

Withdrawal/Redaction Sheet

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
001. report	Office of the Chief of Protocol Department of State (partial, pp. 3, 7) (2 pages)	03/30/94	b(7)(E)
002. diagram	Re: Andrews Air Force Base (2 pages)	n.d.	b(7)(E)
003. diagram	Re: Monument Grounds (2 pages)	n.d.	b(7)(E)
004. report	Re: Andrews Air Force Base (1 page)	n.d.	b(7)(E)
005. diagram	Re: South Grounds State Arrival Configuration (1 page)	n.d.	b(7)(E)
006. diagram	Re: Andrews Air Force Base (2 pages)	n.d.	b(7)(E)
007. diagram	Re: Monument Grounds (2 pages)	n.d.	b(7)(E)
008. diagram	Re: South Grounds State Arrival Configuration (7 pages)	n.d.	b(7)(E)
009. diagram	Re: White House (1 page)	n.d.	b(7)(E)
010. report	Office of the Chief of Protocol Department of State (partial, pp. 3, 7) (2 pages)	03/30/94	b(7)(E)
011. diagram	Re: Andrews Air Force Base (2 pages)	n.d.	b(7)(E)
012. diagram	Re: Monument Grounds (2 pages)	n.d.	b(7)(E)

COLLECTION:

Clinton Presidential Records
First Lady's Office
Maggie Williams (Subject Files)
QA/Box Number: 10815

FOLDER TITLE:

State Visits

2013-0359-S

ry1459

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

Freedom of Information Act - [5 U.S.C. 552(b)]

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P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
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STATE

VISIT

INFO

Make
State Visit

DRAFT 2
March 30, 1994

Office of The Chief of Protocol
DEPARTMENT OF STATE
Washington, D.C.

GUIDELINES FOR
STATE VISITS TO WASHINGTON, D.C.

1. DURATION & DATES OF VISIT

A State Visit to Washington, D.C. is fixed at three nights and four days in Washington. We request confirmation of the exact dates of this visit, including any supplemental plans the Chief of State (hereinafter referred to as COS) may have while in the United States apart from the official portion of the visit.

2. OFFICIAL DELEGATION

Up to fourteen persons, including the COS and the Chief of Mission, and their spouses, if applicable, are members of the Official Delegation. We shall need to know their full names, titles, and order of precedence.

3. ACCOMPANYING DELEGATION & SUPPORT STAFF

We shall need to know the full names, titles, and order of precedence of members of the Accompanying Delegation and the Support Staff.

4. TRAVELING PRESS CORPS

We shall need to know the full name, gender, press affiliation, passport number, date of birth, and place of birth of each member of the traveling press corps. This information should be provided to Miss Mary Masserini, Protocol Press Officer, (telephone 202-647-1685), so that appropriate press credentials can be issued for coverage of the visit. All matters concerning press coverage of the visit should be directed to Miss Masserini.

5. ENTRY REQUIREMENTS

The Office of Protocol will be pleased to arrange Customs and Immigration courtesies for the entire traveling party at the port of entry into the United States. We ask that a formal

request be made via diplomatic note. The Office of Protocol must be informed via diplomatic note of any accompanying armed security personnel, including weapon types, serial numbers, and number of rounds carried.

It should be carefully noted that customs courtesies do not extend to foodstuffs nor to plant life, much of which is strictly prohibited by law from entering the United States. Mr. Jeffrey Grode, Officer-in-Charge, Plant Protection and Quarantine, Department of Agriculture (telephone 410-962-3585), must be consulted prior to importing any such items.

If arrival is to be via commercial air carrier, we shall need to know the flight number and date and time of arrival. If via special aircraft, we shall need to know the type of aircraft, registration number, call sign, date and time of arrival, port of entry, point of departure, passenger list, and any special aircraft servicing requirements.

One person on the aircraft should be designated to collect all passports and completed forms for presentation upon arrival. It should be noted that all foreign visitors are obligated to complete Immigration Form I-94 and appropriate Customs Declaration Forms. Incomplete forms may cause unnecessary delays. One person from the Embassy should receive all passports and completed forms and remain at Customs to assist in the formalities.

6. AIR TRANSPORTATION

The United States Government is pleased to offer the use of Andrews Air Force Base for the Washington arrival and departure of the traveling party. A red carpet will be in place. Andrews arrival and departure diagrams are attached hereto. A statement of procedures for special aircraft at Andrews also is attached hereto.

If Andrews is used, the United States Government is pleased to offer the use of two United States Presidential Helicopters for transportation of the COS and designated members of the traveling party from Andrews to the Reflecting Pool at the Washington Monument Grounds, and from the Reflecting Pool to Andrews upon departure. Up to seven seats are offered in each helicopter, for a total of fourteen passengers. We shall need to know the name of each helicopter passenger so that accurate manifests can be prepared. Washington Monument Grounds arrival and departure diagrams are attached hereto.

It should be noted carefully that safety precautions prohibit the take off of an aircraft or helicopter if more than the approved number are on board. To ensure prompt departures

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everyone concerned should be advised of these restrictions. Our pilots are under strict military orders to insist that these regulations are observed.

It is not appropriate for members of the press corps to travel on board United States Presidential Aircraft or Helicopters.

7. GROUND TRANSPORTATION & BAGGAGE HANDLING

The United States Government is pleased to offer the use of up to five limousines for ground transportation of the COS and designated members of the traveling party during the official portion of the visit. [REDACTED] (b)(7)e

[REDACTED] (b)(7)e

[001]

It is not appropriate for members of the press corps to travel in vehicles provided by the United States Government.

We shall need to know the name of the limousine service to be used for any additional vehicles hired by the Embassy. This is necessary to initiate security checks for the drivers.

The United States Government is pleased to offer baggage handling services for all members of the traveling party upon arrival in Washington and upon departure.

8. ACCOMMODATIONS

The United States Government is pleased to offer the use of Blair House to the COS and designated members of the traveling party for up to three nights and four days.

The Principal Suite at Blair House consists of a sitting room and two bedrooms, each with one large bed. There is a second suite consisting of a sitting room and bedroom with twin beds. In addition, there are nine single bedrooms and three bedrooms with twin beds. Maximum occupancy is nineteen persons.

We ask that the Embassy assume responsibility for making all room assignments at Blair House. An appointment will be arranged to tour Blair House for this purpose. Mrs. Benedicte Valentiner, Blair House General Manager (telephone 202-879-7880), will be delighted to assist in this matter.

It is not appropriate for members of the press corps to stay at Blair House.

We shall need to know the name of any hotel to be engaged by the Embassy to accommodate those members of the traveling party not staying at Blair House. Such expense, of course, is not for the account of the United States Government.

There is space available at Blair House for a small Embassy office to be used during the visit. The Embassy, at its own expense, is obliged to arrange for any office equipment required, and any special telephone lines or equipment. International long distance charges are for the account of the Embassy.

The COS may wish to invite personal guests to take meals at Blair House. Seating is in the Lee Dining Room, and is limited to eighteen covers. Buffets in the Garden Room are served to others staying at Blair House, as required.

Small meetings of up to twenty-two participants may be held at Blair House. Due to the fragile condition of many of the historic furnishings there, Blair House is not available for receptions, press conferences, or interviews with broadcast media, although interviews with print media and limited press briefings may be arranged.

One official still photographer may have free access to Blair House at any time. On certain occasions arrangements are made for an official television documentary crew with one hand-held camera to enter Blair House.

9. WELCOMING & FAREWELL COMMITTEES

The Embassy is invited to name up to sixteen Embassy officials and distinguished guests, including spouses, who will greet upon arrival, usually at Andrews, and who will bid farewell upon departure, usually at the Reflecting Pool. We shall need to know their full names, titles, and order of precedence. In addition, other Chiefs of Mission sometimes are invited by the Embassy to be part of the Welcoming Committee.

A limited number of other greeters may be present in a special area at Andrews upon arrival, but they are not permitted access to the flight line. They should travel to Andrews via bus. As this is a military installation, they must be under escort by Embassy personnel at all times.

10. WHITE HOUSE ARRIVAL CEREMONY

The fourteen members of the Official Delegation are invited guests of The President and Mrs. Clinton at the White House Arrival Ceremony. A red carpet will be in place. An Arrival Ceremony diagram is attached hereto.

We shall need to know the full names, titles, and order of precedence of up to six Embassy officials who are to be members of the White House Welcoming Committee. This usually includes the Deputy Chief of Mission, Defense Attache, and four other ranking diplomats, or may include a combination of spouses if preferred. These are in addition to anyone who also is a member of the Official Delegation.

The Embassy is invited to name up to twenty additional persons who wish to attend the Ceremony. They are escorted to the Gold Rope Area, a special reserved section immediately behind the Welcoming Committee. These often are from the Accompanying Delegation or Embassy Staff, but may be anyone. We shall need a list of their names arranged in alphabetical order.

The Embassy is invited to name up to 250 others who wish to attend the Ceremony. We shall need a list of their names arranged in alphabetical order. Non-transferable tickets will be issued that authorize admission to a reserved area on the South Lawn. These tickets are void in the event the Ceremony is moved indoors due to inclement weather.

President Clinton's welcoming remarks and the response of the COS customarily are about five minutes each in duration, plus translation of the response, if applicable.

11. APPOINTMENTS

The COS's appointments with all officials of the United States Government should be coordinated with the appropriate Country Officer-in-charge at Department of State. The Country Officer-in-charge also is available to assist with arrangements for other appointments.

We shall need a comprehensive list of the COS's scheduled meetings and events. To ensure that access to Blair House is controlled properly, we shall need separate lists of guests invited there.

The private visit with President Clinton and the COS will take place after the lawn ceremony in The White House.

12. RECEPTION & STATE DINNER

Fourteen members of the Official Delegation are invited guests of The President and Mrs. Clinton at the Reception and State Dinner at The White House. The correct attire is either black tie (smoking) or white tie for gentlemen and long dress for ladies. (National dress is always appropriate.)

President Clinton customarily offers a short toast at the State Dinner just as all guests are seated, whereupon it is also customary for the COS to respond. Usually these are about three or four minutes each in duration, plus translation of the visitor's response, if applicable.

13. SPOUSE'S PROGRAM (If Applicable)

The Office of Protocol will be pleased to arrange a separate program for the COS's spouse, if applicable, and will assign a Protocol Officer to escort. The Office of Protocol requests that information regarding the spouse's program or any special interest be provided by the Embassy.

14. INTERPRETERS (If Applicable)

We shall need to know the level of English conversational fluency of each member of the Official Delegation, if applicable, so that we may determine the number of interpreters required at social functions, meetings, and other events.

If necessary, one interpreter may be designated to attend all White House and Department of State events in addition to participants. We shall need to know the interpreter's name in each instance. Simultaneous translation equipment will be available at White House meetings.

15. ESSENTIAL STAFF AT WHITE HOUSE & DEPARTMENT OF STATE EVENTS

In addition to an interpreter, if applicable, we ask that only essential staff accompany the COS and other official participants when attending events at The White House and the Department of State. This is strictly limited to four persons, customarily a senior protocol officer, a senior military aide, the COS's personal physician, and the official still photographer. We shall need to know their names. The matter of security officers wishing to accompany the COS should be directed to United States Secret Service.

16. PERSONAL PREFERENCES OR RESTRICTIONS

It will assist us in making this visit more comfortable and enjoyable for all members of the Official Delegation if we are informed in advance of any important personal preferences or restrictions.

For example, we shall appreciate knowing if there are special dietary or beverage requests, special customs, important medical or physical limitations, or other considerations of a similar nature.

17. GIFT EXCHANGE

We shall appreciate knowing if any gifts are to be presented so that we may inform The White House in advance. A gift exchange would take place at Blair House between the two working staffs the morning of the meeting between President Clinton and the COS.

A written description of our gifts will be furnished by Mrs. Constance Dierman, Gifts Officer (telephone 202-647-4169). We would request the same from the Embassy, to include details and any historical significance.

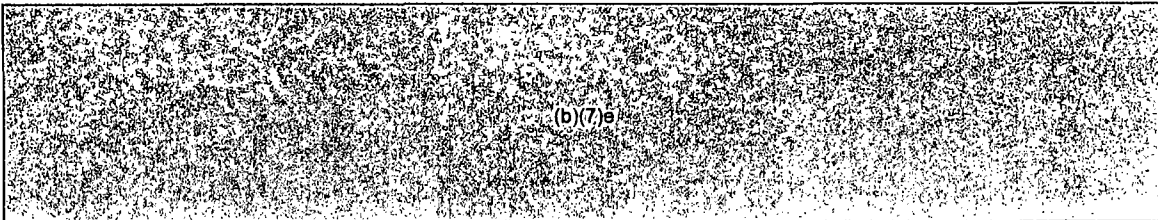
18. SECURITY

The United States Government will be pleased to provide dignitary protection for the COS, and spouse, if applicable, at all times within the United States. A formal request should be made via diplomatic note.

All questions regarding security for the COS, and spouse, if applicable, should be directed to:

Special Agent in Charge
Dignitary Protective Division
United States Secret Service
1310 L Street, N.W., Suite 500
Washington, D.C. 20005
Telephone (202) 435-7500

If there is to be a request for additional dignitary protection, it must be arranged through the appropriate Country Officer-in-charge at the Department of State.



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19. TELECOMMUNICATIONS ARRANGEMENTS

A copy of our diplomatic note covering telecommunications arrangements is attached hereto. The Chief of Networks, Office of Communications (telephone 202-647-4541), is available to be of assistance in these matters.

20. ARLINGTON NATIONAL CEMETERY

One especially attractive option the COS may wish to consider is participation in a Wreath-Laying Ceremony at the Tomb of the Unknown Soldier at Arlington National Cemetery. It should be noted that the Embassy always furnishes the wreath, and that it must be delivered to the Cemetery at least two hours in advance of the Ceremony. A description of the Ceremony is attached hereto. It is normally thirty minutes in duration.

Attachments:

1. Andrews Air Force Base Arrival Diagram
2. Andrews Air Force Base Departure Diagram
3. Washington Monument Grounds Arrival Diagram
4. Washington Monument Grounds Departure Diagram
5. Andrews Air Force Base Special Aircraft Procedures
6. White House Arrival Ceremony Diagram
7. Arlington National Cemetery Wreath-Laying Ceremony Sequence of Events and Diagrams
8. Telecommunications Diplomatic Note (Pending Update)
9. Mobile Phone Restrictions

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C. Closed in accordance with restrictions contained in donor's deed of gift.

PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

RR. Document will be reviewed upon request.

Freedom of Information Act - [5 U.S.C. 552(b)]

b(1) National security classified information [(b)(1) of the FOIA]
b(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
b(3) Release would violate a Federal statute [(b)(3) of the FOIA]
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b(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
007. diagram	Re: Monument Grounds (2 pages)	n.d.	b(7)(E)

COLLECTION:

Clinton Presidential Records
First Lady's Office
Maggie Williams (Subject Files)
OA/Box Number: 10815

FOLDER TITLE:

State Visits

2013-0359-S

ry1459

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

- P1 National Security Classified Information [(a)(1) of the PRA]
- P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P3 Release would violate a Federal statute [(a)(3) of the PRA]
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Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
008. diagram	Re: South Grounds State Arrival Configuration ` (7 pages)	n.d.	b(7)(E)

COLLECTION:

Clinton Presidential Records
First Lady's Office
Maggie Williams (Subject Files)
OA/Box Number: 10815

FOLDER TITLE:

State Visits

2013-0359-S
ry1459

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

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Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
009. diagram	Re: White House (1 page)	n.d.	b(7)(E)

COLLECTION:

Clinton Presidential Records
First Lady's Office
Maggie Williams (Subject Files)
OA/Box Number: 10815

FOLDER TITLE:

State Visits

2013-0359-S
ry1459

RESTRICTION CODES

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**Office of The Chief of Protocol
DEPARTMENT OF STATE
Washington, D.C.**

**Wreath-Laying Ceremony, Tomb of the Unknown Soldier
Arlington National Cemetery**

Sequence of Events

1. The Chief of State or Head of Government (hereinafter referred to a COS/HOG) and party are escorted via the Arlington National Cemetery Memorial Gate to the East Entrance to the Tomb of the Unknown Soldier (1 on the attached diagram). The appropriate cannon salute will be rendered as the motorcade proceeds through the Military Cordon.
2. The COS/HOG and party are greeted at (2) by a Senior Protocol Official and the Commanding General, Military District of Washington (MDW) or his representative (hereinafter referred to as the Host). A briefing is conducted by the MDW Ceremonies Officer and the group is organized into proper formation by a Department of State Official.
3. The COS/HOG is escorted by the Host to (3) where the national flag of the COS/HOG's country is presented.
4. The COS/HOG and Host (and interpreter, if applicable) proceed through the Honor Cordon of state flags (4) toward the Tomb, followed, in order, by the COS/HOG's national flag and color Guard, Senior Protocol Official plus two ranking dignitaries three abreast (including COS/HOG's spouse, if applicable), and other members of the party in ranks three abreast.
5. The party halts at the bottom of the Tomb steps (5), whereupon the United States Army Band plays the National Anthem of the COS/HOG's country, followed by the National Anthem of the United States.
6. The party proceeds to the top of the Tomb steps (6) where the COS/HOG places the wreath at the Tomb, assisted by a soldier of the United States Army. The drummer plays four muffled Ruffles, and the bugler sounds Taps. This is an interesting press photo opportunity.
7. The party proceeds to the west side of the Tomb (7) where the inscription may be viewed and a brief history of the Tomb is given by the Host. This is another good photo opportunity.
8. The party enters the Memorial Display Room (8), where the Cemetery Superintendent or his representative describes the items exhibited. (At this time the COS/HOG may wish to present a plaque commemorating the visit to the Host for future display in this room; this presentation is purely optional.)
9. The party moves along the North Colonnade (9).

10. At the West Entrance to the Tomb (10), the flag of the COS/HOG's country is dismissed.
11. The party proceeds to the relocated motorcade (11) where farewell remarks are exchanged. The limousines are boarded and depart toward Memorial Gate through a Military Cordon and canon salute.

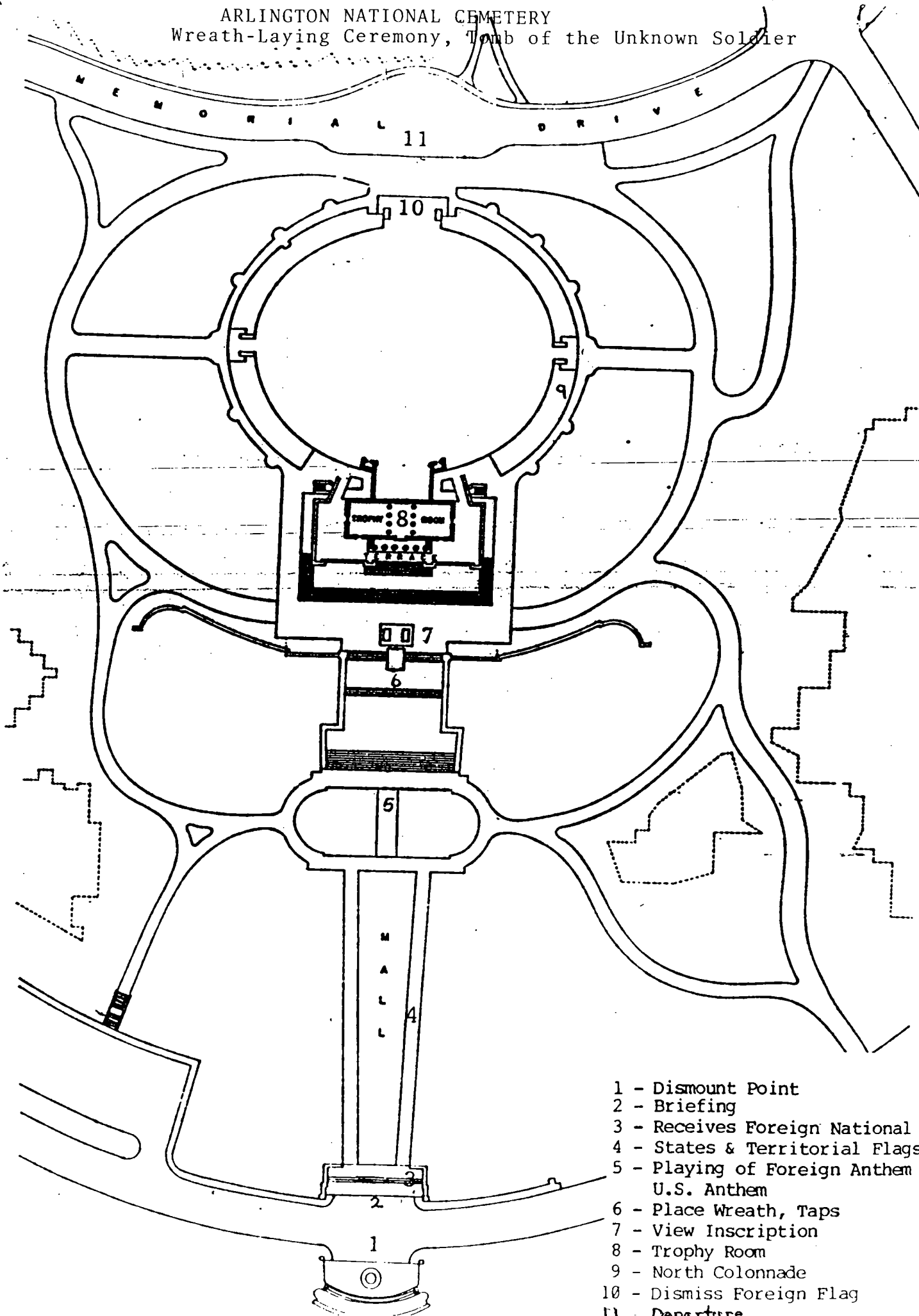
Further Guidance

This Ceremony, honoring our nation's fallen dead, is perhaps the most moving and reverent of all those in which the Armed Forces of the United States participate. All persons in attendance, including members of the press corps, should be aware of the solemnity in which this Ceremony is viewed. Their cooperation is requested in maintaining the stately dignity of the occasion at all times.

For the benefit of those not completely familiar with United States ceremonial formalities, it is customary for all present to stand at attention during both National Anthems, Ruffles, and Taps. Those in uniform render their customary military salute. It is customary for those not in uniform to place the right hand over the heart during both National Anthems, or if a hat is worn by a gentleman it is removed and held in the right hand placed over the heart.

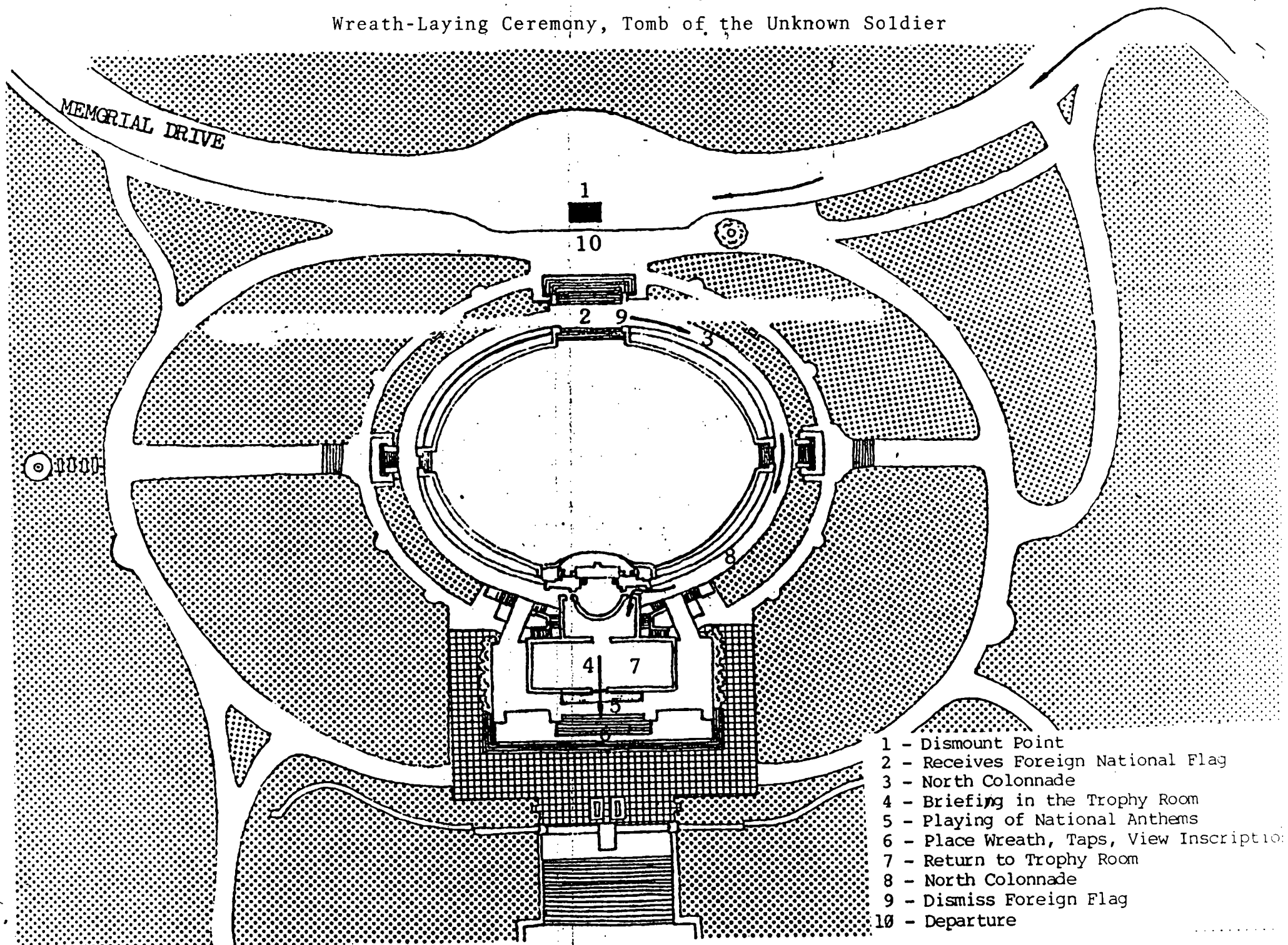
The Embassy always furnishes the wreath for this Ceremony. It is customary for the flowers to be in appropriate national colors. It must be delivered to Arlington National Cemetery at least two hours in advance of the Ceremony. (The Office of Protocol can suggest a florist familiar with these procedures.)

ARLINGTON NATIONAL CEMETERY
Wreath-Laying Ceremony, Tomb of the Unknown Soldier



- 1 - Dismount Point
- 2 - Briefing
- 3 - Receives Foreign National
- 4 - States & Territorial Flags
- 5 - Playing of Foreign Anthem .
U.S. Anthem
- 6 - Place Wreath, Taps
- 7 - View Inscription
- 8 - Trophy Room
- 9 - North Colonnade
- 10 - Dismiss Foreign Flag
- 11 - Departure

ARLINGTON NATIONAL CEMETERY
Wreath-Laying Ceremony, Tomb of the Unknown Soldier



Telecommunications Diplomatic Note

The Secretary of State presents his compliments to Their Excellencies Messieurs and Mesdames the Chiefs of Mission of the Governments named, and has the honor to refer to arrangements for the provision of telecommunications facilities and services in support of visiting heads of state and members of official working parties.

It is the objective of the Government of the United States that official visitors enjoy such telecommunications facilities and services as may be necessary and appropriate for the effective conduct of their official business. To this end, the following procedures to arrange for the provision of telecommunications facilities and services have been established.

IT shall be the responsibility of each foreign government concerned, through its embassy in Washington, to determine the telecommunications facilities and services it wishes available for its head of state and its members of official working parties. In this regard, because the Government of the United States does not itself provide telecommunications facilities and services, foreign governments are obliged to enter into arrangements with communications companies of their choice in the United States that provide the specific facilities and services for which provision is to be made. All financial obligations as may arise in connection with the provision of

facilities and services will be the sole responsibility of the foreign government. The Department of State has been advised that arrangements should be agreed between the foreign state and the communications companies at least thirty days in advance of the visitors' arrival to ensure efficient implementation of such arrangements and to avoid cost penalties.

Insofar as a foreign government may wish the assignment of radio frequencies for use during the period of official visits, written requests shall be directed to the Department of State at least thirty days in advance of the visitors' arrival. In order for the Department of State to coordinate requests within the United States Government and assure that suitable assignments are provided, radio frequency requests must include the following information:

- 1) The itinerary of the visiting official(s), specifying radio frequency requirements by date(s) and city(ies);
- 2) For frequencies in the high frequency spectrum (HF, 3 - 30 megahertz), provide:
 - a) location where the transmission is to be received;
 - b) the primary frequencies desired, and a list of acceptable alternate frequencies. In addition, provide the specific frequency ranges necessary for operation based on equipment limitations, propagation predictions, or other factors;

- c) the emission designator (the necessary bandwidth of emission plus the classification symbols to indicate types of transmission (e.g., voice, CW));
- d) transmitter output power;
- e) antenna type (e.g., log periodic, 1/4 wave doublet).

3) For frequencies to be used for land mobile radio communications (30 - 1000 megahertz), provide:

- a) the specific frequencies desired, accompanied by a list of acceptable alternate frequencies should those specifically desired not be available, and
- b) a note indicating the acceptability or not of other frequencies within the operating range of the available equipment. Specify if the equipment operates in the VHF ranges (30 - 50 MHz or 150 - 174 MHz), or in a UHF range above 400 MHz (be sure to note tuning limitations);
- c) the minimum and maximum separation between frequencies for duplex (one transmit, one receive) or repeater operations, or both if applicable;
- d) the configuration of the system (e.g., specific transmit and receive frequencies for each type of equipment);
- e) types of equipment (e.g., base station, handheld portable, repeater, etc.) and output power for each type (power into antenna);

f) emission designator (the necessary bandwidth of emission plus the classification symbols to indicate types of transmission (e.g., voice, data)).

In addition to the foregoing information which must be provided, it would be helpful if the following information were also furnished:

- 1) Locations where the fixed equipment will be placed (e.g., name of hotel and floor, antenna on roof)
- 2) Approximate area within which mobile and/or portable units will be operated (e.g., Washington, D.C. and surrounding ten mile area).

The Department of State will coordinate requests with affected departments and agencies and use its best offices to ensure that suitable assignments are provided. Nonetheless, in Washington, D.C. and other large cities in the United States, radio frequency usage is extensive, and it may not be possible to obtain authority for the use of frequencies that foreign governments may particularly specify. If specifically requested frequencies are unavailable, substitute frequencies will be obtained. It is therefore suggested that if foreign governments intend to purchase any radio equipment, such equipment should be frequency synthesized to permit its use over the relevant frequency spectrum.

The Department of State appreciates that foreign

governments may not always be in a position to provide definitive advice with regard to telecommunications facilities and service requirements as early as the foregoing procedures contemplate. Foreign governments are nonetheless urged to discuss official visits and the associated telecommunications requirements with the Department of State as well as the communications companies which may be in a position to offer appropriate facilities the timely development of practicable and financially acceptable plans. The Chief of the Commercial Services Branch, Diplomatic Telecommunications Service Program Office, telephone (703) 912-8052, may be of assistance concerning technical telecommunications or radio matters.

The Department of State invites foreign governments to address questions regarding these arrangements to the Chief of Protocol.

Department of State,

Washington, October 23, 1987

MOBILE PHONE RESTRICTIONS

Use of cellular phones aboard airplanes or helicopters:

- It is a violation of the Federal Communications Commission to use a cellular phone in an airplane or helicopter.
- The use of a cellular phone while airborne or on the ground is likely to cause serious interference with onboard instrumentation, navigational and communication systems.
- If used in flight, a cellular phone could disrupt ground users over a large area because an airborne unit will have a transmitting range much greater than a land based cellular phone.

March 30, 1994

DRAFT 2

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CATEGORIES OF VISITS

STATE VISIT

A State Visit can only be offered to a Chief of State, i.e., Queen Elizabeth or a President of a country and must be at the invitation of the President of the United States. Blair House is offered for three nights and four days. A State Visit normally consists of a South Grounds Arrival Ceremony with a 21 gun salute, a meeting with the President (although the meeting with a monarch like Queen Elizabeth is more social than business), a State Dinner at the White House and a final departure ceremony. Spouses do participate in the South Grounds Arrival Ceremony.

OFFICIAL VISIT

An Official Visit can only be offered to a Head of Government, i.e., Prime Minister John Major and must be at the invitation of the President of the United States. Blair House is offered for three nights and four days. An Official Visit normally consists of a South Grounds Arrival Ceremony with a 19 gun salute, a meeting with the President, an Official Dinner at the White House and a final departure ceremony. Spouses do participate in the South Grounds Arrival Ceremony.

NOTE:

The only significant differences between a State Visit and an Official Visit are the rank of the guest, the arrival and departure gun salute (a State Visit receives a 21 Gun Salute and an Official Visit receives a 19 Gun Salute) and the descriptions of the dinners (Dinner for a State Visit is a State Dinner, Dinner for an Official Visit is an Official Dinner).

OFFICIAL WORKING VISIT

An Official Working Visit can be offered to a Chief of State or a Head of Government and must be at the invitation of the President of the United States. Blair House is offered for two nights and three days. An Official Working Visit normally consists of a meeting with the President followed by a working luncheon at the White House. However, upon request, there may be a dinner or reception, on a case by case basis. Since the Secretary of State is a participant in the White House meeting and working luncheon or dinner, there is often not a separate event between the visitor and the Secretary of State. Upon arrival and departure for the White House meeting there will be a joint service cordon. Spouses do not participate in White House meeting or working luncheon. Press availability is determined on a case by case basis.

WORKING VISIT

A Working Visit can be offered to a Chief of State or a Head of Government at the invitation of the President. Accommodations at Blair House may be offered on a case-by-case basis. A Working Visit normally consists of a meeting with the President at the White House without a luncheon or formal press availability. Press coverage of the meeting is generally accomplished by a pool spray at the beginning of the meeting.

PRIVATE VISIT

A Private Visit involves a Chief of State, Head of Government, Foreign Minister or any other government official who arrives in Washington (or anywhere in the U.S.) who was not invited by the President of the United States. Blair House is not offered. The visitor may at their own initiative request a meeting with the President. If such meeting is approved, it is often working session with no ceremony or it may only be a photo opportunity. Spouses do not participate in White House meeting. There will be no gift exchange.

DRAFT 2
March 30, 1994

Office of The Chief of Protocol
DEPARTMENT OF STATE
Washington, D.C.

GUIDELINES FOR
OFFICIAL VISITS TO WASHINGTON, D.C.

1. DURATION & DATES OF VISIT

An Official Visit to Washington, D.C. is fixed at three nights and four days in Washington. We request confirmation of the exact dates of this visit, including any supplemental plans the Head of Government (hereinafter referred to as HOG) may have while in the United States apart from the official portion of the visit.

2. OFFICIAL DELEGATION

Up to fourteen persons, including the HOG and the Chief of Mission, and their spouses, if applicable, are members of the Official Delegation. We shall need to know their full names, titles, and order of precedence.

3. ACCOMPANYING DELEGATION & SUPPORT STAFF

We shall need to know the full names, titles, and order of precedence of members of the Accompanying Delegation and the Support Staff.

4. TRAVELING PRESS CORPS

We shall need to know the full name, gender, press affiliation, passport number, date of birth, and place of birth of each member of the traveling press corps. This information should be provided to Miss Mary Masserini, Protocol Press Officer, (telephone 202-647-1685), so that appropriate press credentials can be issued for coverage of the visit. All matters concerning press coverage of the visit should be directed to Miss Masserini.

5. ENTRY REQUIREMENTS

The Office of Protocol will be pleased to arrange Customs and Immigration courtesies for the entire traveling party at the port of entry into the United States. We ask that a formal request be made via diplomatic note. The Office of Protocol must be informed via diplomatic note of any accompanying armed security personnel, including weapon types, serial numbers, and number of rounds carried.

It should be carefully noted that customs courtesies do not extend to foodstuffs nor to plant life, much of which is strictly prohibited by law from entering the United States. Mr. Jeffrey Grode, Officer-in-Charge, Plant Protection and Quarantine, Department of Agriculture (telephone 410-962-3585), must be consulted prior to importing any such items.

If arrival is to be via commercial air carrier, we shall need to know the flight number and date and time of arrival. If via special aircraft, we shall need to know the type of aircraft, registration number, call sign, date and time of arrival, port of entry, point of departure, passenger list, and any special aircraft servicing requirements.

One person on the aircraft should be designated to collect all passports and completed forms for presentation upon arrival. It should be noted that all foreign visitors are obligated to complete Immigration Form I-94 and appropriate Customs Declaration Forms. Incomplete forms may cause unnecessary delays. One person from the Embassy should receive all passports and completed forms and remain at Customs to assist in the formalities.

6. AIR TRANSPORTATION

The United States Government is pleased to offer the use of Andrews Air Force Base for the Washington arrival and departure of the traveling party. A red carpet will be in place. Andrews arrival and departure diagrams are attached hereto. A statement of procedures for special aircraft at Andrews also is attached hereto.

If Andrews is used, the United States Government is pleased to offer the use of two United States Presidential Helicopters for transportation of the HOG and designated members of the traveling party from Andrews to the Reflecting Pool at the Washington Monument Grounds, and from the Reflecting Pool to Andrews upon departure. Up to seven seats are offered in each helicopter, for a total of fourteen passengers. We shall need to know the name of each helicopter passenger so that accurate manifests can be prepared. Washington Monument Grounds arrival and departure diagrams are attached hereto.

It should be noted carefully that safety precautions prohibit the take off of an aircraft or helicopter if more than the approved number are on board. To ensure prompt departures everyone concerned should be advised of these restrictions. Our pilots are under strict military orders to insist that these regulations are observed.

Withdrawal/Redaction Marker

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DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
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010. report	Office of the Chief of Protocol Department of State (partial, pp. 3, 7) (2 pages)	03/30/94	b(7)(E)
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COLLECTION:

Clinton Presidential Records
First Lady's Office
Maggie Williams (Subject Files)
OA/Box Number: 10815

FOLDER TITLE:

State Visits

2013-0359-S
ry1459

RESTRICTION CODES

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It is not appropriate for members of the press corps to travel on board United States Presidential Aircraft or Helicopters.

7. GROUND TRANSPORTATION & BAGGAGE HANDLING

The United States Government is pleased to offer the use of up to five limousines for ground transportation of the HOG and designated members of the traveling party during the official portion of the visit. [REDACTED] (b)(7)e

[REDACTED] (b)(7)e

[010]

It is not appropriate for members of the press corps to travel in vehicles provided by the United States Government.

We shall need to know the name of the limousine service to be used for any additional vehicles hired by the Embassy. This is necessary to initiate security checks for the drivers.

The United States Government is pleased to offer baggage handling services for all members of the traveling party upon arrival in Washington and upon departure.

8. ACCOMMODATIONS

The United States Government is pleased to offer the use of Blair House to the HOG and designated members of the traveling party for up to three nights and four days.

The Principal Suite at Blair House consists of a sitting room and two bedrooms, each with one large bed. There is a second suite consisting of a sitting room and bedroom with twin beds. In addition, there are nine single bedrooms and three bedrooms with twin beds. Maximum occupancy is nineteen persons.

We ask that the Embassy assume responsibility for making all room assignments at Blair House. An appointment will be arranged to tour Blair House for this purpose. Mrs. Benedicte Valentin, Blair House General Manager (telephone 202-879-7880), will be delighted to assist in this matter.

It is not appropriate for members of the press corps to stay at Blair House.

We shall need to know the name of any hotel to be engaged by the Embassy to accommodate those members of the traveling party not staying at Blair House. Such expense, of course, is not for the account of the United States Government.

There is space available at Blair House for a small Embassy office to be used during the visit. The Embassy, at its own expense, is obliged to arrange for any office equipment required, and any special telephone lines or equipment. International long distance charges are for the account of the Embassy.

The HOG may wish to invite personal guests to take meals at Blair House. Seating is in the Lee Dining Room, and is limited to eighteen covers. Buffets in the Garden Room are served to others staying at Blair House, as required.

Small meetings of up to twenty-two participants may be held at Blair House. Due to the fragile condition of many of the historic furnishings there, Blair House is not available for receptions, press conferences, or interviews with broadcast media, although interviews with print media and limited press briefings may be arranged.

One official still photographer may have free access to Blair House at any time. On certain occasions arrangements are made for an official television documentary crew with one hand-held camera to enter Blair House.

9. WELCOMING & FAREWELL COMMITTEES

The Embassy is invited to name up to sixteen Embassy officials and distinguished guests, including spouses, who will greet upon arrival, usually at Andrews, and who will bid farewell upon departure, usually at the Reflecting Pool. We shall need to know their full names, titles, and order of precedence. In addition, other Chiefs of Mission sometimes are invited by the Embassy to be part of the Welcoming Committee.

A limited number of other greeters may be present in a special area at Andrews upon arrival, but they are not permitted access to the flight line. They should travel to Andrews via bus. As this is a military installation, they must be under escort by Embassy personnel at all times.

10. WHITE HOUSE ARRIVAL CEREMONY

The fourteen members of the Official Delegation are invited guests of The President and Mrs. Clinton at the White House Arrival Ceremony. A red carpet will be in place. An Arrival Ceremony diagram is attached hereto.

We shall need to know the full names, titles, and order of precedence of up to six Embassy officials who are to be members of the White House Welcoming Committee. This usually includes the Deputy Chief of Mission, Defense Attache, and four other

ranking diplomats, or may include a combination of spouses if preferred. These are in addition to anyone who also is a member of the Official Delegation.

The Embassy is invited to name up to twenty additional persons who wish to attend the Ceremony. They are escorted to the Gold Rope Area, a special reserved section immediately behind the Welcoming Committee. These often are from the Accompanying Delegation or Embassy Staff, but may be anyone. We shall need a list of their names arranged in alphabetical order.

The Embassy is invited to name up to 250 others who wish to attend the Ceremony. We shall need a list of their names arranged in alphabetical order. Non-transferable tickets will be issued that authorize admission to a reserved area on the South Lawn. These tickets are void in the event the Ceremony is moved indoors due to inclement weather.

President Clinton's welcoming remarks and the response of the HOG customarily are about five minutes each in duration, plus translation of the response, if applicable.

11. APPOINTMENTS

The HOG's appointments with all officials of the United States Government should be coordinated with the appropriate Country Officer-in-charge at Department of State. The Country Officer-in-charge also is available to assist with arrangements for other appointments.

We shall need a comprehensive list of the HOG's scheduled meetings and events. To ensure that access to Blair House is controlled properly, we shall need separate lists of guests invited there.

The private visit with President Clinton and the HOG will take place after the lawn ceremony in The White House.

12. RECEPTION & STATE DINNER

Fourteen members of the Official Delegation are invited guests of The President and Mrs. Clinton at the Reception, State Dinner at The White House. The correct attire is black tie (smoking) or white tie for gentlemen and long dress for ladies. (National dress is always appropriate.)

President Clinton customarily offers a short toast at the State Dinner just as all guests are seated, whereupon it is also customary for the HOG to respond. Usually these are about three or four minutes each in duration, plus translation of the visitor's response, if applicable.

13. SPOUSE'S PROGRAM (If Applicable)

The Office of Protocol will be pleased to arrange a separate program for the HOG's spouse, if applicable, and will assign a Protocol Officer to escort. The Office of Protocol requests that information regarding the spouse's program or any special interest be provided by the Embassy.

14. INTERPRETERS (If Applicable)

We shall need to know the level of English conversational fluency of each member of the Official Delegation, if applicable, so that we may determine the number of interpreters required at social functions, meetings, and other events.

If necessary, one interpreter may be designated to attend all White House and Department of State events in addition to participants. We shall need to know the interpreter's name in each instance. Simultaneous translation equipment will be available at the White House meetings.

15. ESSENTIAL STAFF AT WHITE HOUSE & DEPARTMENT OF STATE EVENTS

In addition to an interpreter, if applicable, we ask that only essential staff accompany the HOG and other official participants when attending events at The White House and the Department of State. This is strictly limited to four persons, customarily a senior protocol officer, a senior military aide, the HOG's personal physician, and the official still photographer. We shall need to know their names. The matter of security officers wishing to accompany the HOG should be directed to United States Secret Service.

16. PERSONAL PREFERENCES OR RESTRICTIONS

It will assist us in making this visit more comfortable and enjoyable for all members of the Official Delegation if we are informed in advance of any important personal preferences or restrictions.

For example, we shall appreciate knowing if there are special dietary or beverage requests, special customs, important medical or physical limitations, or other considerations of a similar nature.

17. GIFT EXCHANGE

We shall appreciate knowing if any gifts are to be presented so that we may inform The White House in advance. A gift exchange would take place at Blair House between the two working staffs the morning of the meeting between President Clinton and the HOG.

A written description of our gifts will be furnished by Mrs. Constance Dierman, Gifts Officer (telephone 202-647-4169). We would request the same from the Embassy, to include details and any historical significance.

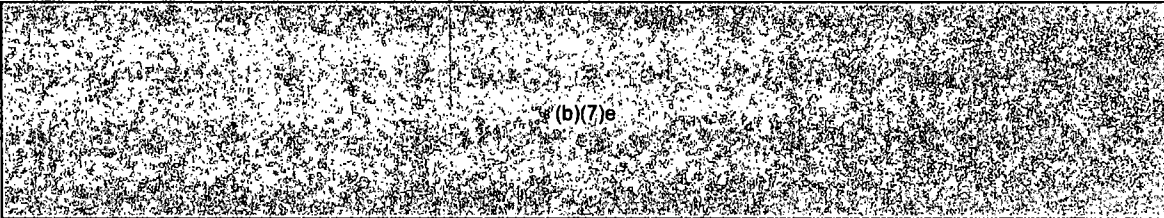
18. SECURITY

The United States Government will be pleased to provide dignitary protection for the HOG, and spouse, if applicable, at all times within the United States. A formal request should be made via diplomatic note.

All questions regarding security for the HOG, and spouse, if applicable, should be directed to:

Special Agent in Charge
Dignitary Protective Division
United States Secret Service
1310 L Street, N.W., Suite 500
Washington, D.C. 20005
Telephone (202) 435-7500

If there is to be a request for additional dignitary protection, it must be arranged through the appropriate Country Officer-in-charge at the Department of State.



19. TELECOMMUNICATIONS ARRANGEMENTS

A copy of our diplomatic note covering telecommunications arrangements is attached hereto. The Chief of Networks, Office of Communications (telephone 202-647-4541), is available to be of assistance in these matters.

20. ARLINGTON NATIONAL CEMETERY

One especially attractive option the HOG may wish to consider is participation in a Wreath-Laying Ceremony at the Tomb of the Unknown Soldier at Arlington National Cemetery. It should be noted that the Embassy always furnishes the wreath, and that it must be delivered to the Cemetery at least two hours in advance of the Ceremony. A description of the Ceremony is attached hereto. It is normally thirty minutes in duration.

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
011. diagram	Re: Andrews Air Force Base (2 pages)	n.d.	b(7)(E)

COLLECTION:

Clinton Presidential Records
First Lady's Office
Maggie Williams (Subject Files)
OA/Box Number: 10815

FOLDER TITLE:

State Visits

2013-0359-S
ry1459

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

P1 National Security Classified Information [(a)(1) of the PRA]
P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
P3 Release would violate a Federal statute [(a)(3) of the PRA]
P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
P5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
P6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

RR. Document will be reviewed upon request.

Freedom of Information Act - [5 U.S.C. 552(b)]

b(1) National security classified information [(b)(1) of the FOIA]
b(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
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b(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

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Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
012. diagram	Re: Monument Grounds (2 pages)	n.d.	b(7)(E)

COLLECTION:

Clinton Presidential Records
First Lady's Office
Maggie Williams (Subject Files)
OA/Box Number: 10815

FOLDER TITLE:

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DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
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COLLECTION:

Clinton Presidential Records
First Lady's Office
Maggie Williams (Subject Files)
OA/Box Number: 10815

FOLDER TITLE:

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Attachments:

1. Andrews Air Force Base Arrival Diagram
2. Andrews Air Force Base Departure Diagram
3. Washington Monument Grounds Arrival Diagram
4. Washington Monument Grounds Departure Diagram
5. Andrews Air Force Base Special Aircraft Procedures
6. White House Arrival Ceremony Sequence of Events and Diagram
7. Arlington National Cemetery Wreath-Laying Ceremony Sequence of Events and Diagrams
8. Telecommunications Diplomatic Note
9. Mobile Phone Restrictions

**Office of The Chief of Protocol
DEPARTMENT OF STATE
Washington, D.C.**

**Wreath-Laying Ceremony, Tomb of the Unknown Soldier
Arlington National Cemetery**

Sequence of Events

1. The Chief of State or Head of Government (hereinafter referred to a COS/HOG) and party are escorted via the Arlington National Cemetery Memorial Gate to the East Entrance to the Tomb of the Unknown Soldier (1 on the attached diagram). The appropriate cannon salute will be rendered as the motorcade proceeds through the Military Cordon.
2. The COS/HOG and party are greeted at (2) by a Senior Protocol Official and the Commanding General, Military District of Washington (MDW) or his representative (hereinafter referred to as the Host). A briefing is conducted by the MDW Ceremonies Officer and the group is organized into proper formation by a Department of State Official.
3. The COS/HOG is escorted by the Host to (3) where the national flag of the COS/HOG's country is presented.
4. The COS/HOG and Host (and interpreter, if applicable) proceed through the Honor Cordon of state flags (4) toward the Tomb, followed, in order, by the COS/HOG's national flag and color Guard, Senior Protocol Official plus two ranking dignitaries three abreast (including COS/HOG's spouse, if applicable), and other members of the party in ranks three abreast.
5. The party halts at the bottom of the Tomb steps (5), whereupon the United States Army Band plays the National Anthem of the COS/HOG's country, followed by the National Anthem of the United States.
6. The party proceeds to the top of the Tomb steps (6) where the COS/HOG places the wreath at the Tomb, assisted by a soldier of the United States Army. The drummer plays four muffled Ruffles, and the bugler sounds Taps. This is an interesting press photo opportunity.
7. The party proceeds to the west side of the Tomb (7) where the inscription may be viewed and a brief history of the Tomb is given by the Host. This is another good photo opportunity.
8. The party enters the Memorial Display Room (8), where the Cemetery Superintendent or his representative describes the items exhibited. (At this time the COS/HOG may wish to present a plaque commemorating the visit to the Host for future display in this room; this presentation is purely optional.)
9. The party moves along the North Colonnade (9).

10. At the West Entrance to the Tomb (10), the flag of the COS/HOG's country is dismissed.
11. The party proceeds to the relocated motorcade (11) where farewell remarks are exchanged. The limousines are boarded and depart toward Memorial Gate through a Military Cordon and canon salute.

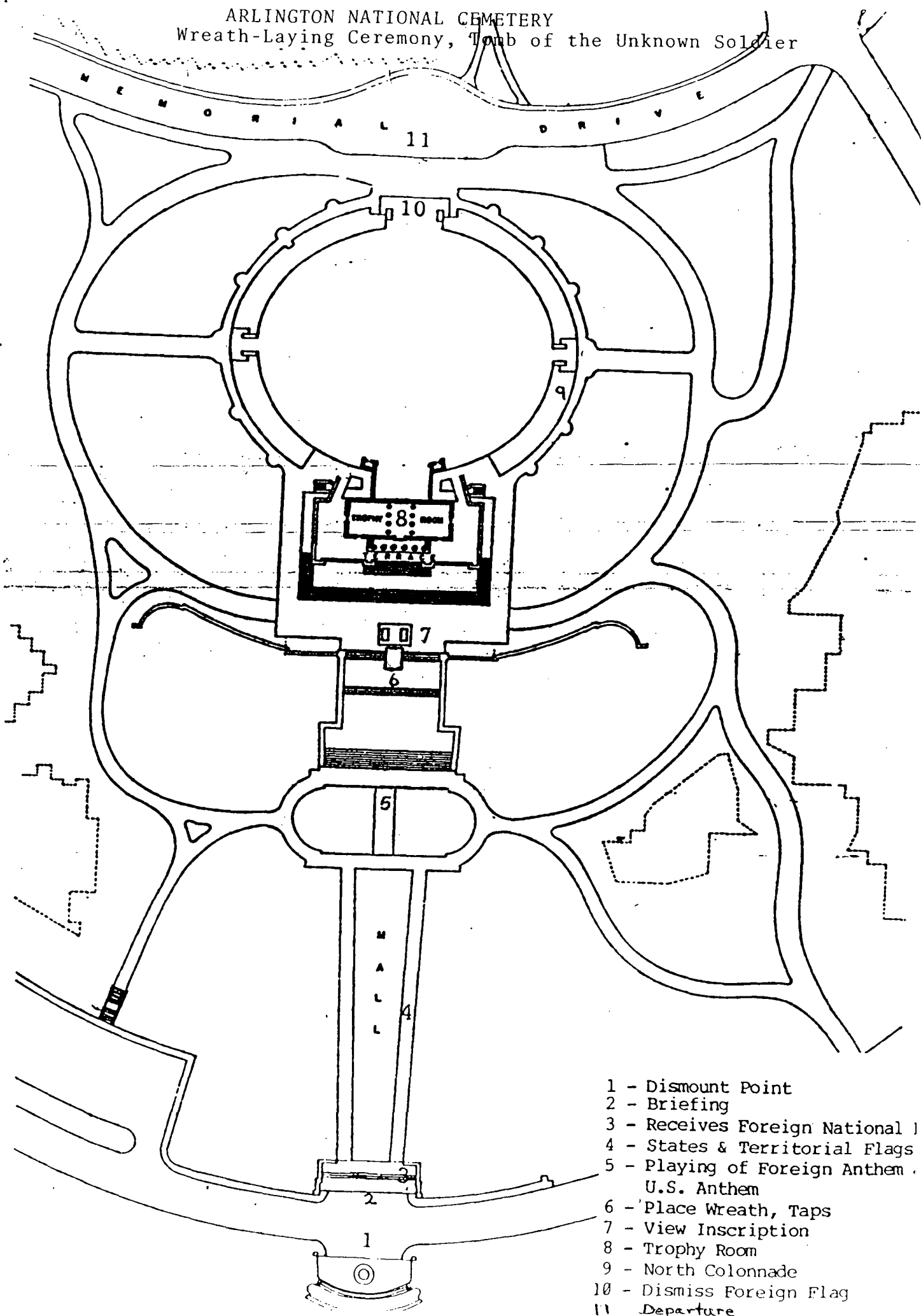
Further Guidance

This Ceremony, honoring our nation's fallen dead, is perhaps the most moving and reverent of all those in which the Armed Forces of the United States participate. All persons in attendance, including members of the press corps, should be aware of the solemnity in which this Ceremony is viewed. Their cooperation is requested in maintaining the stately dignity of the occasion at all times.

For the benefit of those not completely familiar with United States ceremonial formalities, it is customary for all present to stand at attention during both National Anthems, Ruffles, and Taps. Those in uniform render their customary military salute. It is customary for those not in uniform to place the right hand over the heart during both National Anthems, or if a hat is worn by a gentleman it is removed and held in the right hand placed over the heart.

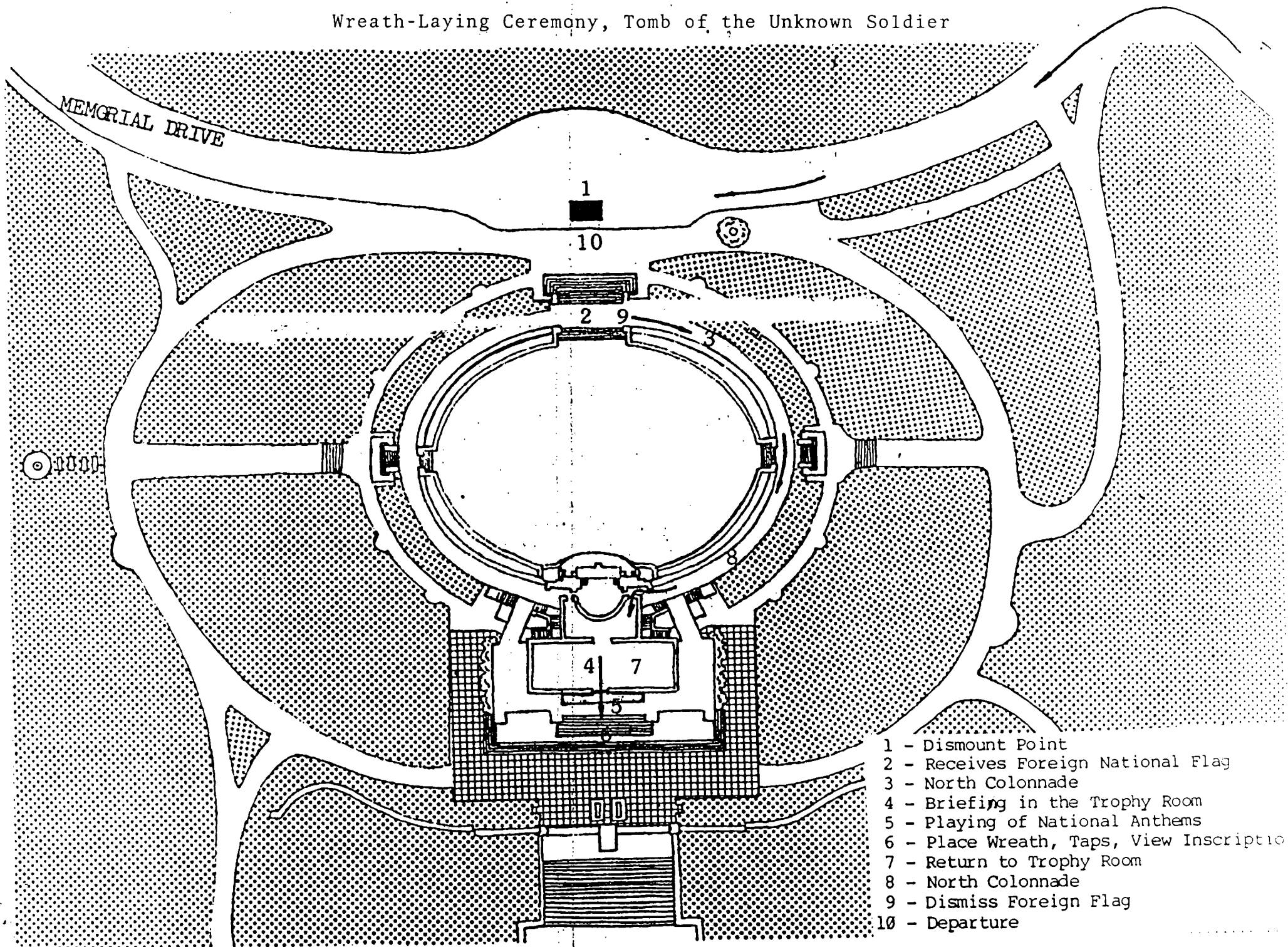
The Embassy always furnishes the wreath for this Ceremony. It is customary for the flowers to be in appropriate national colors. It must be delivered to Arlington National Cemetery at least two hours in advance of the Ceremony. (The Office of Protocol can suggest a florist familiar with these procedures.)

ARLINGTON NATIONAL CEMETERY
Wreath-Laying Ceremony, Tomb of the Unknown Soldier



- 1 - Dismount Point
- 2 - Briefing
- 3 - Receives Foreign National
- 4 - States & Territorial Flags
- 5 - Playing of Foreign Anthem, U.S. Anthem
- 6 - Place Wreath, Taps
- 7 - View Inscription
- 8 - Trophy Room
- 9 - North Colonnade
- 10 - Dismiss Foreign Flag
- 11 - Departure

Wreath-Laying Ceremony, Tomb of the Unknown Soldier



Telecommunications Diplomatic Note

The Secretary of State presents his compliments to Their Excellencies Messieurs and Mesdames the Chiefs of Mission of the Governments named, and has the honor to refer to arrangements for the provision of telecommunications facilities and services in support of visiting heads of state and members of official working parties.

It is the objective of the Government of the United States that official visitors enjoy such telecommunications facilities and services as may be necessary and appropriate for the effective conduct of their official business. To this end, the following procedures to arrange for the provision of telecommunications facilities and services have been established.

IT shall be the responsibility of each foreign government concerned, through its embassy in Washington, to determine the telecommunications facilities and services it wishes available for its head of state and its members of official working parties. In this regard, because the Government of the United States does not itself provide telecommunications facilities and services, foreign governments are obliged to enter into arrangements with communications companies of their choice in the United States that provide the specific facilities and services for which provision is to be made. All financial obligations as may arise in connection with the provision of

facilities and services will be the sole responsibility of the foreign government. The Department of State has been advised that arrangements should be agreed between the foreign state and the communications companies at least thirty days in advance of the visitors' arrival to ensure efficient implementation of such arrangements and to avoid cost penalties.

Insofar as a foreign government may wish the assignment of radio frequencies for use during the period of official visits, written requests shall be directed to the Department of State at least thirty days in advance of the visitors' arrival. In order for the Department of State to coordinate requests within the United States Government and assure that suitable assignments are provided, radio frequency requests must include the following information:

- 1) The itinerary of the visiting official(s), specifying radio frequency requirements by date(s) and city(ies);
- 2) For frequencies in the high frequency spectrum (HF, 3 - 30 megahertz), provide:
 - a) location where the transmission is to be received;
 - b) the primary frequencies desired, and a list of acceptable alternate frequencies. In addition, provide the specific frequency ranges necessary for operation based on equipment limitations, propagation predictions, or other factors;

- c) the emission designator (the necessary bandwidth of emission plus the classification symbols to indicate types of transmission (e.g., voice, CW));
 - d) transmitter output power;
 - e) antenna type (e.g., log periodic, 1/4 wave doublet).
- 3) For frequencies to be used for land mobile radio communications (30 - 1000 megahertz), provide:
- a) the specific frequencies desired, accompanied by a list of acceptable alternate frequencies should those specifically desired not be available, and
 - b) a note indicating the acceptability or not of other frequencies within the operating range of the available equipment. Specify if the equipment operates in the VHF ranges (30 - 50 MHz or 150 - 174 MHz), or in a UHF range above 400 MHz (be sure to note tuning limitations);
 - c) the minimum and maximum separation between frequencies for duplex (one transmit, one receive) or repeater operations, or both if applicable;
 - d) the configuration of the system (e.g., specific transmit and receive frequencies for each type of equipment);
 - e) types of equipment (e.g., base station, handheld portable, repeater, etc.) and output power for each type (power into antenna);

f) emission designator (the necessary bandwidth of emission plus the classification symbols to indicate types of transmission (e.g., voice, data)).

In addition to the foregoing information which must be provided, it would be helpful if the following information were also furnished:

- 1) Locations where the fixed equipment will be placed (e.g., name of hotel and floor, antenna on roof)
- 2) Approximate area within which mobile and/or portable units will be operated (e.g., Washington, D.C. and surrounding ten mile area).

The Department of State will coordinate requests with affected departments and agencies and use its best offices to ensure that suitable assignments are provided. Nonetheless, in Washington, D.C. and other large cities in the United States, radio frequency usage is extensive, and it may not be possible to obtain authority for the use of frequencies that foreign governments may particularly specify. If specifically requested frequencies are unavailable, substitute frequencies will be obtained. It is therefore suggested that if foreign governments intend to purchase any radio equipment, such equipment should be frequency synthesized to permit its use over the relevant frequency spectrum.

The Department of State appreciates that foreign

governments may not always be in a position to provide definitive advice with regard to telecommunications facilities and service requirements as early as the foregoing procedures contemplate. Foreign governments are nonetheless urged to discuss official visits and the associated telecommunications requirements with the Department of State as well as the communications companies which may be in a position to offer appropriate facilities the timely development of practicable and financially acceptable plans. The Chief of the Commercial Services Branch, Diplomatic Telecommunications Service Program Office, telephone (703) 912-8052, may be of assistance concerning technical telecommunications or radio matters.

The Department of State invites foreign governments to address questions regarding these arrangements to the Chief of Protocol.

Department of State,

Washington, October 23, 1987

MOBILE PHONE RESTRICTIONS

Use of cellular phones aboard airplanes or helicopters:

- It is a violation of the Federal Communications Commission to use a cellular phone in an airplane or helicopter.
- The use of a cellular phone while airborne or on the ground is likely to cause serious interference with onboard instrumentation, navigational and communication systems.
- If used in flight, a cellular phone could disrupt ground users over a large area because an airborne unit will have a transmitting range much greater than a land based cellular phone.

ARMED FORCES FULL HONOR ARRIVAL
PRESIDENTIAL COUNTERPART
SOUTH LAWN, THE WHITE HOUSE

SEQUENCE OF EVENTS

1. PRE-CEREMONY CONCERT (MILITARY BAND)
2. ANNOUNCEMENT FOR PRESIDENT AND FIRST LADY (HERALD TRUMPETS)
3. ARRIVAL OF DIGNITARY (FANFARE)
4. HONORS (MUSIC & CANNON SALUTE)
5. INSPECTION (PRESIDENT ACCOMPANIES GUEST, FRONT ONLY)
6. TROOP IN REVIEW (ARMY FIFE AND DRUM CORPS)
7. CONCLUDE HONORS (COMMANDER OF TROOPS)
8. REMARKS (PRESIDENT) - *welcoming remarks 5/6 min*
9. RESPONSE (GUEST) - *None*
10. CONCLUDE CEREMONY (COMMANDER OF TROOPS)
11. OFFICIAL PARTY ENTERS THE WHITE HOUSE

First lady follows Pres + Guests.

Toe card -

12 min

PRESS

USA

USMC



USN

USAF

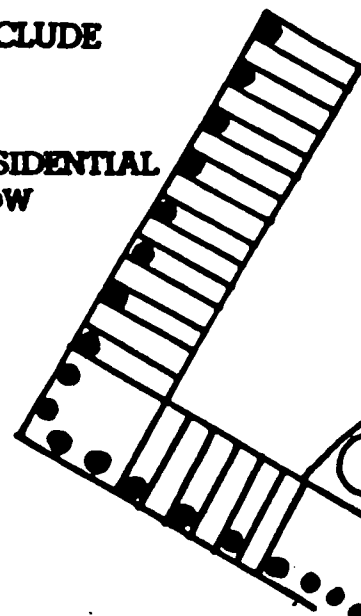
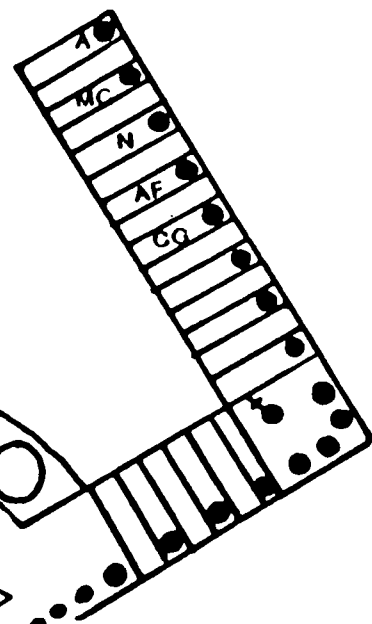
USCG



CANOPY

HERALD TRUMPETS

S&T Flag Detail



NOTE: RAIN & SNOW MAY PRECLUDE
TROOPS ON LAWN

CANOPY WILL BE DOWN & PRESIDENTIAL
SEAL UP UNLESS RAIN OR SNOW

ARMED FORCES FULL HONOR ARRIVAL
INCLEMENT WEATHER
THE WHITE HOUSE

SEQUENCE OF EVENTS

1. EXTERNAL ELEMENTS IN POSITION
2. DIGNITARY ARRIVES
3. GREETED BY THE PRESIDENT AND FIRST LADY
4. PRESIDENT AND GUEST PROCEED INTO HOUSE THROUGH DIPLOMATIC ENTRANCE
5. PRESIDENT & GUEST MOVE TO STATE FLOOR (VIA ELEVATOR)
6. PRESIDENT & GUEST EXIT ELEVATOR TO ANNOUNCEMENT AND MOVE THROUGH MILITARY CORDON ONTO PLATFORM IN EAST ROOM
7. NATIONAL ANTHEMS (FOREIGN FOLLOWED BY U.S.)
8. REMARKS - PRESIDENT
9. RESPONSE - GUEST
10. PRESIDENT AND GUEST MOVE TO RECEIVING LINE

DRAFT 2
March 30, 1994

Office of The Chief of Protocol
DEPARTMENT OF STATE
Washington, D.C.

GUIDELINES FOR
OFFICIAL WORKING VISITS TO WASHINGTON, D.C.

1. DURATION & DATES OF VISIT

An Official Working visit to Washington, D.C. is fixed at two nights and three days in Washington. We request confirmation of the exact dates of this visit, including any supplemental plans the Chief of State or Head of Government (hereinafter referred to as COS/HOG) may have while in the United States apart from the official portion of the visit.

2. OFFICIAL DELEGATION

Up to twelve persons, including the COS/HOG, and spouse, if applicable, and the Chief of Mission are members of the Official Delegation. We shall need to know their full names, titles, and order of precedence.

3. ACCOMPANYING DELEGATION & SUPPORT STAFF

We shall need to know the full names, titles, and order of precedence of members of the Accompanying Delegation and the Support Staff.

4. TRAVELING PRESS CORPS

We shall need to know the full name, gender, press affiliation, passport number, date of birth, and place of birth of each member of the traveling press corps. This information should be provided to Miss Mary Masserini, Protocol Press Officer, (telephone 202-647-1685), so that appropriate press credentials can be issued for coverage of the visit. All matters concerning press coverage of the visit should be directed to Miss Masserini.

5. ENTRY REQUIREMENTS

The Office of Protocol will be pleased to arrange Customs and Immigration courtesies for the entire traveling party at the port of entry into the United States. We ask that a formal request be made via diplomatic note. The Office of Protocol must be informed via diplomatic note of any accompanying armed security personnel, including weapon types, serial numbers, and number of rounds carried.

It should be carefully noted that customs courtesies do not extend to foodstuffs nor to plant life, much of which is strictly prohibited by law from entering the United States. Mr. Jeffrey Grode, Officer-in-Charge, Plant Protection and Quarantine Officer, Department of Agriculture (telephone 410-962-3585), must be consulted prior to importing any such items.

If arrival is to be via commercial air carrier, we shall need to know the flight number and date and time of arrival. If via special aircraft, we shall need to know the type of aircraft, registration number, call sign, date and time of arrival, port of entry, point of departure, passenger list, and any special aircraft servicing requirements.

One person on the aircraft should be designated to collect all passports and completed forms for presentation upon arrival. It should be noted that all foreign visitors are obligated to complete Immigration Form I-94 and appropriate Customs Declaration Forms. Incomplete forms may cause unnecessary delays. One person from the Embassy should receive all passports and completed forms and remain at Customs to assist in the formalities.

6. AIR TRANSPORTATION

The United States Government is pleased to offer the use of Andrews Air Force Base for the Washington arrival and departure of the traveling party. Andrews arrival and departure diagrams are attached hereto. A statement of procedures for special aircraft at Andrews also is attached hereto.

If Andrews is used, the United States Government is pleased to offer the use of two United States Presidential Helicopters for transportation of the COS/HOG and designated members of the traveling party from Andrews to the Reflecting Pool at the Washington Monument Grounds, and from the Reflecting Pool to Andrews upon departure. Up to seven seats are offered in each helicopter, for a total of fourteen passengers. We shall need to know the name of each helicopter passenger so that accurate manifests can be prepared. Washington Monument Grounds arrival and departure diagrams are attached hereto.

It should be noted carefully that safety precautions prohibit the take off of an aircraft or helicopter if more than the approved number are on board. To ensure prompt departures everyone concerned should be advised of these restrictions. Our pilots are under strict military orders to insist that these regulations are observed.

Withdrawal/Redaction Marker

Clinton Library

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014. report	Office of the Chief of Protocol Department of State (partial) (2 pages)	03/30/94	b(7)(E)

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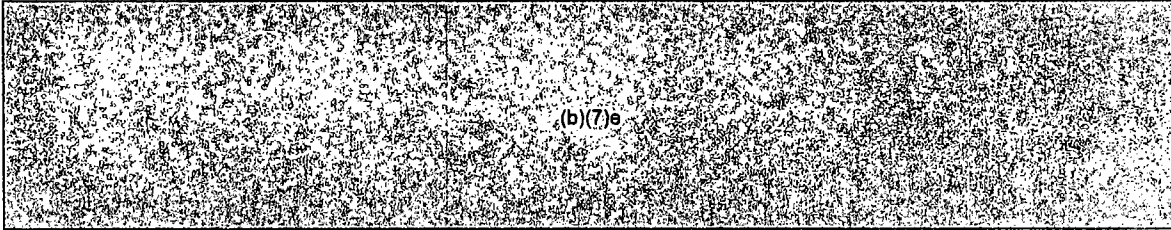
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It is not appropriate for members of the press corps to travel on board United States Presidential Aircraft or Helicopters.

7. GROUND TRANSPORTATION and BAGGAGE HANDLING



It is not appropriate for members of the press corps to travel in vehicles provided by the United States Government.

We shall need to know the name of the limousine service to be used for any additional vehicles hired by the Embassy. This is necessary to initiate security checks for the drivers.

The Embassy is responsible for all baggage handling.

8. ACCOMMODATIONS

The United States Government is pleased to offer the use of Blair House to the COS/HOG and designated members of the traveling party for up to two nights and three days.

The Principal Suite at Blair House consists of a sitting room and two bedrooms, each with one large bed. There is a second suite consisting of a sitting room and bedroom with twin beds. In addition, there are nine single bedrooms and three bedrooms with twin beds. Maximum occupancy is nineteen persons.

We ask that the Embassy assume responsibility for making all room assignments at Blair House. An appointment will be arranged to tour Blair House for this purpose. Mrs. Benedicte Valentiner, Blair House General Manager (telephone 202-879-7880), will be delighted to assist in this matter.

It is not appropriate for members of the press corps to stay at Blair House.

We shall need to know the name of any hotel to be engaged by the Embassy to accommodate those members of the traveling party not staying at Blair House. Such expense, of course, is not for the account of the United States Government.

There is space available at Blair House for a small Embassy office to be used during the visit. The Embassy, at its own expense, is obliged to arrange for any office equipment required, and any special telephone lines or equipment. International long distance charges are for the account of the Embassy.

The COS/HOG may wish to invite personal guests to take meals at Blair House. Seating is in the Lee Dining Room, and is limited to eighteen covers. Buffets in the Garden Room are served to others staying at Blair House, as required.

Small meetings of up to twenty-two participants may be held at Blair House. Due to the fragile condition of many of the historic furnishings there, Blair House is not available for receptions, press conferences, or interviews with broadcast media, although interviews with print media and limited press briefings may be arranged.

One official still photographer may have free access to Blair House at any time. On certain occasions arrangements are made for an official television documentary crew with one hand-held camera to enter Blair House.

9. WELCOMING & FAREWELL COMMITTEES

AIRPORT ARRIVAL

The Embassy is invited to name up to sixteen Embassy officials and distinguished guests, including spouses, who will greet upon arrival at Andrews, and who will bid farewell upon departure. We shall need to know their full names, titles, and order of precedence. When using other airports, the number of greeters shall be discussed in detail with the Protocol Officer. In addition, other Chiefs of Mission sometimes may be invited by the Embassy to be part of the Welcoming Committee.

A limited number of other greeters may be present in a special area at Andrews upon arrival, but they are not permitted access to the flight line. They should travel to Andrews via bus. If this is to be the case, the Protocol Officer should be advised in advance. As Andrews is a military installation, the visitors must be under escort by Embassy personnel at all times.

10. WHITE HOUSE ARRIVAL CEREMONY

A Joint Service Cordon will participate in the greeting and a red carpet will be in place at the White House.

11. APPOINTMENTS

The COS/HOG's appointments with all officials of the United States Government should be coordinated with the appropriate Country Officer-in-charge at Department of State. The Country Officer-in-charge also is available to assist with arrangements for other appointments.

We shall need a comprehensive list of the COS/HOG's scheduled meetings and events. To ensure that access to Blair House is controlled properly, we shall need separate lists of guests invited there.

Normally there will be a meeting between President Clinton and the COS/HOG. A note taker may be designated to attend this meeting. Details of this meeting will be worked out at the Blair House planning meeting with the Embassy representatives convened by the Protocol Office.

A working luncheon with President Clinton follows, customarily in the Old Family Dining Room of the White House.

Details of Departure Statements will be determined at preliminary meetings between Embassy and Office of Protocol. President Clinton speaks first, followed by the COS/HOG. These remarks usually are three to five minutes each duration, plus translation of the visitor's remarks, if applicable.

12. SPOUSE'S PROGRAM (If Applicable)

The Office of Protocol will be pleased to arrange a separate program for the COS/HOG's spouse, if applicable, and will assign a Protocol Officer to escort. The Office of Protocol request that information regarding the Spouse's program or any special interest be provided by the Embassy.

13. INTERPRETERS (If Applicable)

We shall need to know the level of English conversational fluency of each member of the Official Delegation, if applicable, so that we may determine the number of interpreters required at social functions, meetings, and other events.

If necessary, one interpreter may be designated to attend all White House events in addition to participants. We shall need to know the interpreter's name in each instance. Simultaneous translation equipment is available at White House meetings.

14. ESSENTIAL STAFF AT WHITE HOUSE EVENTS

In addition to an interpreter, if applicable, we ask that only essential staff accompany the COS/HOG and other official participants when attending events at The White House. This is strictly limited to four persons, customarily a senior protocol officer, a senior military aide, the COS/HOG's personal physician, and the official still photographer. We shall need to know their names. The matter of security officers wishing to accompany the COS/HOG should be directed to United States Secret Service.

15. PERSONAL PREFERENCES OR RESTRICTIONS

It will assist us in making this visit more comfortable and enjoyable for all members of the Official Delegation if we are informed in advance of any important personal preferences or restrictions.

For example, we shall appreciate knowing if there are special dietary or beverage requests, special customs, important medical or physical limitations, or other considerations of a similar nature.

16. GIFT EXCHANGE

We shall appreciate knowing if any gifts are to be presented so that we may inform The White House in advance. A gift exchange would take place at Blair House between the two working staffs the morning of the meeting between President Clinton and the COS/HOG.

A written description of our gifts will be furnished by Mrs. Constance Dierman, Gifts Officer (telephone 202-647-4169). We would request the same from the Embassy, to include details and any historical significance.

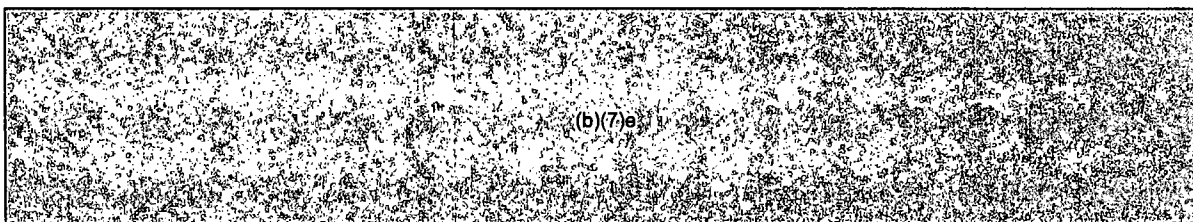
17. SECURITY

The United States Government will be pleased to provide dignitary protection for the COS/HOG, and spouse, if applicable, at all times within the United States. A formal request should be made via diplomatic note.

All questions regarding security for the COS/HOG, and spouse, if applicable, should be directed to:

Special Agent in Charge
Dignitary Protective Division
United States Secret Service
1301 L Street, N.W., Suite 500
Washington, D.C. 20005
Telephone (202) 435-7500

If there is to be a request for additional dignitary protection, it must be arranged through the appropriate Country Officer-in-charge at the Department of State.



18. TELECOMMUNICATIONS ARRANGEMENTS

A copy of our diplomatic note covering telecommunications arrangements is attached hereto. The Chief of Networks, Office of Communications (telephone 202-647-4541), is available to be of assistance in these matters.

19. ARLINGTON NATIONAL CEMETERY

One especially attractive option the COS/HOG may wish to consider is participation in a Wreath-Laying Ceremony at the Tomb of the Unknown Soldier at Arlington National Cemetery. It should be noted that the Embassy always furnishes the wreath, and that it must be delivered to the Cemetery at least two hours in advance of the Ceremony. A description of the Ceremony is attached hereto. It is normally thirty minutes in duration.

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
015. diagram	Re: Andrews Air Force Base (2 pages)	n.d.	b(7)(E)

COLLECTION:

Clinton Presidential Records
First Lady's Office
Maggie Williams (Subject Files)
OA/Box Number: 10815

FOLDER TITLE:

State Visits

2013-0359-S
ry1459

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

P1 National Security Classified Information [(a)(1) of the PRA]
P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
P3 Release would violate a Federal statute [(a)(3) of the PRA]
P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
P5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
P6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

RR. Document will be reviewed upon request.

Freedom of Information Act - [5 U.S.C. 552(b)]

b(1) National security classified information [(b)(1) of the FOIA]
b(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
b(3) Release would violate a Federal statute [(b)(3) of the FOIA]
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b(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
016. diagram	Re: Monument Grounds (2 pages)	n.d.	b(7)(E)

COLLECTION:

Clinton Presidential Records
First Lady's Office
Maggie Williams (Subject Files)
OA/Box Number: 10815

FOLDER TITLE:

State Visits

2013-0359-S
ry1459

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Attachments:

1. Andrews Air Force Base Arrival Diagram
2. Andrews Air Force Base Departure Diagram
3. Washington Monument Grounds Arrival Diagram
4. Washington Monument Grounds Departure Diagram
5. Andrews Air Force Base Special Aircraft Procedures
6. Arlington National Cemetery Wreath-Laying Ceremony
Sequence of Events and Diagrams
7. Telecommunications Diplomatic Note
8. Mobile Phone Restrictions

**Office of The Chief of Protocol
DEPARTMENT OF STATE
Washington, D.C.**

**Wreath-Laying Ceremony, Tomb of the Unknown Soldier
Arlington National Cemetery**

Sequence of Events

1. The Chief of State or Head of Government (hereinafter referred to as COS/HOG) and party are escorted via the Arlington National Cemetery Memorial Gate to the East Entrance to the Tomb of the Unknown Soldier (1 on the attached diagram). The appropriate cannon salute will be rendered as the motorcade proceeds through the Military Cordon.
2. The COS/HOG and party are greeted at (2) by a Senior Protocol Official and the Commanding General, Military District of Washington (MDW) or his representative (hereinafter referred to as the Host). A briefing is conducted by the MDW Ceremonies Officer and the group is organized into proper formation by a Department of State Official.
3. The COS/HOG is escorted by the Host to (3) where the national flag of the COS/HOG's country is presented.
4. The COS/HOG and Host (and interpreter, if applicable) proceed through the Honor Cordon of state flags (4) toward the Tomb, followed, in order, by the COS/HOG's national flag and color Guard, Senior Protocol Official plus two ranking dignitaries three abreast (including COS/HOG's spouse, if applicable), and other members of the party in ranks three abreast.
5. The party halts at the bottom of the Tomb steps (5), whereupon the United States Army Band plays the National Anthem of the COS/HOG's country, followed by the National Anthem of the United States.
6. The party proceeds to the top of the Tomb steps (6) where the COS/HOG places the wreath at the Tomb, assisted by a soldier of the United States Army. The drummer plays four muffled Ruffles, and the bugler sounds Taps. This is an interesting press photo opportunity.
7. The party proceeds to the west side of the Tomb (7) where the inscription may be viewed and a brief history of the Tomb is given by the Host. This is another good photo opportunity.
8. The party enters the Memorial Display Room (8), where the Cemetery Superintendent or his representative describes the items exhibited. (At this time the COS/HOG may wish to present a plaque commemorating the visit to the Host for future display in this room; this presentation is purely optional.)
9. The party moves along the North Colonnade (9).

10. At the West Entrance to the Tomb (10), the flag of the COS/HOG's country is dismissed.
11. The party proceeds to the relocated motorcade (11) where farewell remarks are exchanged. The limousines are boarded and depart toward Memorial Gate through a Military Cordon and canon salute.

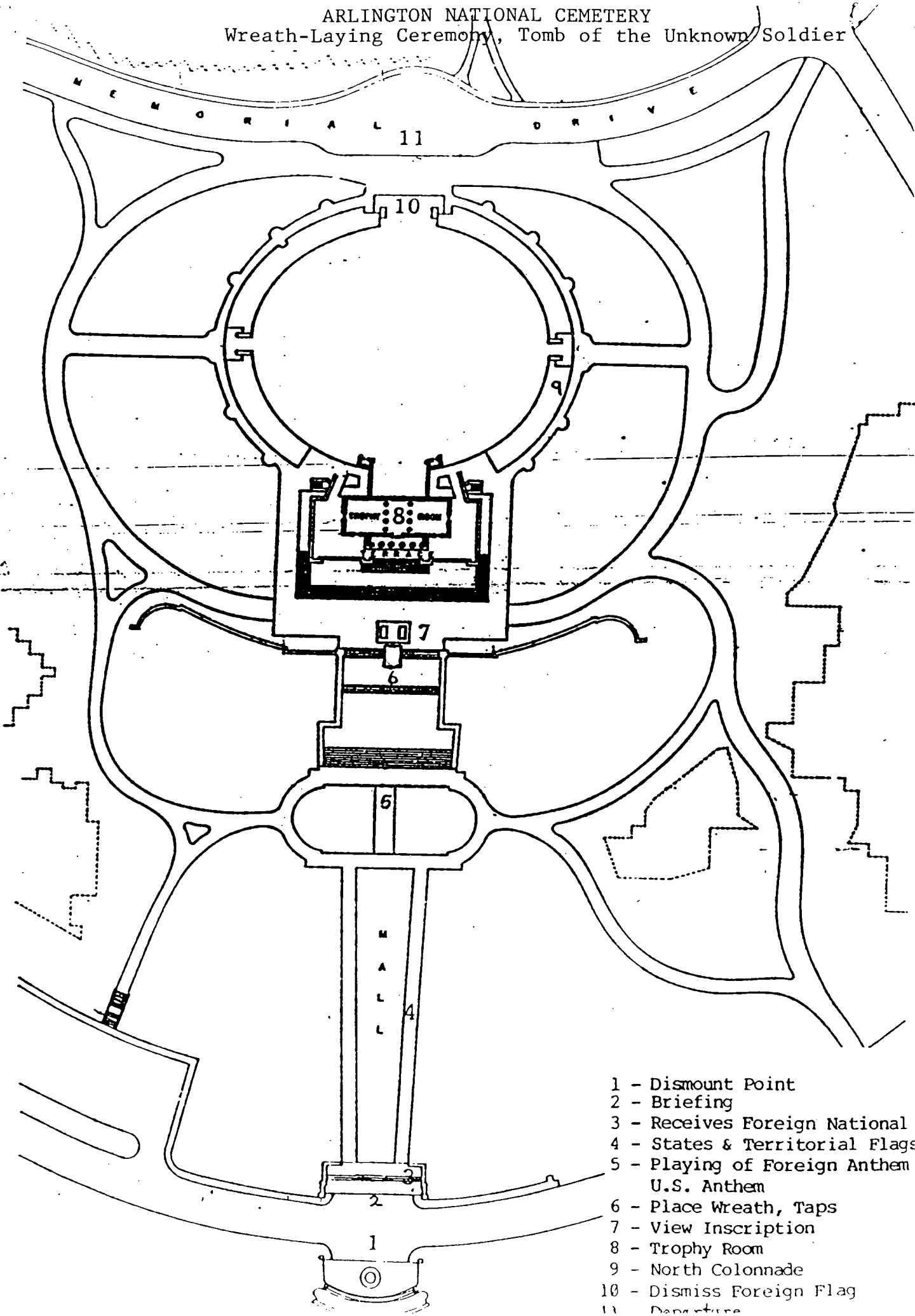
Further Guidance

This Ceremony, honoring our nation's fallen dead, is perhaps the most moving and reverent of all those in which the Armed Forces of the United States participate. All persons in attendance, including members of the press corps, should be aware of the solemnity in which this Ceremony is viewed. Their cooperation is requested in maintaining the stately dignity of the occasion at all times.

For the benefit of those not completely familiar with United States ceremonial formalities, it is customary for all present to stand at attention during both National Anthems, Ruffles, and Taps. Those in uniform render their customary military salute. It is customary for those not in uniform to place the right hand over the heart during both National Anthems, or if a hat is worn by a gentleman it is removed and held in the right hand placed over the heart.

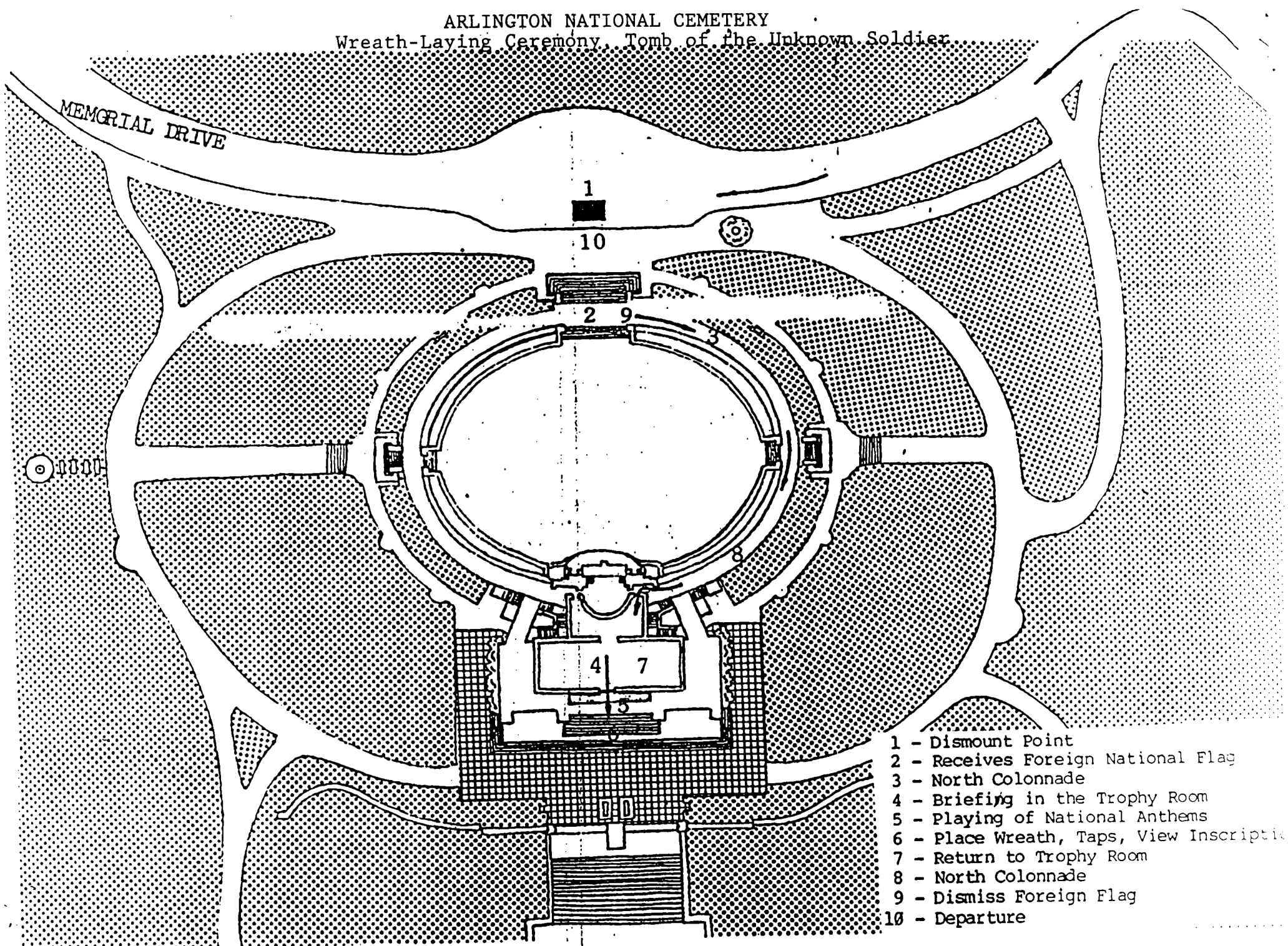
The Embassy always furnishes the wreath for this Ceremony. It is customary for the flowers to be in appropriate national colors. It must be delivered to Arlington National Cemetery at least two hours in advance of the Ceremony. (The Office of Protocol can suggest a florist familiar with these procedures.)

ARLINGTON NATIONAL CEMETERY
Wreath-Laying Ceremony, Tomb of the Unknown Soldier



- 1 - Dismount Point
- 2 - Briefing
- 3 - Receives Foreign National
- 4 - States & Territorial Flags
- 5 - Playing of Foreign Anthem
U.S. Anthem
- 6 - Place Wreath, Taps
- 7 - View Inscription
- 8 - Trophy Room
- 9 - North Colonnade
- 10 - Dismiss Foreign Flag
- 11 - Departure

ARLINGTON NATIONAL CEMETERY
Wreath-Laying Ceremony, Tomb of the Unknown Soldier



Telecommunications Diplomatic Note

The Secretary of State presents his compliments to Their Excellencies Messieurs and Mesdames the Chiefs of Mission of the Governments named, and has the honor to refer to arrangements for the provision of telecommunications facilities and services in support of visiting heads of state and members of official working parties.

It is the objective of the Government of the United States that official visitors enjoy such telecommunications facilities and services as may be necessary and appropriate for the effective conduct of their official business. To this end, the following procedures to arrange for the provision of telecommunications facilities and services have been established.

IT shall be the responsibility of each foreign government concerned, through its embassy in Washington, to determine the telecommunications facilities and services it wishes available for its head of state and its members of official working parties. In this regard, because the Government of the United States does not itself provide telecommunications facilities and services, foreign governments are obliged to enter into arrangements with communications companies of their choice in the United States that provide the specific facilities and services for which provision is to be made. All financial obligations as may arise in connection with the provision of

facilities and services will be the sole responsibility of the foreign government. The Department of State has been advised that arrangements should be agreed between the foreign state and the communications companies at least thirty days in advance of the visitors' arrival to ensure efficient implementation of such arrangements and to avoid cost penalties.

Insofar as a foreign government may wish the assignment of radio frequencies for use during the period of official visits, written requests shall be directed to the Department of State at least thirty days in advance of the visitors' arrival. In order for the Department of State to coordinate requests within the United States Government and assure that suitable assignments are provided, radio frequency requests must include the following information:

- 1) The itinerary of the visiting official(s), specifying radio frequency requirements by date(s) and city(ies);
- 2) For frequencies in the high frequency spectrum (HF, 3 - 30 megahertz), provide:
 - a) location where the transmission is to be received;
 - b) the primary frequencies desired, and a list of acceptable alternate frequencies. In addition, provide the specific frequency ranges necessary for operation based on equipment limitations, propagation predictions, or other factors;

- c) the emission designator (the necessary bandwidth of emission plus the classification symbols to indicate types of transmission (e.g., voice, CW));
 - d) transmitter output power;
 - e) antenna type (e.g., log periodic, 1/4 wave doublet).
- 3) For frequencies to be used for land mobile radio communications (30 - 1000 megahertz), provide:
- a) the specific frequencies desired, accompanied by a list of acceptable alternate frequencies should those specifically desired not be available, and
 - b) a note indicating the acceptability or not of other frequencies within the operating range of the available equipment. Specify if the equipment operates in the VHF ranges (30 - 50 MHz or 150 - 174 MHz), or in a UHF range above 400 MHz (be sure to note tuning limitations);
 - c) the minimum and maximum separation between frequencies for duplex (one transmit, one receive) or repeater operations, or both if applicable;
 - d) the configuration of the system (e.g., specific transmit and receive frequencies for each type of equipment);
 - e) types of equipment (e.g., base station, handheld portable, repeater, etc.) and output power for each type (power into antenna);

f) emission designator (the necessary bandwidth of emission plus the classification symbols to indicate types of transmission (e.g., voice, data)).

In addition to the foregoing information which must be provided, it would be helpful if the following information were also furnished:

- 1) Locations where the fixed equipment will be placed (e.g., name of hotel and floor, antenna on roof)
- 2) Approximate area within which mobile and/or portable units will be operated (e.g., Washington, D.C. and surrounding ten mile area).

The Department of State will coordinate requests with affected departments and agencies and use its best offices to ensure that suitable assignments are provided. Nonetheless, in Washington, D.C. and other large cities in the United States, radio frequency usage is extensive, and it may not be possible to obtain authority for the use of frequencies that foreign governments may particularly specify. If specifically requested frequencies are unavailable, substitute frequencies will be obtained. It is therefore suggested that if foreign governments intend to purchase any radio equipment, such equipment should be frequency synthesized to permit its use over the relevant frequency spectrum.

The Department of State appreciates that foreign

governments may not always be in a position to provide definitive advice with regard to telecommunications facilities and service requirements as early as the foregoing procedures contemplate. Foreign governments are nonetheless urged to discuss official visits and the associated telecommunications requirements with the Department of State as well as the communications companies which may be in a position to offer appropriate facilities the timely development of practicable and financially acceptable plans. The Chief of the Commercial Services Branch, Diplomatic Telecommunications Service Program Office, telephone (703) 912-8052, may be of assistance concerning technical telecommunications or radio matters.

The Department of State invites foreign governments to address questions regarding these arrangements to the Chief of Protocol.

Department of State,

Washington, October 23, 1987

MOBILE PHONE RESTRICTIONS

Use of cellular phones aboard airplanes or helicopters:

- It is a violation of the Federal Communications Commission to use a cellular phone in an airplane or helicopter.
- The use of a cellular phone while airborne or on the ground is likely to cause serious interference with onboard instrumentation, navigational and communication systems.
- If used in flight, a cellular phone could disrupt ground users over a large area because an airborne unit will have a transmitting range much greater than a land based cellular phone.

DRAFT 2
March 30, 1994

Office of The Chief of Protocol
DEPARTMENT OF STATE
Washington, D.C.

GUIDELINES FOR
WORKING VISITS TO WASHINGTON, D.C.

1. DURATION & DATES OF VISIT

An Official Working visit to Washington, D.C. is fixed at two nights and three days in Washington. We request confirmation of the exact dates of this visit, including any supplemental plans the Chief of State or Head of Government (hereinafter referred to as COS/HOG) may have while in the United States apart from the official portion of the visit.

2. OFFICIAL DELEGATION

Up to twelve persons, including the COS/HOG, and spouse, if applicable, and the Chief of Mission are members of the Official Delegation. We shall need to know their full names, titles, and order of precedence.

3. ACCOMPANYING DELEGATION & SUPPORT STAFF

We shall need to know the full names, titles, and order of precedence of members of the Accompanying Delegation and the Support Staff.

4. TRAVELING PRESS CORPS

We shall need to know the full name, gender, press affiliation, passport number, date of birth, and place of birth of each member of the traveling press corps. This information should be provided to Miss Mary Masserini, Protocol Press Officer, (telephone 202-647-1685), so that appropriate press credentials can be issued for coverage of the visit. All matters concerning press coverage of the visit should be directed to Miss Masserini.

5. ENTRY REQUIREMENTS

The Office of Protocol will be pleased to arrange Customs and Immigration courtesies for the entire traveling party at the port of entry into the United States. We ask that a formal request be made via diplomatic note. The Office of Protocol must be informed via diplomatic note of any accompanying armed security personnel, including weapon types, serial numbers, and number of rounds carried.

It should be carefully noted that customs courtesies do not extend to foodstuffs nor to plant life, much of which is strictly prohibited by law from entering the United States. Mr. Jeffrey Grode, Officer-in-Charge, Plant Protection and Quarantine Officer, Department of Agriculture (telephone 410-962-3585), must be consulted prior to importing any such items.

If arrival is to be via commercial air carrier, we shall need to know the flight number and date and time of arrival. If via special aircraft, we shall need to know the type of aircraft, registration number, call sign, date and time of arrival, port of entry, point of departure, passenger list, and any special aircraft servicing requirements.

One person on the aircraft should be designated to collect all passports and completed forms for presentation upon arrival. It should be noted that all foreign visitors are obligated to complete Immigration Form I-94 and appropriate Customs Declaration Forms. Incomplete forms may cause unnecessary delays. One person from the Embassy should receive all passports and completed forms and remain at Customs to assist in the formalities.

6. AIR TRANSPORTATION

The United States Government is pleased to offer the use of Andrews Air Force Base for the Washington arrival and departure of the traveling party. Andrews arrival and departure diagrams are attached hereto. A statement of procedures for special aircraft at Andrews also is attached hereto.

If Andrews is used, the United States Government is pleased to consider on a case by case basis an Embassy request for the use of two United States Presidential Helicopters for transportation of the COS/HOG and designated members of the traveling party from Andrews to the Reflecting Pool at the Washington Monument Grounds, and from the Reflecting Pool to Andrews upon departure. Up to seven seats are offered in each helicopter, for a total of fourteen passengers. We shall need to know the name of each helicopter passenger so that accurate manifests can be prepared. Washington Monument Grounds arrival and departure diagrams are attached hereto.

It should be noted carefully that safety precautions prohibit the take off of an aircraft or helicopter if more than the approved number are on board. To ensure prompt departures everyone concerned should be advised of these restrictions. Our pilots are under strict military orders to insist that these regulations are observed.

It is not appropriate for members of the press corps to travel on board United States Presidential Aircraft or Helicopters.

Withdrawal/Redaction Marker

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DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
017. report	Office of the Chief of Protocol Department of State (partial, pp. 3, 6) (2 pages)	n.d.	b(7)(E)

COLLECTION:

Clinton Presidential Records
First Lady's Office
Maggie Williams (Subject Files)
OA/Box Number: 10815

FOLDER TITLE:

State Visits

2013-0359-S
ry1459

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

P1 National Security Classified Information [(a)(1) of the PRA]
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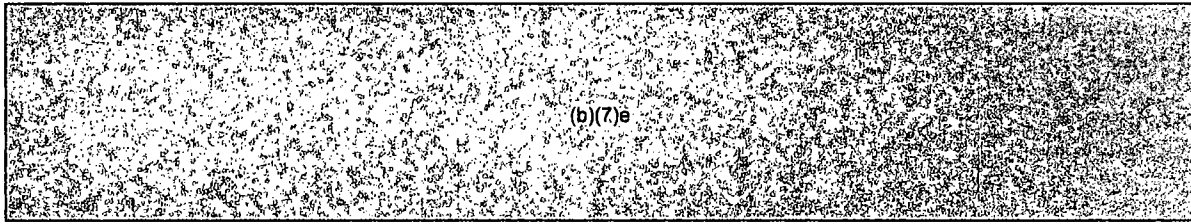
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7. GROUND TRANSPORTATION and BAGGAGE HANDLING



It is not appropriate for members of the press corps to travel in vehicles provided by the United States Government.

We shall need to know the name of the limousine service to be used for any additional vehicles hired by the Embassy. This is necessary to initiate security checks for the drivers.

The Embassy is responsible for all baggage handling.

8. ACCOMMODATIONS

The United States Government is pleased to consider on a case by case basis an Embassy request for the use of Blair House to the COS/HOG and designated members of the traveling party for up to two nights and three days.

The Principal Suite at Blair House consists of a sitting room and two bedrooms, each with one large bed. There is a second suite consisting of a sitting room and bedroom with twin beds. In addition, there are nine single bedrooms and three bedrooms with twin beds. Maximum occupancy is nineteen persons.

We ask that the Embassy assume responsibility for making all room assignments at Blair House. An appointment will be arranged to tour Blair House for this purpose. Mrs. Benedicte Valentiner, Blair House General Manager (telephone 202-879-7880), will be delighted to assist in this matter.

It is not appropriate for members of the press corps to stay at Blair House.

We shall need to know the name of any hotel to be engaged by the Embassy to accommodate those members of the traveling party not staying at Blair House. Such expense, of course, is not for the account of the United States Government.

There is space available at Blair House for a small Embassy office to be used during the visit. The Embassy, at its own expense, is obliged to arrange for any office equipment required, and any special telephone lines or equipment. International long distance charges are for the account of the Embassy.

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The COS/HOG's appointments with all officials of the United States Government should be coordinated with the appropriate Country Officer-in-charge at Department of State. The Country Officer-in-charge also is available to assist with arrangements for other appointments.

We shall need a comprehensive list of the COS/HOG's scheduled meetings and events. To ensure that access to Blair House is controlled properly, we shall need separate lists of guests invited there.

A working visit normally consists of a meeting of the President at the White House without a luncheon or formal press availability. Press coverage of the meeting is generally accomplished by a pool spray at the beginning of the meeting.

11. SPOUSE'S PROGRAM (If Applicable)

The Office of Protocol will be pleased to arrange a separate program for the COS/HOG's spouse, if applicable, and will assign a Protocol Officer to escort. The Office of Protocol requests that information regarding the spouse's program or any special interest be provided by the Embassy.

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If necessary, one interpreter may be designated to attend all White House events in addition to participants. We shall need to know the interpreter's name in each instance. Simultaneous translation equipment is available at White House meetings.

13. ESSENTIAL STAFF AT WHITE HOUSE EVENTS

In addition to an interpreter, if applicable, we ask that only essential staff accompany the COS/HOG and other official participants when attending events at The White House. This is strictly limited to four persons, customarily a senior protocol officer, a senior military aide, the COS/HOG's personal physician, and the official still photographer. We shall need to know their names. The matter of security officers wishing to accompany the COS/HOG should be directed to United States Secret Service.

14. PERSONAL PREFERENCES OR RESTRICTIONS

It will assist us in making this visit more comfortable and enjoyable for all members of the Official Delegation if we are informed in advance of any important personal preferences or restrictions.

For example, we shall appreciate knowing if there are special dietary or beverage requests, special customs, important medical or physical limitations, or other considerations of a similar nature.

15. GIFT EXCHANGE

There will be no gift exchange.

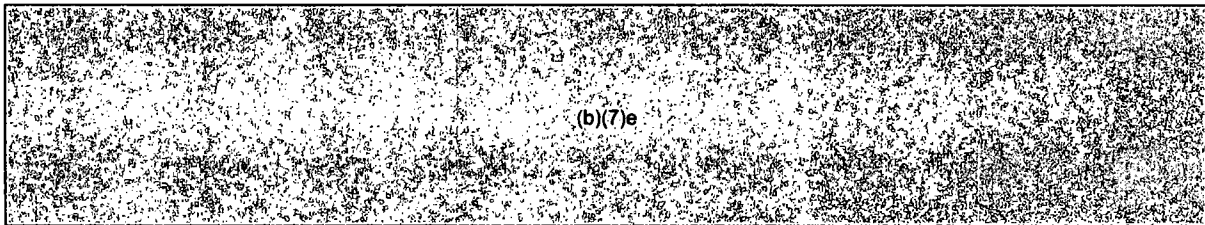
16. SECURITY

The United States Government will be pleased to provide dignitary protection for the COS/HOG, and spouse, if applicable, at all times within the United States. A formal request should be made via diplomatic note.

All questions regarding security for the COS/HOG, and spouse, if applicable, should be directed to:

Special Agent in Charge
Dignitary Protective Division
United States Secret Service
1310 L Street, N.W., Suite 500
Washington, D.C. 20005
Telephone (202) 435-7500

If there is to be a request for additional dignitary protection, it must be arranged through the appropriate Country Officer-in-charge at the Department of State.



17. TELECOMMUNICATIONS ARRANGEMENTS

A copy of our diplomatic note covering telecommunications arrangements is attached hereto. The Chief of Networks, Office of Communications (telephone 202-647-4541), is available to be of assistance in these matters.

18. ARLINGTON NATIONAL CEMETERY

One especially attractive option the COS/HOG may wish to consider is participation in a Wreath-Laying Ceremony at the Tomb of the Unknown Soldier at Arlington National Cemetery. It should be noted that the Embassy always furnishes the wreath, and that it must be delivered to the Cemetery at least two hours in advance of the Ceremony. A description of the Ceremony is attached hereto. It is normally thirty minutes in duration.

Attachments:

1. Andrews Air Force Base Arrival Diagram
2. Andrews Air Force Base Departure Diagram
3. Washington Monument Grounds Arrival Diagram
4. Washington Monument Grounds Departure Diagram
5. Andrews Air Force Base Special Aircraft Procedures
6. Arlington National Cemetery Wreath-Laying Ceremony
Sequence of Events and Diagrams
7. Telecommunications Diplomatic Note
8. Mobile Phone Restrictions

**Office of The Chief of Protocol
DEPARTMENT OF STATE
Washington, D.C.**

**Wreath-Laying Ceremony, Tomb of the Unknown Soldier
Arlington National Cemetery**

Sequence of Events

1. The Chief of State or Head of Government (hereinafter referred to a COS/HOG) and party are escorted via the Arlington National Cemetery Memorial Gate to the East Entrance to the Tomb of the Unknown Soldier (1 on the attached diagram). The appropriate cannon salute will be rendered as the motorcade proceeds through the Military Cordon.
2. The COS/HOG and party are greeted at (2) by a Senior Protocol Official and the Commanding General, Military District of Washington (MDW) or his representative (hereinafter referred to as the Host). A briefing is conducted by the MDW Ceremonies Officer and the group is organized into proper formation by a Department of State Official.
3. The COS/HOG is escorted by the Host to (3) where the national flag of the COS/HOG's country is presented.
4. The COS/HOG and Host (and interpreter, if applicable) proceed through the Honor Cordon of state flags (4) toward the Tomb, followed, in order, by the COS/HOG's national flag and color Guard, Senior Protocol Official plus two ranking dignitaries three abreast (including COS/HOG's spouse, if applicable), and other members of the party in ranks three abreast.
5. The party halts at the bottom of the Tomb steps (5), whereupon the United States Army Band plays the National Anthem of the COS/HOG's country, followed by the National Anthem of the United States.
6. The party proceeds to the top of the Tomb steps (6) where the COS/HOG places the wreath at the Tomb, assisted by a soldier of the United States Army. The drummer plays four muffled Ruffles, and the bugler sounds Taps. This is an interesting press photo opportunity.
7. The party proceeds to the west side of the Tomb (7) where the inscription may be viewed and a brief history of the Tomb is given by the Host. This is another good photo opportunity.
8. The party enters the Memorial Display Room (8), where the Cemetery Superintendent or his representative describes the items exhibited. (At this time the COS/HOG may wish to present a plaque commemorating the visit to the Host for future display in this room; this presentation is purely optional.)
9. The party moves along the North Colonnade (9).

10. At the West Entrance to the Tomb (10), the flag of the COS/HOG's country is dismissed.

11. The party proceeds to the relocated motorcade (11) where farewell remarks are exchanged. The limousines are boarded and depart toward Memorial Gate through a Military Cordon and canon salute.

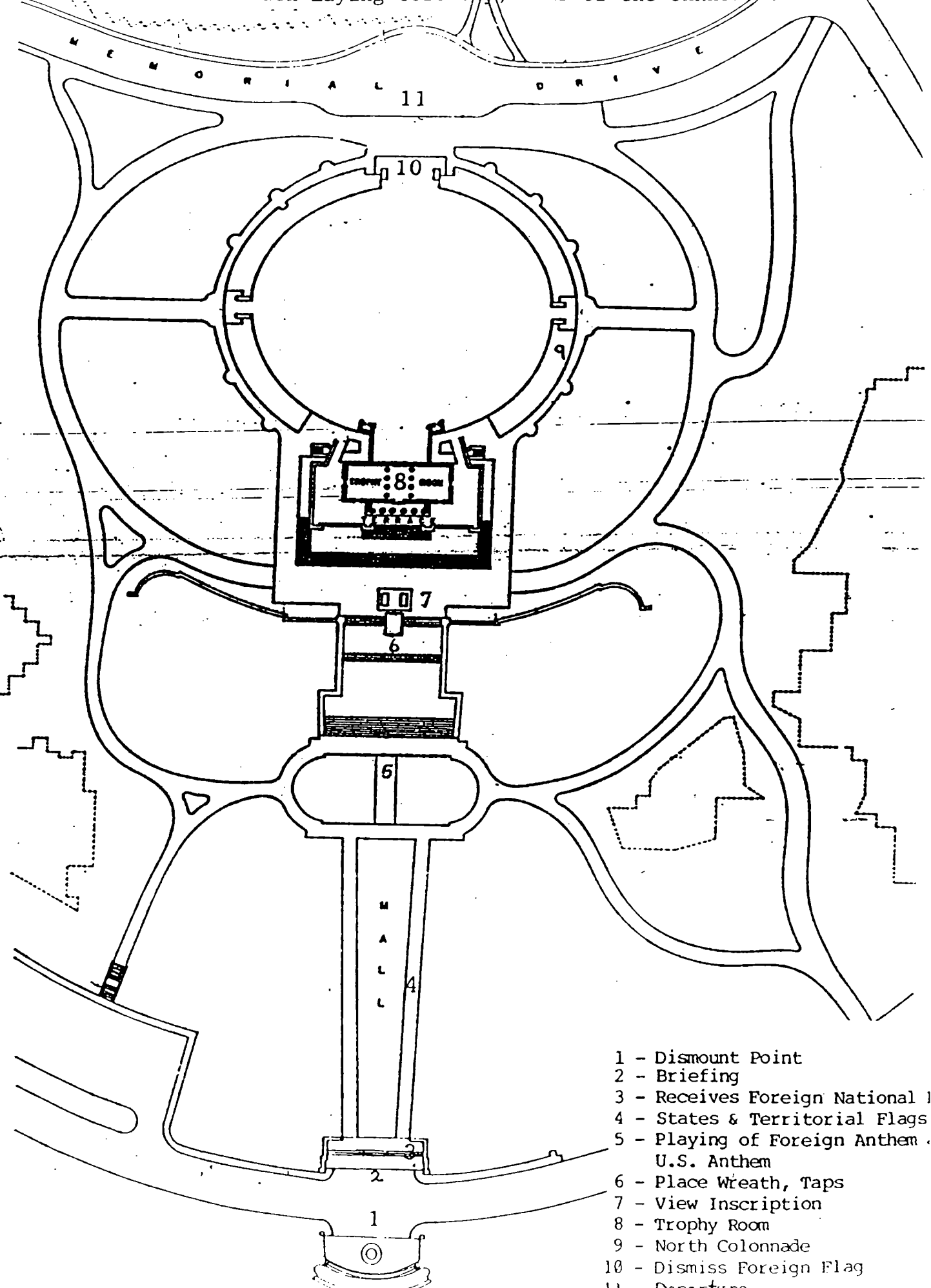
Further Guidance

This Ceremony, honoring our nation's fallen dead, is perhaps the most moving and reverent of all those in which the Armed Forces of the United States participate. All persons in attendance, including members of the press corps, should be aware of the solemnity in which this Ceremony is viewed. Their cooperation is requested in maintaining the stately dignity of the occasion at all times.

For the benefit of those not completely familiar with United States ceremonial formalities, it is customary for all present to stand at attention during both National Anthems, Ruffles, and Taps. Those in uniform render their customary military salute. It is customary for those not in uniform to place the right hand over the heart during both National Anthems, or if a hat is worn by a gentleman it is removed and held in the right hand placed over the heart.

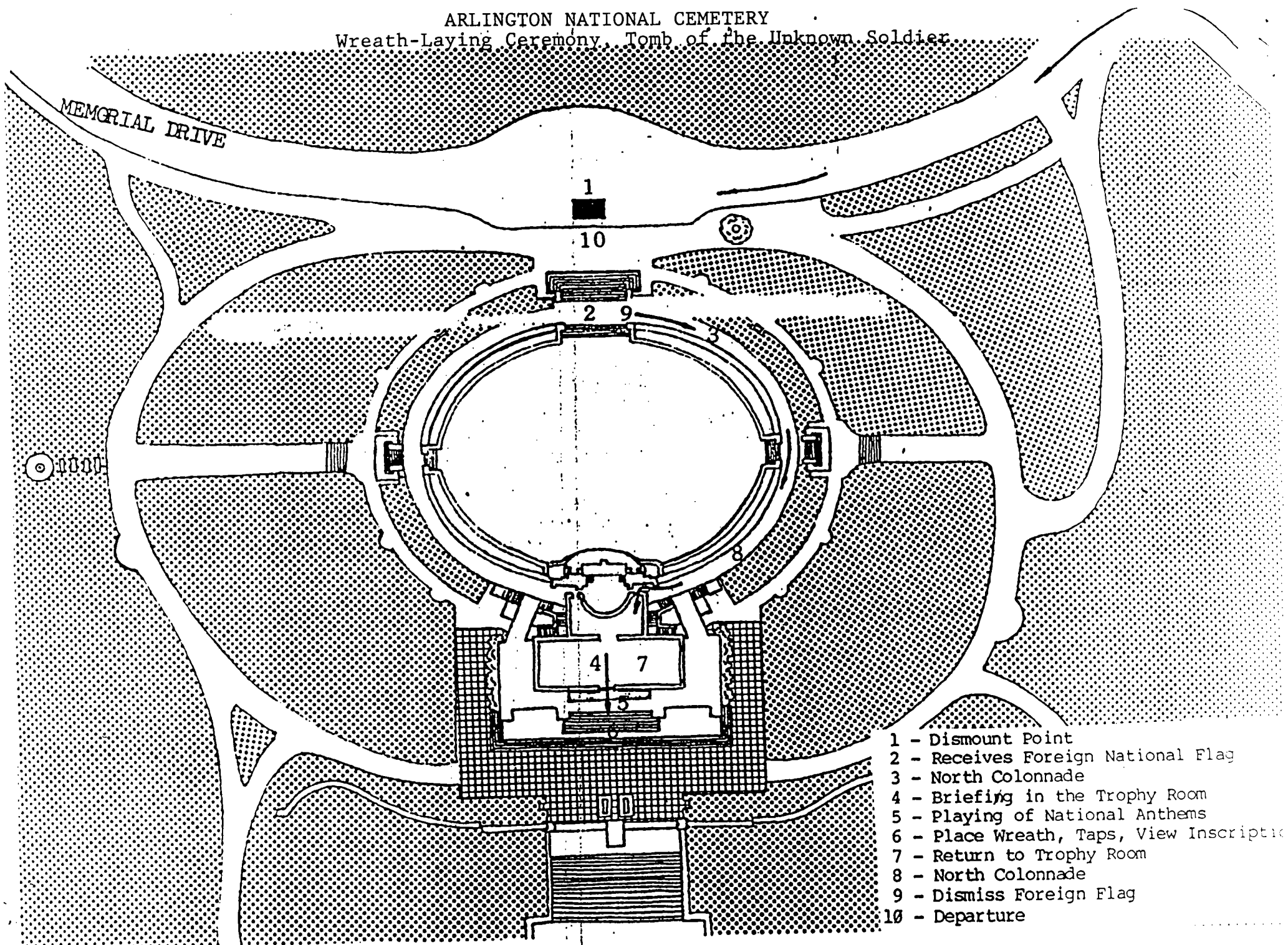
The Embassy always furnishes the wreath for this Ceremony. It is customary for the flowers to be in appropriate national colors. It must be delivered to Arlington National Cemetery at least two hours in advance of the Ceremony. (The Office of Protocol can suggest a florist familiar with these procedures.)

ARLINGTON NATIONAL CEMETERY
Wreath-Laying Ceremony, Tomb of the Unknown Soldier



- 1 - Dismount Point
- 2 - Briefing
- 3 - Receives Foreign National
- 4 - States & Territorial Flags
- 5 - Playing of Foreign Anthem
U.S. Anthem
- 6 - Place Wreath, Taps
- 7 - View Inscription
- 8 - Trophy Room
- 9 - North Colonnade
- 10 - Dismiss Foreign Flag
- 11 - Departure

ARLINGTON NATIONAL CEMETERY
Wreath-Laying Ceremony, Tomb of the Unknown Soldier



Telecommunications Diplomatic Note

The Secretary of State presents his compliments to Their Excellencies Messieurs and Mesdames the Chiefs of Mission of the Governments named, and has the honor to refer to arrangements for the provision of telecommunications facilities and services in support of visiting heads of state and members of official working parties.

It is the objective of the Government of the United States that official visitors enjoy such telecommunications facilities and services as may be necessary and appropriate for the effective conduct of their official business. To this end, the following procedures to arrange for the provision of telecommunications facilities and services have been established.

IT shall be the responsibility of each foreign government concerned, through its embassy in Washington, to determine the telecommunications facilities and services it wishes available for its head of state and its members of official working parties. In this regard, because the Government of the United States does not itself provide telecommunications facilities and services, foreign governments are obliged to enter into arrangements with communications companies of their choice in the United States that provide the specific facilities and services for which provision is to be made. All financial obligations as may arise in connection with the provision of

facilities and services will be the sole responsibility of the foreign government. The Department of State has been advised that arrangements should be agreed between the foreign state and the communications companies at least thirty days in advance of the visitors' arrival to ensure efficient implementation of such arrangements and to avoid cost penalties.

Insofar as a foreign government may wish the assignment of radio frequencies for use during the period of official visits, written requests shall be directed to the Department of State at least thirty days in advance of the visitors' arrival. In order for the Department of State to coordinate requests within the United States Government and assure that suitable assignments are provided, radio frequency requests must include the following information:

- 1) The itinerary of the visiting official(s), specifying radio frequency requirements by date(s) and city(ies);
- 2) For frequencies in the high frequency spectrum (HF, 3 - 30 megahertz), provide:
 - a) location where the transmission is to be received;
 - b) the primary frequencies desired, and a list of acceptable alternate frequencies. In addition, provide the specific frequency ranges necessary for operation based on equipment limitations, propagation predictions, or other factors;

- c) the emission designator (the necessary bandwidth of emission plus the classification symbols to indicate types of transmission (e.g., voice, CW));
 - d) transmitter output power;
 - e) antenna type (e.g., log periodic, 1/4 wave doublet).
- 3) For frequencies to be used for land mobile radio communications (30 - 1000 megahertz), provide:
- a) the specific frequencies desired, accompanied by a list of acceptable alternate frequencies should those specifically desired not be available, and
 - b) a note indicating the acceptability or not of other frequencies within the operating range of the available equipment. Specify if the equipment operates in the VHF ranges (30 - 50 MHz or 150 - 174 MHz), or in a UHF range above 400 MHz (be sure to note tuning limitations);
 - c) the minimum and maximum separation between frequencies for duplex (one transmit, one receive) or repeater operations, or both if applicable;
 - d) the configuration of the system (e.g., specific transmit and receive frequencies for each type of equipment);
 - e) types of equipment (e.g., base station, handheld portable, repeater, etc.) and output power for each type (power into antenna);

- 4 -

f) emission designator (the necessary bandwidth of emission plus the classification symbols to indicate types of transmission (e.g., voice, data)).

In addition to the foregoing information which must be provided, it would be helpful if the following information were also furnished:

- 1) Locations where the fixed equipment will be placed (e.g., name of hotel and floor, antenna on roof)
- 2) Approximate area within which mobile and/or portable units will be operated (e.g., Washington, D.C. and surrounding ten mile area).

The Department of State will coordinate requests with affected departments and agencies and use its best offices to ensure that suitable assignments are provided. Nonetheless, in Washington, D.C. and other large cities in the United States, radio frequency usage is extensive, and it may not be possible to obtain authority for the use of frequencies that foreign governments may particularly specify. If specifically requested frequencies are unavailable, substitute frequencies will be obtained. It is therefore suggested that if foreign governments intend to purchase any radio equipment, such equipment should be frequency synthesized to permit its use over the relevant frequency spectrum.

The Department of State appreciates that foreign

governments may not always be in a position to provide definitive advice with regard to telecommunications facilities and service requirements as early as the foregoing procedures contemplate. Foreign governments are nonetheless urged to discuss official visits and the associated telecommunications requirements with the Department of State as well as the communications companies which may be in a position to offer appropriate facilities the timely development of practicable and financially acceptable plans. The Chief of the Commercial Services Branch, Diplomatic Telecommunications Service Program Office, telephone (703) 912-8052, may be of assistance concerning technical telecommunications or radio matters.

The Department of State invites foreign governments to address questions regarding these arrangements to the Chief of Protocol.

Department of State,

Washington, October 23, 1987

MOBILE PHONE RESTRICTIONS

Use of cellular phones aboard airplanes or helicopters:

- It is a violation of the Federal Communications Commission to use a cellular phone in an airplane or helicopter.
- The use of a cellular phone while airborne or on the ground is likely to cause serious interference with onboard instrumentation, navigational and communication systems.
- If used in flight, a cellular phone could disrupt ground users over a large area because an airborne unit will have a transmitting range much greater than a land based cellular phone.

Withdrawal/Redaction Marker

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DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
018. report	Re: Andrews Air Force Base (2 pages)	n.d.	b(7)(E)

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First Lady's Office
Maggie Williams (Subject Files)
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FOLDER TITLE:

State Visits

2013-0359-S
ry1459

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

P1 National Security Classified Information [(a)(1) of the PRA]
P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
P3 Release would violate a Federal statute [(a)(3) of the PRA]
P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
P5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
P6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

RR. Document will be reviewed upon request.

Freedom of Information Act - [5 U.S.C. 552(b)]

b(1) National security classified information [(b)(1) of the FOIA]
b(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
b(3) Release would violate a Federal statute [(b)(3) of the FOIA]
b(4) Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
b(6) Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
b(7) Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
b(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]