Excellency the President of (country)," or "the President of (country)."
Be certain to employ correct usage for the title of the guest of honor.

Where there are strained relations with a country, the basic concept in toasting is to mention friendship between the two peoples, improved relations, and toast all those who are present -- and hope they enjoyed their visit.

Whether the guest of honor is the Chief of State or perhaps a Cabinet member of a foreign government, the toast is always drunk to the Chief of State or Head of Government. The person who extends the invitations should send the guest of honor a copy of the speech or toast he intends to propose in order to enable the guest to prepare a reply. When it is an important political meeting, the reply is also communicated in advance.

When the guests represent more than one nation, the host proposes a collective toast to the heads of their several states, naming them in order of the seniority of the representatives present. To this collective toast, the highest-ranking foreign officer present will respond on behalf of all the guests by proposing the health of the Chief of State of the host.

The person to whom the toast is being given does not partake of the champagne or other beverage at the time the guests lift their glasses in his honor. He usually remains seated.

In replying to a toast, the guidelines below should be followed:

1. Thanks for the welcome.
2. An expression of the considerations that motivated the meeting and the affirmation of the sentiments manifested.
3. The good wishes of the Chief of State for the prosperity of the country and the people he is visiting.

At Embassy dinners, it is appropriate for the top-ranking American present to respond with a toast to the ruler of the host country.

Notes on Toasts (examples):

When Mr. Trudeau was entertained by the President at the White House, the toast was made to Her Majesty, the Queen. One may also say "Her Majesty Queen Elizabeth II," or simply, "To the Queen."

At a formal dinner at the Japanese Embassy, where the Ambassador honored someone of Cabinet level and a White House assistant, the following toasts were recommended:

Japanese Ambassador: to toast the Cabinet member
and White House Assistant.

Cabinet member: to toast His Imperial Majesty, the Emperor.

White House Assistant: to toast the Ambassador of Japan
and Mrs. (wife of Ambassador).

- Saying Good-bye: Who Is the First to Leave? Usually, those who sat at the right of the host and hostess during dinner, whether they are the actual guests of honor or not, are the first to leave. At the end of a professional performance, or about one hour after the end of dinner, they rise to say good-bye. The hostess rises but does not move from her place in the drawing room. The good-byes are made without undue delay with the guests expressing pleasure and thanks. The host accompanies all guests to the door of the drawing room and takes unescorted women to the front door. If, however, it is a very formal dinner, the host does not go himself to the elevator or outdoors to the automobile.

- Receptions. Receptions of various kinds are a most popular form of official entertainment. They allow a wide range of difference in the number of guests invited and in the formality and type of event. They can vary from the very formal reception held at ten o'clock in the evening, hosted by an Ambassador in honor of his Chief of State who is visiting this country, to the least formal affair held from approximately six to eight o'clock, in honor of a visiting official or in celebration of some event.

Receptions differ from the ordinary cocktail party in that they are given to honor specific individuals or a specific occasion. The air of the whole event is more formal, the duration is specified, and there is practically always a receiving line. Occasionally the Department of State does not have a reception line, particularly on less formal occasions.

In many ways a reception is easier to arrange than any other formal occasion. There is usually a very large number of guests, and because food and drink are served from buffet tables, the delicate problems of seating precedence do not arise. However, careful planning is necessary because, by reason of its size, a formal reception could lead to confusion whether indoors or out.

Aides. All those persons who are acting as aides should arrive early so that they may be given their duties. These are to meet guests at the door and to see them to the receiving line, to circulate among the guests to see that they are engaged in conversation and supplied with refreshment. According to the size of the party, one or more aides should be detailed to watch over beverage tables and buffets and advise the catering manager of any needed attention. Aides should avoid talking in groups with friends; they should spend their time with the guests who might not know many people. Aides should stay until the end of the reception and help people to find their coats and cars if necessary.

Taking Leave (from a reception). It is impractical, as a rule, for guests to seek out the hosts at a large reception and say farewell. If they are still standing by the door of the room, this should be done in a few words.

At an evening reception, guests usually stay at least three quarters of an hour; while at a large afternoon reception, guests should not stay so long that only a few people are left. The departure of the guest of honor, if there is one, signals that other guests should follow suit in a short time.

- Hostess' Check List (for entertaining in general):
 - Date
 - Place
 - Time
 - Dress
 - Guest list
 - Invitations; response cards
 - Theme; decorations; program
 - Menu; type of table(s), cocktails, wines, cigarettes, cigars, buffet for staff, entertainers, etc.
 - Caterer
 - China, crystal; finger bowls
 - Linens
 - Candles
 - Flowers; centerpieces
 - Fireplace
 - Rest rooms; attendant, soap, towels
 - Entertainment; piano
 - First Aid
 - Parking; police assistance
 - Elevator; operators
 - Coat room; attendant; umbrella rack
 - Doorman
 - Public address system; microphone; taping program
 - Photographers; press
 - Flags
 - Person to handle introductions
 - Staff members to assist
 - Awning, carpet (for bad weather)
 - Seating; place cards; take-in cards; "host" cards
 - Table numbers for display on tables (when guests are seated at more than two tables).

SECTION II: CEREMONIES - THE INAUGURAL

Presidential Inaugurals

The only part of the inaugural ceremony really necessary to install a President is the Oath of Office. This is the sole requirement made by the Constitution of the United States. Everything else is custom and tradition, which have accumulated over the years.

- Swearing in the President. The 1981 site of the swearing in of the President is the West Portico of the Capitol. To ensure the dignity of the occasion, Congress, in 1905, provided that a Joint Inaugural Committee of three Senators and three Representatives be in charge of the planning of all events in connection with the ceremony.

The Oath of Office is traditionally administered by the Chief Justice of the Supreme Court. When George Washington was inaugurated, the Supreme Court had not been formed, so Chancellor Livingston administered the oath. The ceremony takes place out of doors in full view of the people.

When the President is sworn in, the Marine Band salutes him with four ruffles and flourishes and plays "Hail to the Chief." (This Scottish air was first played at the inaugural of President Polk.) Then, as the echoes of the twenty-one-gun salute die away, the President gives his Inaugural Address.

- Swearing in the Vice President. Immediately before the President is sworn in, the Vice President is sworn. It is a much more relaxed ceremony, and the Vice President usually slips into the background immediately thereafter.

The Minority Leader of the United States Senate administers the Oath of Office to the Vice-President-elect. The Oath of the Vice President is prescribed by rules of the Senate as follows:

"I, (name), do solemnly swear that I will support and defend the Constitution of the United States against all enemies domestic and foreign; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; that I will well and faithfully discharge the duties of the office on which I am about to enter:

"So help me God."

- The Inaugural Parade. Until 1889, inaugural parades went to the Capitol, as they were looked upon as escorts to the President and were mainly military. When Benjamin Harrison was inaugurated, however, the parade took on a different significance and became a march-by starting from the Capitol and following the route that has now become traditional.

The Parade starts as soon as the President and Vice President reach the reviewing stand in front of the White House. The honor of leading the Parade falls to the states from which the President and the Vice President come. Then follows the Major of the District of Columbia, as host of the Inauguration. After the Major follow the states in order of precedence, determined by the date each entered the Union or became established as a territory. The Marine Band and the massed state and territorial flags precede the individual governors in the First Division.

The Armed Services, the Coast Guard, and the Merchant Marine follow. Then come the various floats and bands representing the people of the states and territories.

In 1969, the non-military and other sections of the Parade joined the line of march at Fourth Street and Constitution Avenue, reducing by one and a half miles the distance previously marched when all joined at the Capitol. This, together with the limiting of each state to one band and one float, cut down on the march time and produced a more dramatic spectacle.

SECTION III: CEREMONIES - GENERAL

- Bill-signing Ceremonies. Depending on the significance of the bill or bills in question, an appropriate ceremony is often conducted when the President signs a bill into law. The location and number of guests may vary considerably but the basic procedure is standard. The designated time is usually late morning or midafternoon. Guests arrive in a large group, frequently through the North Portico, and are directed to the room where the ceremony is to take place. If many guests are invited or extensive press coverage is planned, the East Room is usually used. Smaller groups can be accommodated in the Treaty Room, the Cabinet Room, or the President's Office. Weather permitting, the Rose Garden is also used for ceremonies, large and small.

Seating is unreserved except for a few sponsors, key Congressional leaders who were responsible for the bill's passage, and others who may be closely identified with the bill.

When all or most of the guests have arrived, an aide will announce the entrance of the President who will proceed directly to the speaker's rostrum and make appropriate remarks. The President will sign the bill, often using many different pens in the process.

The President distributes the pens used in signing the bill to each of the key figures present. An informal receiving line is frequently formed where he greets the rest of the guests and hands out additional pens. Guests begin to depart as soon as the President makes his departure.

- Swearing-in Ceremonies. When the oath of office is given to a newly appointed Cabinet officer or some other high-ranking government official, a ceremony is usually arranged at the White House. The function is very similar to a bill-signing ceremony. Guests arrive and are seated, usually in the East Room. Reserved seats are saved for members of the new official's family and certain other key figures including the official resigning from the post.

When the guests are assembled, the President's arrival is announced. He proceeds to the rostrum, makes a few appropriate remarks, and the oath of office is administered. Following the oath, the President may greet the guests in the first couple of rows before he departs. On occasions, a receiving line may be formed at the center entrance to the East Room, and the President and new official may greet the guests as they depart.

- Award Ceremonies. Award ceremonies follow the same general pattern established for bill signings and swearing-in ceremonies. Guests arrive and are seated in the East Room. The award recipient and his family will often gather in the Red Room where the President will greet them and escort them into the East Room for the presentation. The President will begin by making a short talk, after which the award citation will be read by a designated official, usually the Secretary of the Service involved, in the case of a Medal of Honor, and the President then presents the award.

The recipient usually introduces his immediate guests to the President, after which the President and his guests will move into the Blue Room or some other nearby location to form a receiving line. A short reception may follow.

OUTDOOR FUNCTIONS

During the summer months, some of the functions may be tentatively scheduled to be held outside the White House, either on the South Lawn or in one of the gardens. The weather obviously plays an important part, and alternate plans must be developed in case the function must be moved indoors.

The general sequence of events is about the same as for similar functions held inside. A portable platform and an accoustical shell are set up outside in much the same manner that the stage is set up in the East Room. Guide ropes are usually employed to help channel the movement of guests.

- Arrival of Chief of State on South Lawn. When the Armed Forces render full honors on the arrival of a Chief of State at the White House, there is a most impressive ceremony. Guests are invited to this and the general public can watch.

Arrangements for this ceremony are made by the Military District of Washington (MDW) in coordination with the White House and the Department of State.

The honor guard will be formed on the lower drive of the South Lawn not later than thirty minutes prior to ceremony time. The honor guard, led by the band, will march up the driveway, execute a column movement, and move into the designated area on the South Lawn. Only a drum tap will be used for this movement. The National Flag Detail will be posted following the honor guard. The troops will be in position on the upper lawn not later than twenty-five minutes prior to ceremony time in order to clear the drive for the arrival of members of the official welcoming party.

- Arrival of Official Party

Members of the official welcoming party will arrive approximately twenty minutes prior to the scheduled ceremony time. Those authorized will arrive by automobile and will step out at the south entrance of the White House. The State Department Protocol Officers will usher them to the Diplomatic Reception Room. At approximately five minutes prior to ceremony time, the official party will be ushered out of the Diplomatic Reception Room by the State Department Protocol Officers and shown their positions.

- Arrival of Host

Normally, the President will appear three or four minutes prior to scheduled arrival time of the honored guest. The MDW Ceremonies Officer will signal the Commander of Troops to bring the Honor Guard to ATTENTION and PRESENT ARMS.

As the President moves toward the ceremony site, the MDW Ceremonies Officer will signal the bandleader to sound honors. It is desirable, but not always possible, to so time this action that "Hail to the Chief" will be completed by the time the President arrives in the area of the review stand.

- Arrival of the Honored Guest

The honored guest may arrive by helicopter, landing on the Ellipse, the South Lawn, or one of the local airports. When landing outside the White House grounds, he will be met by a representative of the Department of State, who will escort him to the White House by automobile via the southwest gate.

As the guest's vehicle turns up the drive toward the White House, the MDW Ceremonies Officer will signal for the fanfare. The fanfare should be so timed to be finished as the guest's vehicle stops at the red carpet.

Following the initial greeting and after a short pause for photographs, the President will escort the honored guest to the review stand.

- Honor Guard Ceremony

When the inspection party reaches the left flank of the honor guard, it will pass around the rear of the formation, returning again to a point at the right of the band. There will be no salutes when passing in rear of the colors. When the inspection party reaches the right front of the band, the Commander of Troops will halt, salute the honored guest, and report, "Sir, this concludes the inspection." He will allow the guest and the President to pass in front of him, then return to his post. The President will escort the guest back to his position on the review stand. This portion of the ceremony is followed by the "Exchange of Remarks" and the departure. There are two types of departure, i.e., the President will ride with his guest to Blair House or in a Parade of Welcome; or, the President will take the honored guest directly to lunch or a meeting in the White House following introduction of the official party.

When the weather is bad, the ceremony is held at the North Portico.

SECTION IV: DRESS FOR THE WHITE HOUSE

Receptions

- For formal afternoon receptions, men wear dark business suits and women wear afternoon clothes. For informal afternoon receptions and garden parties, guests dress as for a tea or cocktail party.

Luncheons

- For formal luncheons men wear conservative business suits to even the most formal White House luncheon today. Women wear dresses with sleeves or suits with or without hat and gloves. If gloves are worn, these can be taken off with one's coat. Hats are left on if worn.

- For an informal luncheon, men wear a dark or gray suit with a light-colored shirt. Women wear dresses or suits similar to a formal luncheon.

SECTION V: GENERAL RULES AND SUGGESTIONS

After attending a luncheon or dinner, it is correct to write a note of thanks to the wife of the President.

Any gift for the President or First Lady should be cleared beforehand. Otherwise, it may not reach its destination. A present may be sent through the mails, delivered by hand to the mail room in the Executive Building, or entrusted to the Appointments Secretary, Personal Secretary, or Social Secretary. Gifts should not be suddenly produced during an interview with either the President or the First Lady; it is against security rules.

The White house guest should not let anxiety spoil his visit. The Social Aides are there to help if you are at a loss. Don't hesitate to ask the nearest aide for help if you are at a loss.

If a buzzer should ring when you are in a corridor, an attendant will ask you to step behind a closed door. The buzzer means that the President or members of his family are leaving or entering. This precaution is for their safety and their privacy.

Rest rooms are available.

The doctor's office is always staffed during receptions.

There is an elevator for the use of elderly or handicapped persons.

If you forget your "admit card" don't panic. Explain to the police officer or aide, and he will take you aside while your name and identification are checked against the guest list.

SECTION VI: OFFICES RELATING TO SOCIAL
FUNCTIONS IN THE WHITE HOUSE

- The Social Secretary and the Social Office: Prepares all guest lists, invitations, place cards, table locater diagrams, final guest precedence listing, seating, decorations, entertainment, etc.

- The Chief Usher: This office is staffed by the managers of the White House. Because of their long experience and close contact with the First Family, they can answer many questions concerning the operation of the mansion. The office is at the west side of the vestibule of the mansion.

- First Lady's Personal Secretary: Duties vary with each First Lady.

- The Office of the President's Military Aides: Serves as the sole official point of contact for all social aides who assist with the execution of plans for social functions.

- First Lady's Press Secretary: Handles press information regarding activities of the First Lady.

- President's Press Secretary: Handles all press information regarding the President's activities.

WHITE HOUSE TOURS

Because the White House is public property, parts of it remain open to the general public. From 10:00 A.M. to noon, on Tuesday through Saturday, men, women, and children line up at the east gate to tour the White House. (The crowds are largest in the summer months.)

SECTION VII: ORDER OF PRECEDENCE

One of the cardinal rules in protocol is the observance of the order of precedence at all functions where officials of a government or its representatives are present.

Failure to recognize the proper rank and precedence of a guest is equivalent to an insult to his position and the country he represents. The history of diplomacy is interspersed with incidents of strained relations, and sometimes open hostility has arisen because of failure to give proper recognition to the rank or order of precedence of an official of government.

While the White House and the Department of State follow precedence almost to the letter, adherence is not so rigid at private gatherings, and, even at official government functions attended by both foreign and American officials and private citizens, the private citizens should be seated in appropriate places to afford interesting and profitable associations for all concerned. Top corporation officials and men and women of achievement must be recognized despite their nongovernmental rank.

The practice of precedence in official life is conducive to smooth relations because it provides simple answers to what might otherwise be difficult questions of rank and formality.

WHO OUTRANKS WHOM

Envoys of equal title rank according to the date and hour they present their letters of credentials rather than the size or influence of the nation the envoy represents. For example, an Ambassador accredited in March outranks the Ambassador accredited in April of the same year, although the latter may represent a larger, more influential nation. An Ambassador Extraordinary and Plenipotentiary precedes a Minister who heads a legation, and a Minister Plenipotentiary comes ahead of a Charge d'Affaires.

Senators rank according to length of continuous service. If several members took office on the same date, they are ranked alphabetically. Consideration is given to former Senators, Vice Presidents, Members of the House, Cabinet officers, governors. The population of the Senator's state is also considered.

Members of Congress also rank according to length of continuous service. If several members took office on the same date, they are ranked according to the order in which the states they represent were admitted to the Union, or they are ranked alphabetically by state. Consideration is given to ranking committee chairmen.

Governors of states collectively, when not in their own state, rank according to the state's date of admission to the Union or alphabetically by state at the option of the person or group planning the function.

The President of the United States may change the order of precedence within his own Cabinet or government at will.

When the Post Office Department became an independent agency, during the Nixon Administration, the Postmaster General lost his ranking among Cabinet members and took a place among the heads of independent agencies, a position further down the order of precedence.

President Eisenhower brought the Chairman of the Atomic Energy Commission (now a part of the Energy Research and Development Administration) to Cabinet level, and likewise elevated the Director of the Bureau of the Budget (now the Office of Management and Budget), and his own chief of staff (Assistant to the President) to Cabinet level.

President Truman, out of friendship and respect for his old friend the late Warren Austin, placed his United States Representative to the United Nations in an unusually high position after the Secretary of State and before Ambassadors and Ministers. This position was maintained until President Kennedy changed it to a place where it remains today -- on Cabinet level.

Usually when a President wishes a member of his official family or one of his appointees to have Cabinet rank when it is not traditionally accorded that rank in the order of precedence, he so indicates when the appointment is made by stating that "so-and-so" is appointed with whatever rank he wishes him to have.

A Cabinet member, who leaves his post to become an Ambassador at Large for the President, occasionally ranks first following the Cabinet while his successor takes his place in the line of Cabinet members.

The Secretary of State ranks ahead of other members of the Cabinet and ahead of Ambassadors, although this has not always been the case. Up until 1961, the Secretary of State ranked immediately below foreign Ambassadors but was moved up in the order of precedence in order to conform more realistically with international practice.

The rank of a foreign government official is very important at social functions and meetings for, in seating, they expect and need to be seated with people of comparable rank and position in government instead of above or below their own level or sphere of influence.

Official position in the United States is determined by election or appointment to office, or promotion within the foreign service and military establishments, rather than on birth, as is often true in foreign countries where there is royalty.

Rank of a foreign visitor often takes precedence above the "principle of courtesy to the stranger," one of the rare excuses under which the order of precedence may be broken. For example, a British national at a dinner in his honor in an American home would not sit in the guest of honor's seat if another foreign diplomat of higher rank should be a guest also, although the foreign diplomat is permanently stationed at the place where the British national is visiting.

The British national, however, would be given precedence under the "courtesy to a stranger" practice, over Americans who may be slightly higher in rank.

(NOTE: See Attachment 1 for ORDER OF PRECEDENCE list.)

ATTACHMENT 1PROTOCOL ORDER OF PRECEDENCE

The President of the United States determines the rank of all American officials on the Precedence List. The State Department has the responsibility of determining precedence among foreign representatives themselves, as it is the custodian of the records establishing the dates on which they were accredited to this government and therefore, of their respective seniorities. The Precedence List is used only by the White House and the State Department for official functions and is not intended to regulate relations among Americans at private social gatherings but to facilitate relations among governments in accordance with the customs and usages of diplomacy in matters of protocol.

The general or unofficial order of precedence is as follows:

1. President of the United States.
2. Vice President of the United States.
Governor of a state when in his own state.
3. Speaker of the House of Representatives.
Chief Justice of the Supreme Court.
Former Presidents of the United States.
American Ambassadors (when at post).
4. Secretary of State.
5. Ambassadors Extraordinary and Plenipotentiary of foreign powers accredited to the United States (in the order of the presentation of their credentials).
6. Widows of former Presidents.
7. Ministers of foreign powers accredited to the United States (in the order of the presentation of their credentials).
8. Associate Justices of the Supreme Court (according to the date of their commission).
Retired Chief Justices.
Retired Associate Justices (Associate Justices of the Supreme Court who resign do not have any rank).
9. The Cabinet (other than the Secretary of State) ranked according to date of establishment of department:
 - Secretary of the Treasury.
 - Secretary of Defense.
 - Attorney General.
 - Secretary of the Interior.
 - Secretary of Agriculture.
 - Secretary of Commerce.
 - Secretary of Labor.
 - Secretary of Health and Human Services.
 - Secretary of Housing and Urban Development.
 - Secretary of Transportation.
 - Secretary of Education.
 - Secretary of Energy.
 - United States Representative to the United Nations.
 - Director, Office of Management and Budget
 (At this point, any particular individual the President may choose to give Cabinet level rank, since he can and does occasionally make changes in the order of precedence for specific individuals.)

10. President Pro Tempore of the Senate.
 Senators (according to length of continuous service; if the latter is the same, arrange alphabetically).
 Governors of states (when outside their own state).
 Relative precedence among governors, all of whom are outside their own state, is determined by their state's date of admission into the Union (see list which follows) or in the order of their state in the alphabet.
 Acting heads of executive departments (e.g., Acting Secretary of Defense).
 Former Vice Presidents of the United States.
11. Members of the House of Representatives (according to length of continuous service; if the latter is the same, arrange by date of their state's entry into the Union, or alphabetically by state).
 Resident Commissioner from Puerto Rico to the House of Representatives, and Delegates from the District of Columbia, Guam, and the Virgin Islands to the House of Representatives (nonvoting members).
12. Charges d'Affaires of foreign powers.
 Former Secretaries of State.
13. Deputy Secretaries of Under Secretaries of executive departments (e.g., the Deputy Secretary of State, the Under Secretary of Commerce -- or the number two man in each department whatever his title).
 Solicitor General.
 Administrator, Agency for International Development.
 Director, U.S. Arms Control and Disarmament Agency.
 Under Secretaries of executive departments (e.g., the Under Secretary for Political Affairs of the State Department -- or the number three man in each department whatever his title).
 Ambassador at Large.
 Secretaries of military departments (Army, Navy, Air Force, in that order).
 Chairman, Council of Economic Advisers.
 Chairman, Council on Environmental Quality.
 Chairman, Board of Governors of Federal Reserve System.
 Administrator, Federal Energy Administration.
 Administrator, Energy Research and Development Administration.
 Chairman, Nuclear Regulatory Commission.
14. Chairman, Joint Chiefs of Staff, Retired Chairmen rank with but after active-duty Chairmen.
 Chiefs of Staff of the Army, the Navy, and the Air Force (by date of appointment).
 Commandant of the Marine Corps.
 Five-star Generals of the Army and Fleet Admirals.
 Secretary General of the Organization of American States.
 Representatives to the Organization of American States.
 Persons with ambassadorial rank (foreign nonaccredited).
 Heads of international organizations (e.g., NATO, CENTO, SEATO, and other international intergovernmental organizations, e.g., International Monetary Funds, International Bank for Reconstruction and Development).
 Other Under Secretaries of executive departments not covered in above categories.

15. Director of Central Intelligence.
General Services Administrator.
Director, U.S. Information Agency.
Administrator, National Aeronautics and Space Administration.
Chairman, Civil Service Commission.
Director, Defense Research and Engineering.
Director, ACTION.
Director, Community Services Administration.
Administrator, Environmental Protection Agency.
16. American Ambassadors on state and official visits.
Chief of Protocol (when at the White House, accompanying the President, and on state and official visits; otherwise ranks in category 20).
Ambassadors of career rank on duty in the United States.
Special Representative for Trade Negotiations.
17. Assistants to the President.
18. Chief Judge and Circuit Judges of the United States Court of Appeals for the District of Columbia (according to length of service).
19. Chief Judges of the U.S. Court of Appeals (according to length of service).
20. Deputy Under Secretaries of the executive departments.
Deputy Director, U.S. Arms Control and Disarmament Agency.
Commandant of the Coast Guard.
Assistant Secretaries, Counselors, and Legal Advisers of executive departments (by date of appointment. In certain executive departments, there are two categories of officers at the Assistant Secretary level: those who receive Senate confirmation and those who do not. It is accepted practice for those who are confirmed by the Senate to rank according to the date of their oath-taking ceremony. The same principle generally applies to those in the other category).
Chief of Protocol.
Deputy Director, Central Intelligence.
Deputy Director, General Services.
Deputy Director, U.S. Information Agency.
Deputy Director, National Aeronautics and Space Administration.
Deputy Director, Civil Service Commission.
Deputy Director, Energy Research and Development Administration.
Deputy Director, Defense Research and Engineering.
Deputy Director, ACTION.
Deputy Director, Community Services Administration.
Deputy Director, Environmental Protection Agency.
21. Assistant Administrator, Agency for International Development.
Comptroller General.
Court of Military Appeals.
Members of the Council of Economic Advisers (ranked alphabetically).
22. American Ambassadors (either Designate or in the United States under normal orders, or on leave).
Chief of Mission.
23. High Commissioner of the Trust Territory of the Pacific Islands.
Mayor of Washington, D. C.

24. Under Secretaries of military departments (Army, Navy, Air Force, in that order).
Acting Assistant Secretaries of executive departments.
25. Four-star Generals and Admirals in order of seniority.
Retired officers rank with but after active officers.
Governor of American Samoa.
26. Assistant Secretaries of military departments (Army, Navy, Air Force, by date of appointment within each service).
Director, Selective Service System.
27. Three-star military (Lieutenant Generals and Vice Admirals) in order of seniority. Retired officers rank with but after active officers.
General Counsels of the military departments.
28. Chairman, American Red Cross.
29. Bishops of Washington (alphabetically by name).
30. Former American Ambassadors and Ministers (Chiefs of Diplomatic Missions) in order of presentation of credentials at first post.
31. Heads of independent agencies not mentioned previously (according to date of establishment).
Treasurer of the United States.
Chairman, Bureaus, Boards, and Commissions; Librarian of Congress.
Vice Chairman and members of the Board of Governors of the Federal Reserve System.
Deputy Special Representative for Trade Negotiations.
Secretary of Smithsonian Institution.
32. Nonaccredited Ministers of foreign powers assigned to foreign diplomatic missions in Washington.
Chairman, D. C. Council.
Deputy Mayor of Washington, D. C.
33. Deputy Assistant Secretaries of executive departments and Deputy Counsels (ranked by date of appointment).
Deputy Chief of Protocol.
Defense Attaches.
34. Counselors of embassies.
Consuls General of foreign powers.
35. Two-star military (Major Generals and Rear Admirals), upper half in order of seniority. Retired officers rank with but after active officers.
Deputy Assistant Secretaries of military departments (by date of appointment).
Surgeon General, U.S. Public Health Service.
36. Chief Judge and Associate Judges of the United States Court of Claims.
37. Chief Judge and Associate Judges of the Court of Customs and Patent Appeals.
Chief Judge and Judges of the United States Customs Court.
38. Chief Judge and Associate Judges of the Tax Court of the United States.
39. Chief Judge and Associate Judges of the United States District Court for the District of Columbia.
40. One-star military (Brigadier Generals, Rear Admirals), lower half in order of seniority, and Air Commodores in order of seniority. Retired officers rank with but after active officers.
41. Assistant Chiefs of Protocol.
Secretary of the Senate.
Members of Bureaus, Boards, and Commissions.
42. Junior staff officials.

ORDER OF STATES DETERMINED BY DATE OF ADMISSION INTO THE UNION

1.	Delaware	December 7, 1787
2.	Pennsylvania	December 12, 1787
3.	New Jersey	December 18, 1787
4.	Georgia	January 2, 1788
5.	Connecticut	January 9, 1788
6.	Massachusetts	February 6, 1788
7.	Maryland	April 28, 1788
8.	South Carolina	May 23, 1788
9.	New Hampshire	June 21, 1788
10.	Virginia	June 26, 1788
11.	New York	July 26, 1788
12.	North Carolina	November 21, 1789
13.	Rhode Island	May 29, 1790
14.	Vermont	March 4, 1791
15.	Kentucky	June 1, 1792
16.	Tennessee	June 1, 1796
17.	Ohio	March 1, 1803
18.	Louisiana	April 30, 1812
19.	Indiana	December 11, 1816
20.	Mississippi	December 10, 1817
21.	Illinois	December 3, 1818
22.	Alabama	December 14, 1819
23.	Maine	March 15, 1820
24.	Missouri	August 10, 1821
25.	Arkansas	June 15, 1836
26.	Michigan	January 26, 1837
27.	Florida	March 3, 1845
28.	Texas	December 29, 1845
29.	Iowa	December 28, 1846
30.	Wisconsin	May 29, 1848
31.	California	September 9, 1850
32.	Minnesota	May 11, 1858
33.	Oregon	February 14, 1859
34.	Kansas	January 29, 1861
35.	West Virginia	June 20, 1863
36.	Nevada	October 31, 1864
37.	Nebraska	March 1, 1867
38.	Colorado	August 1, 1876
39.	North Dakota	November 2, 1889
40.	South Dakota	November 2, 1889
41.	Montana	November 8, 1889
42.	Washington	November 11, 1889
43.	Idaho	July 3, 1890
44.	Wyoming	July 10, 1890
45.	Utah	January 4, 1896
46.	Oklahoma	November 16, 1907
47.	New Mexico	January 6, 1912
48.	Arizona	February 14, 1912
49.	Alaska	January 3, 1959
50.	Hawaii	August 21, 1959

PRECEDENCE OF STATE AND LOCAL GOVERNMENT OFFICIALS

While there is no fixed order of precedence for state and local government officials, the wise host, in planning a seating arrangement, should consider the purpose of the function, the level of all official guests, and any political significance.

A Mayor of a large important city might be placed after a United States Senator or Member of the House of Representatives depending on circumstances.

Lieutenant Governors in their own states might equate to a Deputy (or Under) Secretary of an executive department.

If State Senators are in their own states, they rank in the area of General Counsels of the military departments, or possibly higher depending on the occasion and other factors.

SECTION VIII: TITLES AND FORMS OF ADDRESSCourtesy Title Distinctions

1. The Honorable is the preferred title used in addressing most high-ranking American officials in office or retired. These include some presidential appointees, federal and state elective officials, and Mayors. As a general rule, other county and city officials are not so addressed.

Examples:

The Honorable
(full name)
Secretary of Labor

The Honorable
(full name)
Governor of (state)

The Honorable title is also accorded foreign diplomats and officials of Cabinet or equivalent rank, Charges d'Affaires of ministerial level, and heads of international organizations, unless the individual is otherwise entitled to "His Excellency."

Examples:

The Honorable
(full name)
Charge d'Affaires ad interim of (country)

The Honorable
(full name)
Director General of the (international organization)

"The Honorable" is never used by the person who holds the office in issuing or answering invitations or on personal stationery or calling cards.

Right: Mr. John Doe
Under Secretary of (department)
requests the pleasure of

Wrong: The Honorable John Doe
Under Secretary of (department)
requests the pleasure of

"The Honorable" is written out in full on the line above, or to the left of, the name. Sometimes on business-type letters, it is abbreviated as "The Hon." or "Hon." preceding the name on the same line, but this is not in the best social usage.

"The Honorable" is not used in speaking to a person or in salutation, although it is sometimes used in platform introductions. It is never used before a surname only, and when appearing in the text of a letter or other communication "The" is not capitalized (e.g., ". . . speech given by the Honorable John Doe").

A partial listing of American officials entitled to be addressed as "The Honorable" follows:

United States Government

Executive Branch

The President (if addressed by name)
 The Vice President (if addressed by name)
 All members of the Cabinet
 Deputy Secretaries of the executive departments
 Under Secretaries of executive departments and officers of comparable rank.
 Special Assistants to the President (members of his staff are addressed as "Mr." or "Mrs." or "Miss")
 Deputy Under Secretaries of executive departments
 Assistant Secretaries, Legal Adviser, Counselor, and officers of comparable rank of executive departments
 American Ambassadors
 American Ministers, including Career Ministers
 American representatives, alternates, and deputies on international organizations.

Judiciary Branch

Former Chief Justice of the Supreme Court
 Former Associate Justices of the Supreme Court
 Judges of other courts
 Presiding Justice of a court

Legislative Branch

Senate

The President of the Senate (Vice President of the United States)
 President pro tempore
 Senators
 Secretary of the Senate
 Sergeant at Arms

House of Representatives

The Speaker
 Representatives (Members)
 Resident Commissioner of Puerto Rico
 Delegates from the District of Columbia, Guam, and the Virgin Islands
 Clerk of the House
 Sergeant at Arms

Library of Congress

Librarian

General Accounting Office

Comptroller General

Government Printing Office

Public Printer

"The Honorable" - continued.

United States Government Agencies

Heads, assistant heads, and commissioners or members of equal rank appointed by the President and confirmed by the Senate.

State and Local Governments

Governor of a state.
 Acting Governor of a state.
 Lieutenant Governor of a state.
 Secretary of State of a state.
 Chief Justice of the Supreme Court of a state.
 Attorney General of a state, except*Pennsylvania.
 Treasurer, Comptroller or Auditor of a state (only the treasurer in*Pennsylvania).
 President of the Senate of a state
 State Senator
 Speaker of the House of Representatives or the Assembly or House of Delegates of a state.
 State Representative, Assemblyman, or Delegate.
 Mayor (an elected official)
 President of a Board of Commissioners.

2. His Excellency applies to a foreign Chief of State (the President of a foreign republic), head of government (a Premier, a Prime Minister), a foreign Cabinet officer, foreign Ambassador, other foreign high official, or former foreign high official. Example:

His Excellency
 John Doe
 Prime Minister of (country)

A person once entitled to the title "His Excellency" may retain it throughout his lifetime.

It is customary to omit such a title when addressing the Prime Minister or a Cabinet officer of a country within the British Commonwealth. A Prime Minister takes the title "The Right Honorable" in addition to and preceding the appropriate title denoting rank of nobility, if any. Example:

The Right Honorable
 (full name), O.M., C.H., M.P.
 Prime Minister
 London

For the Secretary of State for Foreign Affairs and other members of the British Cabinet, this form of address may be used:

The Right Honorable
 (full name), M.C., M.P.
 Secretary of State for Foreign Affairs
 London

It is contrary to American custom to use the title "His Excellency" in addressing high officials of the United States Government, although foreign governments frequently address the Secretary of State and the United States representatives of ambassadorial rank to international organizations by this title.

*In some states, they do not use just the name. In the case of Pennsylvania, the usage of the state name is: "The Commonwealth of Pennsylvania."

3. Esquire. This title, written in full, may be used in addressing a lawyer, the Clerk of the United States Supreme Court, officers of other courts, and male Foreign Service officers below the grade of Career Minister. When "Esquire" is used, the individual's personal title (Mr., Dr., etc.) is omitted. Example: John Doe, Esquire.

4. Doctor (medical). This title, when abbreviated, is used before the names of persons who have acquired entitled degrees. It should not be used in combination with the abbreviation indicating such degrees.

Examples:

Dr. John Smith or John Smith, M.D.

(for Doctor of Medicine)

Dr. John Jones or John Jones, D.V.M.

(for Doctor of Veterinary Medicine)

Dr. John Adams or John Adams, D.D.S.

(for Doctor of Dental Surgery)

The general practice is that a doctor is addressed professionally in writing with the initials of his degree following his name. For personal introductions and in conversation, both professionally and socially, the preferred form is "Dr." Smith.

Use of Courtesy Titles

1. Spouse of title holder. The wife of the President of the United States is addressed both orally and in writing as "Mrs. Jones" (surname only). If she is introduced to a group, she is referred to in the same manner. Invitations issued in her name and even her personal cards carry only "Mrs. Jones," never her full name or initials.

Wives of other high-ranking officials including the Vice President and Cabinet members do not share their husband's official titles and therefore are written to and introduced in the usual way: "Mrs. John Joseph Brown." Joint invitations would read:

On the envelope: The Honorable
The Secretary of Commerce
and Mrs. Doe

On invitation: The Secretary of Commerce
and Mrs. Doe

The husband of a high-ranking woman does not share her title and is addressed as "Mr." unless he holds a title in his own right: Examples:

The Honorable

The Under Secretary of Transportation

and Mr. Doe

or

Mr. and Mrs. John Doe (the usual form for a
married couple)

or

The Honorable

The Secretary of Health, Education, and Welfare
and

The Honorable

John Doe

2. Private citizens. In addressing United States citizens, courtesy titles are not used with (a) military or naval rank; (b) titles of address, such as Mr., Mrs., Miss, Esquire; (c) designations of scholastic degrees.

OFFICE OF THE PRESIDENT-ELECT

WASHINGTON, DC 20270

January 19, 1981

MEMORANDUM

TO: THE CABINET AND EXECUTIVE OFFICERS
SUBJECT: PROTOCOL

The attached information is submitted for your consideration. It is taken from "PROTOCOL: Complete Handbook of Diplomatic, Official and Social Usage," by Mary Jane McCaffree and Pauline Innis.

It should be used as a ready reference, and can be helpful in answering the numerous questions that arise concerning the protocol surrounding various White House and Inaugural functions.

Attachment - as stated.

CONTENTS

	Page
SECTION I: NOTES ON PROTOCOL AND OFFICIAL ENTERTAINING	1
SECTION II: CEREMONIES - THE INAUGURAL	6
SECTION III: CEREMONIES - GENERAL	8
OUTDOOR FUNCTIONS	11
SECTION IV: DRESS FOR THE WHITE HOUSE	11
RECEPTIONS	11
LUNCHEONS	11
SECTION V: GENERAL RULES AND SUGGESTIONS	12
SECTION VI: OFFICES RELATING TO SOCIAL FUNCTIONS IN THE WHITE HOUSE	13
WHITE HOUSE TOURS	13
SECTION VII: ORDER OF PRECEDENCE	14
WHO OUTRANKS WHOM	14
Attachment 1 - Order of Precedence 16-a thru f List	
SECTION VIII: TITLES & FORMS OF ADDRESSES	17

SECTION I: NOTES ON PROTOCOL

AND

OFFICIAL ENTERTAINING

The basic purpose of official entertaining is to help achieve U.S. policy objectives, domestic and foreign, and to further United States interests at home and abroad. Entertaining is an indispensable tool in developing satisfactory relationships with the Diplomatic and Consular Corps and the cultural, political, economic, and social communities.

While the general trend in the United States is toward informal entertaining, there is still the obligation for high-ranking officials of this country and foreign nations to entertain and be entertained in a formal manner.

Entertaining in Washington is somewhat different from the rest of the country because Washington is a city of government. Washington is composed of numerous groups bound together by their relationships to the Government of the United States.

The following information is provided for your consideration, and may be of assistance with some of the technicalities surrounding the protocol of official entertaining.

• The Receiving Line. At formal luncheons, receptions, and dinners, there is a receiving line to afford each guest the opportunity to greet the host, hostess, and honored guests. When the entertainment is less formal or of an unofficial nature, it is the prerogative of the hostess to be the first to greet her guests.

Two procedures are correct in arranging receiving lines for official functions:

- | | |
|------------------------|------------------------|
| 1. Host | 2. Host |
| Guest of honor | Guest of honor |
| Hostess | Wife of guest of honor |
| Wife of guest of honor | Hostess |

When a Chief of State is the guest of honor, the host and hostess relinquish their positions, and the line forms with the Chief of State, spouse of the Chief of State, the host and hostess. At the head of the line there is an aide to announce the guests.

Guests should not shake hands with the aide or staff officer receiving the name of a guest. Guests give only their official titles, or "Mr." ("Mrs." or "Miss"). The aide presents the guest to the host who in turn presents him or her to the guest of honor (or the hostess). The guest, in proceeding down the line, simply shakes hands and greets each person with a "How do you do?" -- or, in the case of a friend or acquaintance, a less formal salutation. Because names do not travel well, the guest should repeat his or her name to any person in the line to whom it obviously has not been passed. The receiving line is no place for lengthy conversation with either the hosts or the honored guests.

One rule remains unchanged and should not be broken, i.e.: one should not receive guests or go through a receiving line holding a drink or cigarette.

The old rule of women preceding men should be followed upon all occasions other than on official ones. At the White House, for instance, the man goes down the line first. Many of the guests will have official titles and it is easier for the aide to recognize the "Secretary of State" as he presents the Cabinet officer, quickly followed by, "and Mrs. Smith." The relationship of the couple is thus clarified more easily when the procedure is reversed.

● Toasts Honoring Foreign Guests. A toast is a verbal greeting and tribute to the guest of honor, and it is tendered to him by the departmental official who may be host at dinner or luncheon honoring the distinguished foreign visitor. The toast is tendered at the beginning or the end of the dessert course.

Staff members involved in a visit usually prepare the suggested remarks which are given with the toast. At state dinners honoring foreign Chiefs of State or Heads of Government, the toasts are recorded as they are given and are available for release to the Press.

The toast will more than likely begin with a welcome to the guest of honor. If the visitor is accompanied by his wife, reference will perhaps be made to her in the toast. The text may include the accomplishments of the guest of honor -- the ties between his country and the United States -- and the hopes and prospects for continued good relationships. Often the historical background of the visitor's country is touched upon, especially with reference to former relationships with the United States. At the end of the remarks, the official giving the toast will ask, "Will you stand and join me in a toast to His Excellency (name), President of (country)," or "His Excellency the President of (country)," or "the President of (country)." Be certain to employ correct usage for the title of the guest of honor.

Where there are strained relations with a country, the basic concept in toasting is to mention friendship between the two peoples, improved relations, and toast all those who are present -- and hope they enjoyed their visit.

Whether the guest of honor is the Chief of State or perhaps a Cabinet member of a foreign government, the toast is always drunk to the Chief of State or Head of Government. The person who extends the invitations should send the guest of honor a copy of the speech or toast he intends to propose in order to enable the guest to prepare a reply. When it is an important political meeting, the reply is also communicated in advance.

When the guests represent more than one nation, the host proposes a collective toast to the heads of their several states, naming them in order of the seniority of the representatives present. To this collective toast, the highest-ranking foreign officer present will respond on behalf of all the guests by proposing the health of the Chief of State of the host.

The person to whom the toast is being given does not partake of the champagne or other beverage at the time the guests lift their glasses in his honor. He usually remains seated.

In replying to a toast, the guidelines below should be followed:

1. Thanks for the welcome.
2. An expression of the considerations that motivated the meeting and the affirmation of the sentiments manifested.
3. The good wishes of the Chief of State for the prosperity of the country and the people he is visiting.

At Embassy dinners, it is appropriate for the top-ranking American present to respond with a toast to the ruler of the host country.

Notes on Toasts (examples):

When Mr. Trudeau was entertained by the President at the White House, the toast was made to Her Majesty, the Queen. One may also say "Her Majesty Queen Elizabeth II," or simply, "To the Queen."

At a formal dinner at the Japanese Embassy, where the Ambassador honored someone of Cabinet level and a White House assistant, the following toasts were recommended:

- Japanese Ambassador: to toast the Cabinet member
and White House Assistant.
Cabinet member: to toast His Imperial Majesty, the Emperor.
White House Assistant: to toast the Ambassador of Japan
and Mrs. (wife of Ambassador).

- Saying Good-bye: Who Is the First to Leave? Usually, those who sat at the right of the host and hostess during dinner, whether they are the actual guests of honor or not, are the first to leave. At the end of a professional performance, or about one hour after the end of dinner, they rise to say good-bye. The hostess rises but does not move from her place in the drawing room. The good-byes are made without undue delay with the guests expressing pleasure and thanks. The host accompanies all guests to the door of the drawing room and takes unescorted women to the front door. If, however, it is a very formal dinner, the host does not go himself to the elevator or outdoors to the automobile.

- Receptions. Receptions of various kinds are a most popular form of official entertainment. They allow a wide range of difference in the number of guests invited and in the formality and type of event. They can vary from the very formal reception held at ten o'clock in the evening, hosted by an Ambassador in honor of his Chief of State who is visiting this country, to the least formal affair held from approximately six to eight o'clock, in honor of a visiting official or in celebration of some event.

Receptions differ from the ordinary cocktail party in that they are given to honor specific individuals or a specific occasion. The air of the whole event is more formal, the duration is specified, and there is practically always a receiving line. Occasionally the Department of State does not have a reception line, particularly on less formal occasions.

In many ways a reception is easier to arrange than any other formal occasion. There is usually a very large number of guests, and because food and drink are served from buffet tables, the delicate problems of seating precedence do not arise. However, careful planning is necessary because, by reason of its size, a formal reception could lead to confusion whether indoors or out.

Aides. All those persons who are acting as aides should arrive early so that they may be given their duties. These are to meet guests at the door and to see them to the receiving line, to circulate among the guests to see that they are engaged in conversation and supplied with refreshment. According to the size of the party, one or more aides should be detailed to watch over beverage tables and buffets and advise the catering manager of any needed attention. Aides should avoid talking in groups with friends; they should spend their time with the guests who might not know many people. Aides should stay until the end of the reception and help people to find their coats and cars if necessary.

Taking Leave (from a reception). It is impractical, as a rule, for guests to seek out the hosts at a large reception and say farewell. If they are still standing by the door of the room, this should be done in a few words.

At an evening reception, guests usually stay at least three quarters of an hour; while at a large afternoon reception, guests should not stay so long that only a few people are left. The departure of the guest of honor, if there is one, signals that other guests should follow suit in a short time.

- Hostess' Check List (for entertaining in general):
 - Date
 - Place
 - Time
 - Dress
 - Guest list
 - Invitations; response cards
 - Theme; decorations; program
 - Menu; type of table(s), cocktails, wines, cigarettes, cigars, buffet for staff, entertainers, etc.
 - Caterer
 - China, crystal; finger bowls
 - Linens
 - Candles
 - Flowers; centerpieces
 - Fireplace
 - Rest rooms; attendant, soap, towels
 - Entertainment; piano
 - First Aid
 - Parking; police assistance
 - Elevator; operators
 - Coat room; attendant; umbrella rack
 - Doorman
 - Public address system; microphone; taping program
 - Photographers; press
 - Flags
 - Person to handle introductions
 - Staff members to assist
 - Awning, carpet (for bad weather)
 - Seating; place cards; take-in cards; "host" cards
 - Table numbers for display on tables (when guests are seated at more than two tables).

SECTION II: CEREMONIES - THE INAUGURAL

Presidential Inaugurals

The only part of the inaugural ceremony really necessary to install a President is the Oath of Office. This is the sole requirement made by the Constitution of the United States. Everything else is custom and tradition, which have accumulated over the years.

- Swearing in the President. The 1981 site of the swearing in of the President is the West Portico of the Capitol. To ensure the dignity of the occasion, Congress, in 1905, provided that a Joint Inaugural Committee of three Senators and three Representatives be in charge of the planning of all events in connection with the ceremony.

The Oath of Office is traditionally administered by the Chief Justice of the Supreme Court. When George Washington was inaugurated, the Supreme Court had not been formed, so Chancellor Livingston administered the oath. The ceremony takes place out of doors in full view of the people.

When the President is sworn in, the Marine Band salutes him with four ruffles and flourishes and plays "Hail to the Chief." (This Scottish air was first played at the inaugural of President Polk.) Then, as the echoes of the twenty-one-gun salute die away, the President gives his Inaugural Address.

- Swearing in the Vice President. Immediately before the President is sworn in, the Vice President is sworn. It is a much more relaxed ceremony, and the Vice President usually slips into the background immediately thereafter.

The Minority Leader of the United States Senate administers the Oath of Office to the Vice-President-elect. The Oath of the Vice President is prescribed by rules of the Senate as follows:

"I, (name), do solemnly swear that I will support and defend the Constitution of the United States against all enemies domestic and foreign; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; that I will well and faithfully discharge the duties of the office on which I am about to enter:

"So help me God."

- The Inaugural Parade. Until 1889, inaugural parades went to the Capitol, as they were looked upon as escorts to the President and were mainly military. When Benjamin Harrison was inaugurated, however, the parade took on a different significance and became a march-by starting from the Capitol and following the route that has now become traditional.

The Parade starts as soon as the President and Vice President reach the reviewing stand in front of the White House. The honor of leading the Parade falls to the states from which the President and the Vice President come. Then follows the Major of the District of Columbia, as host of the Inauguration. After the Major follow the states in order of precedence, determined by the date each entered the Union or became established as a territory. The Marine Band and the massed state and territorial flags precede the individual governors in the First Division.

The Armed Services, the Coast Guard, and the Merchant Marine follow. Then come the various floats and bands representing the people of the states and territories.

In 1969, the non-military and other sections of the Parade joined the line of march at Fourth Street and Constitution Avenue, reducing by one and a half miles the distance previously marched when all joined at the Capitol. This, together with the limiting of each state to one band and one float, cut down on the march time and produced a more dramatic spectacle.

SECTION III: CEREMONIES - GENERAL

- Bill-signing Ceremonies. Depending on the significance of the bill or bills in question, an appropriate ceremony is often conducted when the President signs a bill into law. The location and number of guests may vary considerably but the basic procedure is standard. The designated time is usually late morning or midafternoon. Guests arrive in a large group, frequently through the North Portico, and are directed to the room where the ceremony is to take place. If many guests are invited or extensive press coverage is planned, the East Room is usually used. Smaller groups can be accommodated in the Treaty Room, the Cabinet Room, or the President's Office. Weather permitting, the Rose Garden is also used for ceremonies, large and small.

Seating is unreserved except for a few sponsors, key Congressional leaders who were responsible for the bill's passage, and others who may be closely identified with the bill.

When all or most of the guests have arrived, an aide will announce the entrance of the President who will proceed directly to the speaker's rostrum and make appropriate remarks. The President will sign the bill, often using many different pens in the process.

The President distributes the pens used in signing the bill to each of the key figures present. An informal receiving line is frequently formed where he greets the rest of the guests and hands out additional pens. Guests begin to depart as soon as the President makes his departure.

- Swearing-in Ceremonies. When the oath of office is given to a newly appointed Cabinet officer or some other high-ranking government official, a ceremony is usually arranged at the White House. The function is very similar to a bill-signing ceremony. Guests arrive and are seated, usually in the East Room. Reserved seats are saved for members of the new official's family and certain other key figures including the official resigning from the post.

When the guests are assembled, the President's arrival is announced. He proceeds to the rostrum, makes a few appropriate remarks, and the oath of office is administered. Following the oath, the President may greet the guests in the first couple of rows before he departs. On occasions, a receiving line may be formed at the center entrance to the East Room, and the President and new official may greet the guests as they depart.

- Award Ceremonies. Award ceremonies follow the same general pattern established for bill signings and swearing-in ceremonies. Guests arrive and are seated in the East Room. The award recipient and his family will often gather in the Red Room where the President will greet them and escort them into the East Room for the presentation. The President will begin by making a short talk, after which the award citation will be read by a designated official, usually the Secretary of the Service involved, in the case of a Medal of Honor, and the President then presents the award.

The recipient usually introduces his immediate guests to the President, after which the President and his guests will move into the Blue Room or some other nearby location to form a receiving line. A short reception may follow.

OUTDOOR FUNCTIONS

During the summer months, some of the functions may be tentatively scheduled to be held outside the White House, either on the South Lawn or in one of the gardens. The weather obviously plays an important part, and alternate plans must be developed in case the function must be moved indoors.

The general sequence of events is about the same as for similar functions held inside. A portable platform and an accoustical shell are set up outside in much the same manner that the stage is set up in the East Room. Guide ropes are usually employed to help channel the movement of guests.

- Arrival of Chief of State on South Lawn. When the Armed Forces render full honors on the arrival of a Chief of State at the White House, there is a most impressive ceremony. Guests are invited to this and the general public can watch.

Arrangements for this ceremony are made by the Military District of Washington (MDW) in coordination with the White House and the Department of State.

The honor guard will be formed on the lower drive of the South Lawn not later than thirty minutes prior to ceremony time. The honor guard, led by the band, will march up the driveway, execute a column movement, and move into the designated area on the South Lawn. Only a drum tap will be used for this movement. The National Flag Detail will be posted following the honor guard. The troops will be in position on the upper lawn not later than twenty-five minutes prior to ceremony time in order to clear the drive for the arrival of members of the official welcoming party.

- Arrival of Official Party

Members of the official welcoming party will arrive approximately twenty minutes prior to the scheduled ceremony time. Those authorized will arrive by automobile and will step out at the south entrance of the White House. The State Department Protocol Officers will usher them to the Diplomatic Reception Room. At approximately five minutes prior to ceremony time, the official party will be ushered out of the Diplomatic Reception Room by the State Department Protocol Officers and shown their positions.

- Arrival of Host

Normally, the President will appear three or four minutes prior to scheduled arrival time of the honored guest. The MDW Ceremonies Officer will signal the Commander of Troops to bring the Honor Guard to ATTENTION and PRESENT ARMS.

As the President moves toward the ceremony site, the MDW Ceremonies Officer will signal the bandleader to sound honors. It is desirable, but not always possible, to so time this action that "Hail to the Chief" will be completed by the time the President arrives in the area of the review stand.

- Arrival of the Honored Guest

The honored guest may arrive by helicopter, landing on the Ellipse, the South Lawn, or one of the local airports. When landing outside the White House grounds, he will be met by a representative of the Department of State, who will escort him to the White House by automobile via the southwest gate.

As the guest's vehicle turns up the drive toward the White House, the MDW Ceremonies Officer will signal for the fanfare. The fanfare should be so timed to be finished as the guest's vehicle stops at the red carpet.

Following the initial greeting and after a short pause for photographs, the President will escort the honored guest to the review stand.

- Honor Guard Ceremony

When the inspection party reaches the left flank of the honor guard, it will pass around the rear of the formation, returning again to a point at the right of the band. There will be no salutes when passing in rear of the colors. When the inspection party reaches the right front of the band, the Commander of Troops will halt, salute the honored guest, and report, "Sir, this concludes the inspection." He will allow the guest and the President to pass in front of him, then return to his post. The President will escort the guest back to his position on the review stand. This portion of the ceremony is followed by the "Exchange of Remarks" and the departure. There are two types of departure, i.e., the President will ride with his guest to Blair House or in a Parade of Welcome; or, the President will take the honored guest directly to lunch or a meeting in the White House following introduction of the official party.

When the weather is bad, the ceremony is held at the North Portico.

SECTION IV: DRESS FOR THE WHITE HOUSE

Receptions

- For formal afternoon receptions, men wear dark business suits and women wear afternoon clothes. For informal afternoon receptions and garden parties, guests dress as for a tea or cocktail party.

Luncheons

- For formal luncheons men wear conservative business suits to even the most formal White House luncheon today. Women wear dresses with sleeves or suits with or without hat and gloves. If gloves are worn, these can be taken off with one's coat. Hats are left on if worn.

- For an informal luncheon, men wear a dark or gray suit with a light-colored shirt. Women wear dresses or suits similar to a formal luncheon.

SECTION V: GENERAL RULES AND SUGGESTIONS

After attending a luncheon or dinner, it is correct to write a note of thanks to the wife of the President.

Any gift for the President or First Lady should be cleared beforehand. Otherwise, it may not reach its destination. A present may be sent through the mails, delivered by hand to the mail room in the Executive Building, or entrusted to the Appointments Secretary, Personal Secretary, or Social Secretary. Gifts should not be suddenly produced during an interview with either the President or the First Lady; it is against security rules.

The White house guest should not let anxiety spoil his visit. The Social Aides are there to help if you are at a loss. Don't hesitate to ask the nearest aide for help if you are at a loss.

If a buzzer should ring when you are in a corridor, an attendant will ask you to step behind a closed door. The buzzer means that the President or members of his family are leaving or entering. This precaution is for their safety and their privacy.

Rest rooms are available.

The doctor's office is always staffed during receptions.

There is an elevator for the use of elderly or handicapped persons.

If you forget your "admit card" don't panic. Explain to the police officer or aide, and he will take you aside while your name and identification are checked against the guest list.

SECTION VI: OFFICES RELATING TO SOCIAL
FUNCTIONS IN THE WHITE HOUSE

- The Social Secretary and the Social Office: Prepares all guest lists, invitations, place cards, table locator diagrams, final guest precedence listing, seating, decorations, entertainment, etc.

- The Chief Usher: This office is staffed by the managers of the White House. Because of their long experience and close contact with the First Family, they can answer many questions concerning the operation of the mansion. The office is at the west side of the vestibule of the mansion.

- First Lady's Personal Secretary: Duties vary with each First Lady.

- The Office of the President's Military Aides: Serves as the sole official point of contact for all social aides who assist with the execution of plans for social functions.

- First Lady's Press Secretary: Handles press information regarding activities of the First Lady.

- President's Press Secretary: Handles all press information regarding the President's activities.

WHITE HOUSE TOURS

Because the White House is public property, parts of it remain open to the general public. From 10:00 A.M. to noon, on Tuesday through Saturday, men, women, and children line up at the east gate to tour the White House. (The crowds are largest in the summer months.)

SECTION VII: ORDER OF PRECEDENCE

One of the cardinal rules in protocol is the observance of the order of precedence at all functions where officials of a government or its representatives are present.

Failure to recognize the proper rank and precedence of a guest is equivalent to an insult to his position and the country he represents. The history of diplomacy is interspersed with incidents of strained relations, and sometimes open hostility has arisen because of failure to give proper recognition to the rank or order of precedence of an official of government.

While the White House and the Department of State follow precedence almost to the letter, adherence is not so rigid at private gatherings, and, even at official government functions attended by both foreign and American officials and private citizens, the private citizens should be seated in appropriate places to afford interesting and profitable associations for all concerned. Top corporation officials and men and women of achievement must be recognized despite their nongovernmental rank.

The practice of precedence in official life is conducive to smooth relations because it provides simple answers to what might otherwise be difficult questions of rank and formality.

WHO OUTRANKS WHOM

Envoys of equal title rank according to the date and hour they present their letters of credentials rather than the size or influence of the nation the envoy represents. For example, an Ambassador accredited in March outranks the Ambassador accredited in April of the same year, although the latter may represent a larger, more influential nation. An Ambassador Extraordinary and Plenipotentiary precedes a Minister who heads a legation, and a Minister Plenipotentiary comes ahead of a Charge d'Affaires.

Senators rank according to length of continuous service. If several members took office on the same date, they are ranked alphabetically. Consideration is given to former Senators, Vice Presidents, Members of the House, Cabinet officers, governors. The population of the Senator's state is also considered.

Members of Congress also rank according to length of continuous service. If several members took office on the same date, they are ranked according to the order in which the states they represent were admitted to the Union, or they are ranked alphabetically by state. Consideration is given to ranking committee chairmen.

Governors of states collectively, when not in their own state, rank according to the state's date of admission to the Union or alphabetically by state at the option of the person or group planning the function.

The President of the United States may change the order of precedence within his own Cabinet or government at will.

When the Post Office Department became an independent agency, during the Nixon Administration, the Postmaster General lost his ranking among Cabinet members and took a place among the heads of independent agencies, a position further down the order of precedence.

President Eisenhower brought the Chairman of the Atomic Energy Commission (now a part of the Energy Research and Development Administration) to Cabinet level, and likewise elevated the Director of the Bureau of the Budget (now the Office of Management and Budget), and his own chief of staff (Assistant to the President) to Cabinet level.

President Truman, out of friendship and respect for his old friend the late Warren Austin, placed his United States Representative to the United Nations in an unusually high position after the Secretary of State and before Ambassadors and Ministers. This position was maintained until President Kennedy changed it to a place where it remains today -- on Cabinet level.

Usually when a President wishes a member of his official family or one of his appointees to have Cabinet rank when it is not traditionally accorded that rank in the order of precedence, he so indicates when the appointment is made by stating that "so-and-so" is appointed with whatever rank he wishes him to have.

A Cabinet member, who leaves his post to become an Ambassador at Large for the President, occasionally ranks first following the Cabinet while his successor takes his place in the line of Cabinet members.

The Secretary of State ranks ahead of other members of the Cabinet and ahead of Ambassadors, although this has not always been the case. Up until 1961, the Secretary of State ranked immediately below foreign Ambassadors but was moved up in the order of precedence in order to conform more realistically with international practice.

The rank of a foreign government official is very important at social functions and meetings for, in seating, they expect and need to be seated with people of comparable rank and position in government instead of above or below their own level or sphere of influence.

Official position in the United States is determined by election or appointment to office, or promotion within the foreign service and military establishments, rather than on birth, as is often true in foreign countries where there is royalty.

Rank of a foreign visitor often takes precedence above the "principle of courtesy to the stranger," one of the rare excuses under which the order of precedence may be broken. For example, a British national at a dinner in his honor in an American home would not sit in the guest of honor's seat if another foreign diplomat of higher rank should be a guest also, although the foreign diplomat is permanently stationed at the place where the British national is visiting.

The British national, however, would be given precedence under the "courtesy to a stranger" practice, over Americans who may be slightly higher in rank.

(NOTE: See Attachment 1 for ORDER OF PRECEDENCE list.)

ATTACHMENT 1PROTOCOL ORDER OF PRECEDENCE

The President of the United States determines the rank of all American officials on the Precedence List. The State Department has the responsibility of determining precedence among foreign representatives themselves, as it is the custodian of the records establishing the dates on which they were accredited to this government and therefore, of their respective seniorities. The Precedence List is used only by the White House and the State Department for official functions and is not intended to regulate relations among Americans at private social gatherings but to facilitate relations among governments in accordance with the customs and usages of diplomacy in matters of protocol.

The general or unofficial order of precedence is as follows:

1. President of the United States.
2. Vice President of the United States.
Governor of a state when in his own state.
3. Speaker of the House of Representatives.
Chief Justice of the Supreme Court.
Former Presidents of the United States.
American Ambassadors (when at post).
4. Secretary of State.
5. Ambassadors Extraordinary and Plenipotentiary of foreign powers accredited to the United States (in the order of the presentation of their credentials).
6. Widows of former Presidents.
7. Ministers of foreign powers accredited to the United States (in the order of the presentation of their credentials).
8. Associate Justices of the Supreme Court (according to the date of their commission).
Retired Chief Justices.
Retired Associate Justices (Associate Justices of the Supreme Court who resign do not have any rank).
9. The Cabinet (other than the Secretary of State) ranked according to date of establishment of department:
 - Secretary of the Treasury.
 - Secretary of Defense.
 - Attorney General.
 - Secretary of the Interior.
 - Secretary of Agriculture.
 - Secretary of Commerce.
 - Secretary of Labor.
 - Secretary of Health and Human Services.
 - Secretary of Housing and Urban Development.
 - Secretary of Transportation.
 - Secretary of Education.
 - Secretary of Energy.
 - United States Representative to the United Nations.
 - Director, Office of Management and Budget
 (At this point, any particular individual the President may choose to give Cabinet level rank, since he can and does occasionally make changes in the order of precedence for specific individuals.)

10. President Pro Tempore of the Senate.
Senators (according to length of continuous service; if the latter is the same, arrange alphabetically).
Governors of states (when outside their own state).
Relative precedence among governors, all of whom are outside their own state, is determined by their state's date of admission into the Union (see list which follows) or in the order of their state in the alphabet.
Acting heads of executive departments (e.g., Acting Secretary of Defense).
Former Vice Presidents of the United States.
11. Members of the House of Representatives (according to length of continuous service; if the latter is the same, arrange by date of their state's entry into the Union, or alphabetically by state).
Resident Commissioner from Puerto Rico to the House of Representatives, and Delegates from the District of Columbia, Guam, and the Virgin Islands to the House of Representatives (nonvoting members).
12. Charges d'Affaires of foreign powers.
Former Secretaries of State.
13. Deputy Secretaries of Under Secretaries of executive departments (e.g., the Deputy Secretary of State, the Under Secretary of Commerce -- or the number two man in each department whatever his title).
Solicitor General.
Administrator, Agency for International Development.
Director, U.S. Arms Control and Disarmament Agency.
Under Secretaries of executive departments (e.g., the Under Secretary for Political Affairs of the State Department -- or the number three man in each department whatever his title).
Ambassador at Large.
Secretaries of military departments (Army, Navy, Air Force, in that order).
Chairman, Council of Economic Advisers.
Chairman, Council on Environmental Quality.
Chairman, Board of Governors of Federal Reserve System.
Administrator, Federal Energy Administration.
Administrator, Energy Research and Development Administration.
Chairman, Nuclear Regulatory Commission.
14. Chairman, Joint Chiefs of Staff, Retired Chairmen rank with but after active-duty Chairmen.
Chiefs of Staff of the Army, the Navy, and the Air Force (by date of appointment).
Commandant of the Marine Corps.
Five-star Generals of the Army and Fleet Admirals.
Secretary General of the Organization of American States.
Representatives to the Organization of American States.
Persons with ambassadorial rank (foreign nonaccredited).
Heads of international organizations (e.g., NATO, CENTO, SEATO, and other international intergovernmental organizations, e.g., International Monetary Funds, International Bank for Reconstruction and Development).
Other Under Secretaries of executive departments not covered in above categories.

15. Director of Central Intelligence.
General Services Administrator.
Director, U.S. Information Agency.
Administrator, National Aeronautics and Space Administration.
Chairman, Civil Service Commission.
Director, Defense Research and Engineering.
Director, ACTION.
Director, Community Services Administration.
Administrator, Environmental Protection Agency.
16. American Ambassadors on state and official visits.
Chief of Protocol (when at the White House, accompanying the President, and on state and official visits; otherwise ranks in category 20).
Ambassadors of career rank on duty in the United States.
Special Representative for Trade Negotiations.
17. Assistants to the President.
18. Chief Judge and Circuit Judges of the United States Court of Appeals for the District of Columbia (according to length of service).
19. Chief Judges of the U.S. Court of Appeals (according to length of service).
20. Deputy Under Secretaries of the executive departments.
Deputy Director, U.S. Arms Control and Disarmament Agency.
Commandant of the Coast Guard.
Assistant Secretaries, Counselors, and Legal Advisers of executive departments (by date of appointment. In certain executive departments, there are two categories of officers at the Assistant Secretary level: those who receive Senate confirmation and those who do not. It is accepted practice for those who are confirmed by the Senate to rank according to the date of their oath-taking ceremony. The same principle generally applies to those in the other category).
Chief of Protocol.
Deputy Director, Central Intelligence.
Deputy Director, General Services.
Deputy Director, U.S. Information Agency.
Deputy Director, National Aeronautics and Space Administration.
Deputy Director, Civil Service Commission.
Deputy Director, Energy Research and Development Administration.
Deputy Director, Defense Research and Engineering.
Deputy Director, ACTION.
Deputy Director, Community Services Administration.
Deputy Director, Environmental Protection Agency.
21. Assistant Administrator, Agency for International Development.
Comptroller General.
Court of Military Appeals.
Members of the Council of Economic Advisers (ranked alphabetically).
22. American Ambassadors (either Designate or in the United States under normal orders, or on leave).
Chief of Mission.
23. High Commissioner of the Trust Territory of the Pacific Islands.
Mayor of Washington, D. C.

24. Under Secretaries of military departments (Army, Navy, Air Force, in that order).
Acting Assistant Secretaries of executive departments.
25. Four-star Generals and Admirals in order of seniority.
Retired officers rank with but after active officers.
Governor of American Samoa.
26. Assistant Secretaries of military departments (Army, Navy, Air Force, by date of appointment within each service).
Director, Selective Service System.
27. Three-star military (Lieutenant Generals and Vice Admirals) in order of seniority. Retired officers rank with but after active officers.
General Counsels of the military departments.
28. Chairman, American Red Cross.
29. Bishops of Washington (alphabetically by name).
30. Former American Ambassadors and Ministers (Chiefs of Diplomatic Missions) in order of presentation of credentials at first post.
31. Heads of independent agencies not mentioned previously (according to date of establishment).
Treasurer of the United States.
Chairman, Bureaus, Boards, and Commissions; Librarian of Congress.
Vice Chairman and members of the Board of Governors of the Federal Reserve System.
Deputy Special Representative for Trade Negotiations.
Secretary of Smithsonian Institution.
32. Nonaccredited Ministers of foreign powers assigned to foreign diplomatic missions in Washington.
Chairman, D. C. Council.
Deputy Mayor of Washington, D. C.
33. Deputy Assistant Secretaries of executive departments and Deputy Counsels (ranked by date of appointment).
Deputy Chief of Protocol.
Defense Attaches.
34. Counselors of embassies.
Consuls General of foreign powers.
35. Two-star military (Major Generals and Rear Admirals), upper half in order of seniority. Retired officers rank with but after active officers.
Deputy Assistant Secretaries of military departments (by date of appointment).
Surgeon General, U.S. Public Health Service.
36. Chief Judge and Associate Judges of the United States Court of Claims.
37. Chief Judge and Associate Judges of the Court of Customs and Patent Appeals.
Chief Judge and Judges of the United States Customs Court.
38. Chief Judge and Associate Judges of the Tax Court of the United States.
39. Chief Judge and Associate Judges of the United States District Court for the District of Columbia.
40. One-star military (Brigadier Generals, Rear Admirals), lower half in order of seniority, and Air Commodores in order of seniority. Retired officers rank with but after active officers.
41. Assistant Chiefs of Protocol.
Secretary of the Senate.
Members of Bureaus, Boards, and Commissions.
42. Junior staff officials.

ORDER OF STATES DETERMINED BY DATE OF ADMISSION INTO THE UNION

1.	Delaware	December 7, 1787
2.	Pennsylvania	December 12, 1787
3.	New Jersey	December 18, 1787
4.	Georgia	January 2, 1788
5.	Connecticut	January 9, 1788
6.	Massachusetts	February 6, 1788
7.	Maryland	April 28, 1788
8.	South Carolina	May 23, 1788
9.	New Hampshire	June 21, 1788
10.	Virginia	June 26, 1788
11.	New York	July 26, 1788
12.	North Carolina	November 21, 1789
13.	Rhode Island	May 29, 1790
14.	Vermont	March 4, 1791
15.	Kentucky	June 1, 1792
16.	Tennessee	June 1, 1796
17.	Ohio	March 1, 1803
18.	Louisiana	April 30, 1812
19.	Indiana	December 11, 1816
20.	Mississippi	December 10, 1817
21.	Illinois	December 3, 1818
22.	Alabama	December 14, 1819
23.	Maine	March 15, 1820
24.	Missouri	August 10, 1821
25.	Arkansas	June 15, 1836
26.	Michigan	January 26, 1837
27.	Florida	March 3, 1845
28.	Texas	December 29, 1845
29.	Iowa	December 28, 1846
30.	Wisconsin	May 29, 1848
31.	California	September 9, 1850
32.	Minnesota	May 11, 1858
33.	Oregon	February 14, 1859
34.	Kansas	January 29, 1861
35.	West Virginia	June 20, 1863
36.	Nevada	October 31, 1864
37.	Nebraska	March 1, 1867
38.	Colorado	August 1, 1876
39.	North Dakota	November 2, 1889
40.	South Dakota	November 2, 1889
41.	Montana	November 8, 1889
42.	Washington	November 11, 1889
43.	Idaho	July 3, 1890
44.	Wyoming	July 10, 1890
45.	Utah	January 4, 1896
46.	Oklahoma	November 16, 1907
47.	New Mexico	January 6, 1912
48.	Arizona	February 14, 1912
49.	Alaska	January 3, 1959
50.	Hawaii	August 21, 1959

PRECEDENCE OF STATE AND LOCAL GOVERNMENT OFFICIALS

While there is no fixed order of precedence for state and local government officials, the wise host, in planning a seating arrangement, should consider the purpose of the function, the level of all official guests, and any political significance.

A Mayor of a large important city might be placed after a United States Senator or Member of the House of Representatives depending on circumstances.

Lieutenant Governors in their own states might equate to a Deputy (or Under) Secretary of an executive department.

If State Senators are in their own states, they rank in the area of General Counsels of the military departments, or possibly higher depending on the occasion and other factors.

SECTION VIII: TITLES AND FORMS OF ADDRESSCourtesy Title Distinctions

1. The Honorable is the preferred title used in addressing most high-ranking American officials in office or retired. These include some presidential appointees, federal and state elective officials, and Mayors. As a general rule, other county and city officials are not so addressed.

Examples:

The Honorable
(full name)
Secretary of Labor

The Honorable
(full name)
Governor of (state)

The Honorable title is also accorded foreign diplomats and officials of Cabinet or equivalent rank, Charges d'Affaires of ministerial level, and heads of international organizations, unless the individual is otherwise entitled to "His Excellency."

Examples:

The Honorable
(full name)
Charge d'Affaires ad interim of (country)

The Honorable
(full name)
Director General of the (international organization)

"The Honorable" is never used by the person who holds the office in issuing or answering invitations or on personal stationery or calling cards.

Right: Mr. John Doe
Under Secretary of (department)
requests the pleasure of

Wrong: The Honorable John Doe
Under Secretary of (department)
requests the pleasure of

"The Honorable" is written out in full on the line above, or to the left of, the name. Sometimes on business-type letters, it is abbreviated as "The Hon." or "Hon." preceding the name on the same line, but this is not in the best social usage.

"The Honorable" is not used in speaking to a person or in salutation, although it is sometimes used in platform introductions. It is never used before a surname only, and when appearing in the text of a letter or other communication "The" is not capitalized (e.g., ". . . speech given by the Honorable John Doe").

A partial listing of American officials entitled to be addressed as "The Honorable" follows:

United States Government

Executive Branch

The President (if addressed by name)
 The Vice President (if addressed by name)
 All members of the Cabinet
 Deputy Secretaries of the executive departments
 Under Secretaries of executive departments and officers of comparable rank.
 Special Assistants to the President (members of his staff are addressed as "Mr." or "Mrs." or "Miss")
 Deputy Under Secretaries of executive departments
 Assistant Secretaries, Legal Adviser, Counselor, and officers of comparable rank of executive departments
 American Ambassadors
 American Ministers, including Career Ministers
 American representatives, alternates, and deputies on international organizations.

Judiciary Branch

Former Chief Justice of the Supreme Court
 Former Associate Justices of the Supreme Court
 Judges of other courts
 Presiding Justice of a court

Legislative Branch

Senate

The President of the Senate (Vice President of the United States)
 President pro tempore
 Senators
 Secretary of the Senate
 Sergeant at Arms

House of Representatives

The Speaker
 Representatives (Members)
 Resident Commissioner of Puerto Rico
 Delegates from the District of Columbia, Guam, and the Virgin Islands
 Clerk of the House
 Sergeant at Arms

Library of Congress

Librarian

General Accounting Office

Comptroller General

Government Printing Office

Public Printer

"The Honorable" - continued.

United States Government Agencies

Heads, assistant heads, and commissioners or members of equal rank appointed by the President and confirmed by the Senate.

State and Local Governments

Governor of a state.
 Acting Governor of a state.
 Lieutenant Governor of a state.
 Secretary of State of a state.
 Chief Justice of the Supreme Court of a state.
 Attorney General of a state, except*Pennsylvania.
 Treasurer, Comptroller or Auditor of a state (only the treasurer in*Pennsylvania).
 President of the Senate of a state
 State Senator
 Speaker of the House of Representatives or the Assembly or House of Delegates of a state.
 State Representative, Assemblyman, or Delegate.
 Mayor (an elected official)
 President of a Board of Commissioners.

2. His Excellency applies to a foreign Chief of State (the President of a foreign republic), head of government (a Premier, a Prime Minister), a foreign Cabinet officer, foreign Ambassador, other foreign high official, or former foreign high official. Example:

His Excellency
 John Doe
 Prime Minister of (country)

A person once entitled to the title "His Excellency" may retain it throughout his lifetime.

It is customary to omit such a title when addressing the Prime Minister or a Cabinet officer of a country within the British Commonwealth. A Prime Minister takes the title "The Right Honorable" in addition to and preceding the appropriate title denoting rank of nobility, if any. Example:

The Right Honorable
 (full name), O.M., C.H., M.P.
 Prime Minister
 London

For the Secretary of State for Foreign Affairs and other members of the British Cabinet, this form of address may be used:

The Right Honorable
 (full name), M.C., M.P.
 Secretary of State for Foreign Affairs
 London

It is contrary to American custom to use the title "His Excellency" in addressing high officials of the United States Government, although foreign governments frequently address the Secretary of State and the United States representatives of ambassadorial rank to international organizations by this title.

*In some states, they do not use just the name. In the case of Pennsylvania, the usage of the state name is: "The Commonwealth of Pennsylvania."

3. Esquire. This title, written in full, may be used in addressing a lawyer, the Clerk of the United States Supreme Court, officers of other courts, and male Foreign Service officers below the grade of Career Minister. When "Esquire" is used, the individual's personal title (Mr., Dr., etc.) is omitted. Example: John Doe, Esquire.

4. Doctor (medical). This title, when abbreviated, is used before the names of persons who have acquired entitled degrees. It should not be used in combination with the abbreviation indicating such degrees.

Examples:

Dr. John Smith or John Smith, M.D.
(for Doctor of Medicine)

Dr. John Jones or John Jones, D.V.M.
(for Doctor of Veterinary Medicine)

Dr. John Adams or John Adams, D.D.S.
(for Doctor of Dental Surgery)

The general practice is that a doctor is addressed professionally in writing with the initials of his degree following his name. For personal introductions and in conversation, both professionally and socially, the preferred form is "Dr." Smith.

Use of Courtesy Titles

1. Spouse of title holder. The wife of the President of the United States is addressed both orally and in writing as "Mrs. Jones" (surname only). If she is introduced to a group, she is referred to in the same manner. Invitations issued in her name and even her personal cards carry only "Mrs. Jones," never her full name or initials.

Wives of other high-ranking officials including the Vice President and Cabinet members do not share their husband's official titles and therefore are written to and introduced in the usual way: "Mrs. John Joseph Brown." Joint invitations would read:

On the envelope: The Honorable
The Secretary of Commerce
and Mrs. Doe

On invitation: The Secretary of Commerce
and Mrs. Doe

The husband of a high-ranking woman does not share her title and is addressed as "Mr." unless he holds a title in his own right: Examples:

The Honorable
The Under Secretary of Transportation
and Mr. Doe
or
Mr. and Mrs. John Doe (the usual form for a
married couple)

or
The Honorable
The Secretary of Health, Education, and Welfare
and
The Honorable
John Doe

2. Private citizens. In addressing United States citizens, courtesy titles are not used with (a) military or naval rank; (b) titles of address, such as Mr., Mrs., Miss, Esquire; (c) designations of scholastic degrees.