

I MINA'TRENTAI SINGKO NA LIHESLATURAN GUÅHAN
RESOLUTIONS

Resolution No.	Sponsor	Title	Date Intro	Date of Presentation	Date Adopted	Date Referred	Referred to	PUBLIC HEARING DATE	DATE COMMITTEE REPORT FILED	NOTES
171-35 (LS)	Committee on Rules	Relative to adopting the revised Protocol Guide of Guam, as recommended by the Thirty-Fifth (35th) Guam Legislature's Subcommittee on Protocol.	7/9/19 1:07 p.m.		7/9/19 7/30/19 5:09 p.m.					

I MINA'TRENTAI SINGKO NA LIHESLATURAN GUÅHAN
2019 (FIRST) Regular Session

Resolution No. 171-35 (LS)

Introduced by:

Committee on Rules

Relative to adopting the revised Protocol Guide of Guam, as recommended by the Thirty-Fifth (35th) Guam Legislature's Subcommittee on Protocol.

BE IT RESOLVED BY THE COMMITTEE ON RULES OF *I MINA'TRENTAI SINGKO NA LIHESLATURAN GUÅHAN*:

WHEREAS, the Protocol Guide of Guam was established by the Sixteenth (16th) Guam Legislature in 1981. The first publication of the booklet served as a guide for the official use and practice of protocol as it applies to the government of Guam; and

WHEREAS, in 1993, a Subcommittee on Protocol of the Committee on Rules of *I Liheslaturan Guåhan* was created to prepare an updated Official Protocol Guide; and the Guide was revised to include considerations of protocol standards at the national and state level, and subsequently adopted by the Twenty-Second (22nd) Guam Legislature; and

WHEREAS, the Protocol Guide of Guam has since served as a reference for proper planning procedures, etiquette for government functions, and the regular conduct of international courtesy; and

WHEREAS, the Protocol Guide of Guam has not been updated for over twenty-five (25) years; and

1 **WHEREAS**, the government of Guam continues to host a number of traditional
2 ceremonies, cultural programs, and public events attended by local officials; dignitaries
3 of the United States, the Commonwealth of the Northern Mariana Islands, and other
4 foreign nations; and corporate and military representatives; and

5 **WHEREAS**, given the developments in protocol over the last two (2) decades,
6 an updated guide is necessary as it relates to all official events and activities conducted
7 by the government of Guam; and

8 **WHEREAS**, as the policy-making body of *I Liheslaturan Guåhan*, the
9 Committee on Rules of *I Mina'trentai Singko Na Liheslaturan Guåhan* recognizes its
10 responsibility to retain existing protocol and effectuate new ones so as to be consistent
11 with current standards; and

12 **WHEREAS**, on January 9, 2019, Senator Régine Biscoe Lee, Chairperson of the
13 Committee on Rules of *I Mina'trentai Singko Na Liheslaturan Guåhan*, appointed
14 Senator Mary Camacho Torres to serve as Chairperson of the Thirty-Fifth (35th) Guam
15 Legislature's Subcommittee on Protocol; and

16 **WHEREAS**, the Thirty-Fifth (35th) Guam Legislature's Subcommittee on
17 Protocol was tasked with the review, consultation, and preparation of a revised Protocol
18 Guide of Guam; and its working group was comprised of the following members:
19 Lieutenant Governor Joshua F. Tenorio, Mr. Carlo Jude N. Branch, Mrs. Joann
20 Camacho, Ms. Jean Chabanne, Ms. Jennifer Dulla, Ms. Therese M. Hart, Mayor Robert
21 Hoffman, Mr. Joseph R. San Agustin, and Ms. Clare Borja; and

1 **WHEREAS**, on July 3, 2019, the Subcommittee on Protocol reported to the
2 Committee on Rules on a draft form of the updated Protocol Guide for consideration,
3 with a recommendation for adoption; and

4 **WHEREAS**, the draft Protocol Guide of Guam was updated to include standards
5 made at the national and state level. It encompasses and embodies protocol
6 considerations of the three (3) branches of government, elected and appointed officials,
7 diplomatic representatives, the Armed Forces, the Clergy, former elected and appointed
8 officials, other island dignitaries, national and foreign dignitaries, a brief on local
9 customs, dress definitions, proper and appropriate protocol courtesies and etiquette,
10 official forms and addresses, official functions and activities, and proper planning and
11 preparations as it relates to other relevant protocol concerns; now therefore, be it

12 **RESOLVED**, that the Committee on Rules of *I Mina'trentai Singko Na*
13 *Liheslaturan Guåhan* does hereby adopt the revised Protocol Guide of Guam, as
14 recommended by the Thirty Fifth (35th) Guam Legislature's Subcommittee on Protocol
15 (Exhibit A attached); and does further authorize the publication of the revised guide on
16 the Guam Legislature's website for the accessibility of the public; and be it further

17 **RESOLVED**, that the Speaker and the Chairperson of the Committee on Rules
18 certify, and the Legislative Secretary attest to, the adoption hereof, and that copies of
19 the same be thereafter transmitted to the Senators of *I Mina'trentai Singko Na*
20 *Liheslaturan Guåhan*; to the Honorable Katherine A. Maraman, Chief Justice of the
21 Supreme Court of Guam; to the Honorable Michael F.Q. San Nicolas, Guam Delegate
22 to the United States House of Representatives; to Rear Admiral John Menoni,
23 Commander, Joint Region Marianas; to Command Chief Master Sergeant Gary R.

1 Szekely, 36th Wing (USAF); to Major General Esther Aguigui, Adjutant General, Guam
2 National Guard; to the Most Reverend Michael J. Byrnes, S.T.D., Archbishop of the
3 Archdiocese of *Agaña*; to the Ministerial Council of Guam; to Consul General Marciano
4 R. De Borja, Dean of the Consular Corps of Guam; to the Honorable Melissa B.
5 Savares, President of the Mayors Council of Guam; and to the Honorable Lourdes A.
6 Leon Guerrero, *I Maga'hågan Guåhan*.

**DULY AND REGULARLY ADOPTED BY THE COMMITTEE ON RULES OF
I MINA'TRENTAI SINGKO NA LIHESLATURAN GUÅHAN ON THE 30TH DAY
OF JULY 2019.**



TINA ROSE MUÑA BARNES
Speaker

RÉGINE BISCOE LEE
Chairperson, Committee on Rules

RÉGINE BISCOE LEE
Acting Legislative Secretary

(Exhibit A)

PROTOCOL GUIDE



⚔ TERRITORY OF GUAM ⚔

THE ISLAND OF GUAM PROTOCOL GUIDE DEVELOPMENT

The Protocol Guide of the Territory of Guam was first released in 1981. The Committee on Rules of the 16th Guam Legislature passed Resolution No. 58 which established a Sub-committee to draft a State Protocol Guide for Guam. The State Protocol Guide serves as a reference for official etiquette and protocol. Ensuring respect and good manners are practiced to prevent detracting from the main purpose of the visit or event.

A second publication of the Protocol Guide of Guam was released by the 22nd Guam Legislature. In 1993, a Subcommittee on Protocol Guide was formed and after careful deliberations, updates were made to the existing guide. The Subcommittee was comprised of the following:

Senator Madeleine Z. Bordallo, Chairperson
Senator Elizabeth P. Arriola, Member
Senator Antonio R. Unpingco, Member
Ms. Portia Guerrero, Governor's Office
Ms. Merci J. Hernandez, Superior Court of Guam
Mr. Jose Santos, Mayor's Council of Guam
Consul General Kyung Tai Park, Consular Corps of Guam
Lt. Keith Spencer, Protocol Office Commander Naval Forces Marianas
Major Ida M. Jones, Protocol Office Commander of the 13th Air Force, Andersen
Tech. Sergeant Julia McKenny, Protocol Office Commander of the 13th Air Force, Andersen
Rev. Adrian Cristobal, Archdiocese of Agana
Rev. Neil Culbertson, President, Guam Ministerial Association
Mr. Darryl A. Borja Taggerty, Office of Guam Delegate Robert A. Underwood

This latest revision of the Protocol Guide of Guam is authorized by the 35th Guam Legislature Committee on Rules. The Subcommittee reviewed previous editions of the guide and updated it to reflect today's official protocols. The Subcommittee was comprised of the following:

Senator Mary Camacho Torres, Chairperson
Lieutenant Governor Joshua Tenorio, Member
Mr. Carlo Branch, Member
Mrs. Joanne Camacho, Member
Ms. Jean Chabanne, Member
Ms. Jennifer Dulla, Member
Ms. Therese M. Hart, Member
Mayor Robert Hoffman, Member
Mr. Joseph San Agustin, Member

The revised edition was approved by the 35th Guam Legislature Committee on Rules on July XX, 2019.

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APPENDIX

A-1 Federal Order of Precedence

A-2 Titles and Forms of Address

Section 1. Overview

1.1 What is Protocol and Why is it Important?

The word 'Protocol' has Greek origins translating literally to "the first glue". This word was used to refer to a sheet of paper glued to the front of a document which verified its authenticity or date of manufacture. Protocol as we understand it today was established at the Congress of Vienna in the 19th century. The first recorded rules of protocol were agreed upon at this convention, the first being precedence which accords military and/or diplomatic honors to individuals based on rank, title, or seniority in a post. Many other standards of protocol were agreed upon at this convention relating to seating of distinguished guests, flags, travel arrangements, hosting being hosted and more. Today, protocol refers to a mode of behavior practiced by all nations of the world in the regular conduct of international diplomacy. In modified form, several states and local governments have adopted protocol practiced at the national and international level.

Guam's location, as well as its political status as a territory of the United States has made the island a popular destination for a number of distinguished guests over the years. Protocol was especially important for these visits as they required formal airport receptions and official entertainment hosted by officials and leaders of Guam.

At a local level, the island of Guam observes a number of traditional ceremonies from the inauguration of the governor and lieutenant governor to the opening of a legislative session. Many government as well as public events are attended by local officials, military and the Consular Corps thus requiring the close attention to protocol.

1.2 Objective of this Protocol Guide

This guide serves as a reference for Government of Guam officers who have been tasked with planning, organizing and conducting various functions and protocol-related activities throughout the island. This guide is also intended to provide a whole-of-Government standardized reference for protocol-related matters in Guam.

Section 2. Protocol for recognition or greeting

2.1 Order of Precedence

Precedence is the order observed by persons of different rank and positions on ceremonial occasions. The observance of the order or precedence began at the congress of Vienna in 1815. That convention established the rank and title of diplomatic officials based upon their length of service. Thereafter, the nations and states of the world adopted the practice with modifications. An Order of Precedence is used for acknowledgements and can be useful in making seating arrangements.

2.1.1 Federal Order of Precedence

In the United States, the Ceremonials Division of the Office of the Chief of Protocol maintains the United States Order of Precedence advisory document. This document establishes the order and ranking of the United States leadership for official events at home and abroad.¹

In the United States, the order of precedence is determined by a person's election or appointment to public office. The relative importance of different positions as well as the date when a position was created are considered in determining order of precedence. Listed below is

¹ "The Order of Precedence of the United States of America." <https://www.state.gov/wp-content/uploads/2018/12/Order-of-Precedence.pdf>

the complete listing of the Federal Order of Precedence can be found in **Appendix 1: Federal Order of Precedence.**

2.1.2 Territorial Order of Precedence

Within the Territory of Guam, protocol follows general rules as practiced in the states. No one outranks the governor in the territory except the President or the Vice-President of the United States. In a similar fashion, no one outranks the mayor in his or her own village except the Governor or the Lieutenant Governor. For purposes such as seating, the spouses of officials take on the rank of their spouses. They do not have their own rank unless they also hold an office. The Territory of Guam Order of Precedence closely follows the Federal Order of Precedence. The Territory of Guam Order of Precedence is as follows:

Territorial Order of Precedence

- Governor
- Lieutenant Governor
- Speaker of the Guam Legislature
- Chief Justice of Guam
- Delegate to the U.S. Congress
- Former Governors (in order of seniority)
- Consular Corps (in order of the presentation of their credentials)
- Senators of the Guam Legislature
- Justices of Guam (in order of seniority)
- Widows of Former Governors (in order of deceased husband's seniority)
- President, Mayor's Council
- Presiding Judge of the Superior Court of Guam
- Military: Admiral/General, Active (by date of rank)
- Clergy (if providing invocation or benediction at an official event)
- Judges of the Superior Court of Guam (in order of appointment)
- Mayors of Guam
- Vice Mayors of Guam
- Magistrate Judges of the Superior Court of Guam
- Chief Judge of the District Court of Guam
- Attorney General of Guam
- Public Auditor of Guam
- U.S. Attorney General (Presidential appointment)
- U.S. Marshal (Presidential appointment)
- Chief of Staff to the Governor of Guam
- Executive Director of the Guam Legislature
- Administrator of the Courts — Judiciary of Guam
- Governor's Cabinet
- Former Lt. Governors (in order of seniority)
- Former Speakers (in order of seniority)
- Former Chief Justices of Guam (in order of seniority)
- Former Delegates to the U.S. Congress (in order of seniority)
- Former Justices
- Former Senators
- Former Judges
- Former Mayors and Vice Mayors

- Boards, Commissions, and Councils

When the master of ceremonies recognizes individuals during an event, individuals should be named in order of precedence. To ensure that all individuals are properly and respectfully addressed, one individual should be tasked to watch the crowd and take note of all distinguished guests present. This individual is tasked with creating a list of these attendees according to the order of precedence and providing it to the master of ceremonies.

In the interest of time, it is acceptable to recognize the leader of the group and their members together provided that they are not the honored guest of the event.

Some examples of this are as follows:

“I’d like to recognize The Honorable Speaker _____ and all members of the 35th Guam Legislature present today”

“I’d like to welcome The Honorable Mayor _____, President of the Mayors Council of Guam and all other members of the Council”

2.2 Titles and Forms of Address

2.2.1 Addressing Officials

In public life, public officials’ positions are ranked with various titles and forms of address. This practice is a courtesy to the office held. Correct titles and forms of address make it easier to conduct official conversations and correspondence. Awareness of correct titles and forms of address can assist citizens in communication formally with public officials.

Here are several suggested rules to follow in using various titles:

“*The Honorable*” is the preferred title in addressing high-ranking United States elected officials. Ambassadors, cabinet members, and members of Congress should be conferred with the title, “*The Honorable*.” This title is written out in full. It is used in platform introductions but not in speaking to a person or in salutation. It is not advisable to use the abbreviated form, “The Hon.” Or “Hon.” In Guam, “*The Honorable*” should be conferred to the following individuals who hold the following positions: Governor, Lieutenant Governor, Speaker, Chief Justice, Delegate to Congress, heads of consular missions, other judges, senators, mayors, vice mayors, the public auditor and the Attorney General of Guam.

During the Constitutional Convention in Philadelphia, Pennsylvania, John Jay asked, “Shall we have a king?” The resounding answer was: “We shall have a simple ‘Mr. President.’” Since then, the title “*Your Excellency*” has not been used to address top United States officials. The title has been reserved strictly for foreign ambassadors and heads of states.

The title of “*Esquire*” is of British origin. In the U.S. it is proper to use it after the name of a lawyer, a clerk of court, and some foreign service officers in correspondence. This title should not be used in other instances.

Honorific titles should be used before each individual’s name in official or social correspondence. Such titles can be used, if applicable: *Doctor, Professor, Reverend, Mr., Mrs., Ms. etc.*

Women holding official ranks must be accorded proper honors based on their position in the order of precedence. A woman with an official position should outrank all other women who are wives of ranking men

Retired public officials such as former governors, judges, and senators may be addressed as a courtesy, by the title they held before they retired.

In the military and the foreign service, retired officials and officers may retain the title of their ranks. The exceptions to this rule are Navy and Coast Guard officers below the rank of Commander. In addition, the abbreviated form, "*Ret.*" can be used at the end of the retired officer's name.

2.2.2 Addressing Spouses

Wives of high-ranking officials are addressed and introduced as "*Mrs.*" Like-wise, the husband of a high-ranking woman official does not share her title and is addressed and introduced as "*Mr.*"

When addressing the spouse in a same-sex couple, the prefixes "*Mr.*", "*Mrs.*", or "*Ms.*" should be used as appropriate.

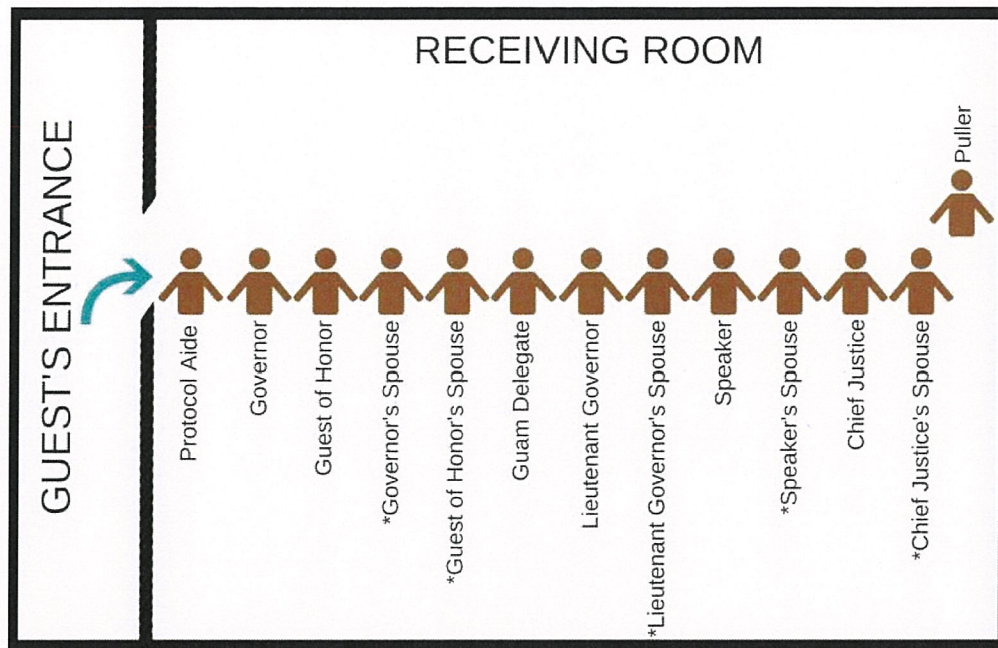
A comprehensive table detailing forms of address by position can be found in [Appendix 2](#).

2.3 Receiving Line

At a formal luncheon, dinner, or reception, a receiving line comprised of the host, hostess, and honored guests greet each guest for the occasion. As shown in the diagram, the correct procedure in arranging receiving lines for official functions follows this sequence. At the head of the line, a protocol aide takes on the role of Announcer and presents the guest to the host. The announcer is not part of the receiving line and should not shake hands with guests. The host in turn presents him or her to the guest of honor. The guest proceeds to meet the hostess, then the spouse of the guest of honor and others in the receiving line.

Receiving lines should be as short as possible and the order of persons on the line depends upon the formality of the occasion. At an unofficial function, the hostess is first in the receiving line, then the guest of honor, the host, and the spouse of the guest of honor.

The organizer of the event has the option of placing a Puller at the end of the receiving line. The Puller is responsible for directing or "pulling" guests towards refreshments or the lounge area. This prevents lingering and congesting at the end of the receiving line. The Puller is not a part of the receiving line and does not shake hands with guests.



*In cases where there is no spouse, this should be omitted.

Section 3. Official Functions

3.1 Organizing the Function

3.1.1 Cultural Issues

For dignitaries visiting from foreign nations, it is important to note culture specific protocol during functions as to avoid offending the visitors. If the dignitary is visiting from a country that is a member of the Consular Corps, it is best to consult their office to ensure proper protocol is observed. For all other nations, the Protocol Office of the Governor of Guam should be consulted.

3.1.2 Table Seating

Precedence should be the determining factor of seating arrangements for all official functions based on official position or military rank. The place of honor for the male guest is to the right of the hostess. The place of honor for the female guest is to the right of the host. If the guest of honor is given the place of honor at the table, the host should avoid inviting persons of higher rank. The man next in rank sits to the left of the hostess; the next lady, to the left of the host.

Spouses are seated at dinner according to the rank of their husbands or wives, unless they hold official positions themselves.

It is desirable that the total number of persons at the table not be a number divisible by four in order to alternate men and women between the host and hostess. Round tables of six or more persons allow more flexibility than rectangular ones. Two or more tables of six or more persons afford more places of honor, as the host and hostess can each have a co-hostess and co-host at their respective tables.

It is desirable to avoid placing two men and two women next to each other. One should also avoid seating a man and his wife together.

What follows are sample diagram of varied seating arrangements.

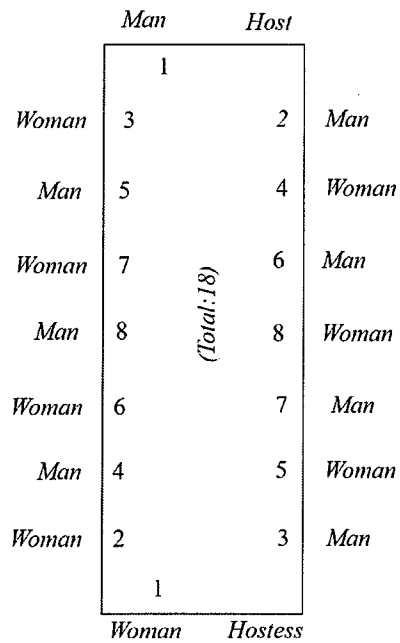
Example 1: Host and hostess at the ends of table

	Hostess	
Man	1	2 Man
Woman	3	4 Woman
Man	5	6 Man
(Total: 14)		
Woman	1	4 Woman
Man	3	6 Man
Woman	5	8 Woman
	Host	

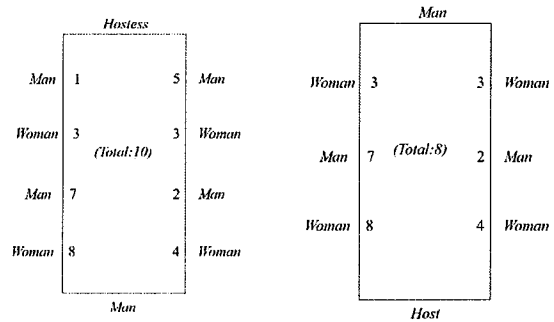
Example 2: Host and hostess at center of table

Man	8	7 Woman
Woman	6	5 Man
Man	4	3 Woman
Woman	2	1 Man
Host	(Total: 18)	Hostess
Woman	1	2 Man
Man	3	4 Woman
Woman	5	6 Man
Man	7	8 Woman

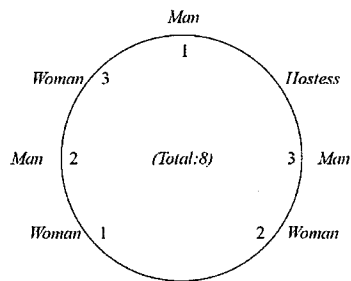
Example 3: Two places at each end of table



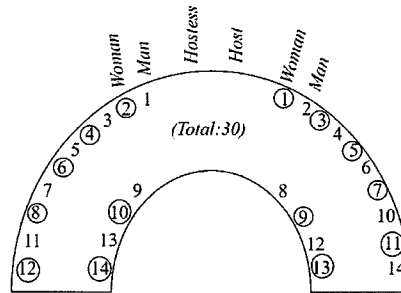
Example 4: Host and hostess at separate tables.



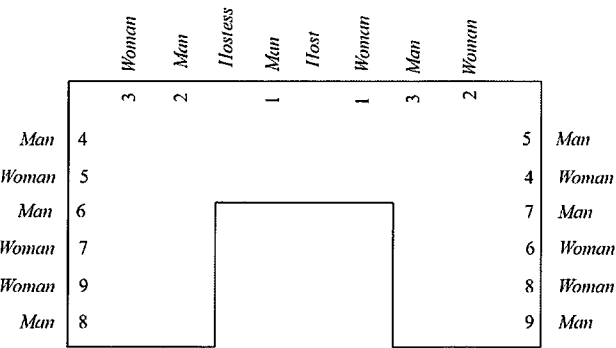
Example 5: All couples married; round table: number divisible by four. *Note: 5' table seats 8; 5 ½' table seats 10; 6' table seats 12.



Example 6: Horseshoe; host and hostess seated together.



Example 7: Squared U; host seated between guests of honor. *Arrangement avoids placing a woman at the end.

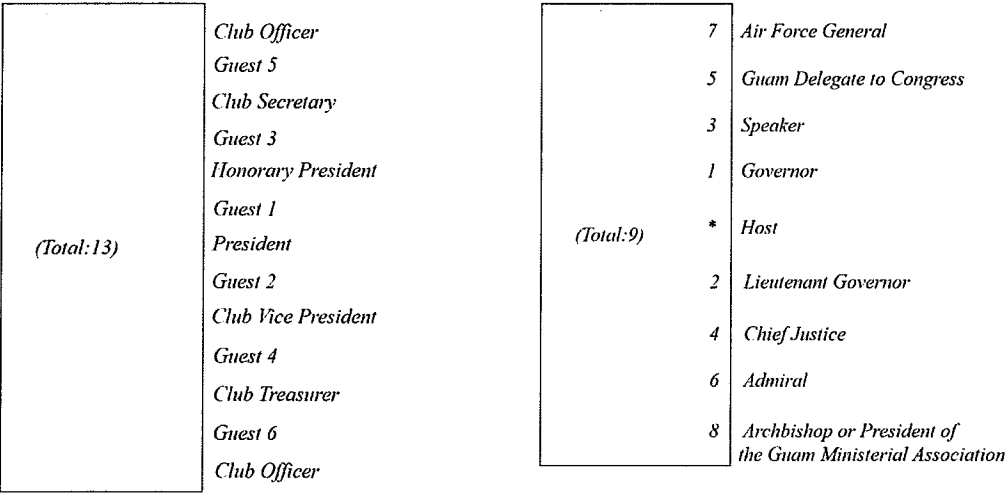


Head Table

Seating arrangements at head tables are required for most public functions such as a charity luncheon a convention dinner, a banquet to honor a distinguished visitor or other prominent person, an event to promote a political cause, etc.

Some functions are stag affairs, some mixed groups, and some are with or without speakers.

For a ladies’ luncheon where club officers and important guests comprise the head table, see the example below. A head table at which official and nonranking guests are present is shown below. The important persons who represent their civil and philanthropic organizations may be placed between the official ranking guests after the guest of honor and second top official guest are seated.



3.1.3 Program

3.1.3.a The Fine Art of Toasting

A toast to the guest of honor is expected and is proposed toward the end of the dessert course. Usually the host will tender the toast in tribute to the accomplishments of the guest of honor. At a formal dinner, champagne in one's glass is used to drink the toast. At a luncheon, wine is served.

After the brief remarks, the host will ask "Will you stand and join me in a toast to _____?" During the toast, the guest of honor remains seated. After the toast, the guest of honor replies with expressions of gratitude and good wishes.

At the end of the meal, the hostess usually gives the nod to leave the table. Ladies leave the tables first, the senior guests preceding, then the men in the same order.

3.1.3.b Blessing of the table

A prayer of thanksgiving for the table will be requested of any clergy person present. Ordinarily, representatives of the Catholic or Protestant communions will be called upon to administer the blessing. When neither a representative from the Archdiocese of Agana or the Guam Ministerial Association is present, a military chaplain (if present) is called to administer the blessing.

Sample Banquet Program

<i>Banquet Program</i>
<i>Invocation</i>
<i>Introductions</i>
<i>Dinner</i>
<i>Intermission</i>
<i>Presentation of Awards</i>
<i>Keynote Address</i>
<i>Special Presentations</i>
<i>Closing</i>
<i>Benediction</i>

3.1.4 Checklists

When planning any event, a checklist is useful to ensure all tasks are completed and set for the day of the event. Below is a sample checklist for the Hostess:

- ☐ Event Date
- ☐ Venue
- ☐ Event Time
- ☐ Dress/Attire
- ☐ Guest list
- ☐ Invitations; response cards
- ☐ Program/Setup and Décor
- ☐ Menu/Caterer Arrangements
- ☐ Entertainment (if necessary)
- ☐ Parking (reserved parking for Guest of Honor, if necessary)
- ☐ Public Address System: microphone
- ☐ Photographers; Press
- ☐ Flags
- ☐ Master of Ceremonies
- ☐ Staff members
- ☐ Seating arrangements; place cards
- ☐ Table numbers

3.2 Protocol for functions

As a courtesy extended to welcome dignitaries, an official dinner, luncheon, or reception is held. Entertaining visiting dignitaries makes them feel welcome and fosters better relationships among public officials.

Official dinners and luncheons are the more formal types of entertainment. On Guam, the reception seems to be the most popular form of entertainment. The reception is generally less formal and more relaxed.

Although Government House usually serves as the hub of official entertainment, other places are also utilized.

Once the date, place, and time are set, the guest list must be prepared, including the seating of guests based on protocol, in case of a formal dinner.

Invitations are sent in advance to officials and individuals for the event. A menu is selected and proper decorations are chosen. Entertainment is usually always planned for the guests.

When seating is arranged, name cards should be placed on the tables.

3.2.1 Invitations

Official events are either formal or informal occasions. All invitations include the nature of the occasion, day, date, hour, place and attire.

All formal invitations and replies to them may be fully engraved, partially engraved or handwritten, preferably in black ink. The invitations should be on a plain white card or on a card, any shade associated with white, such as off-white or ivory. The invitations should measure approximately 5 ¼" x 4 ½" or 7 ¼" x 4 ¾". Script and shaded antique Roman letterings are preferred over other types.

Official invitations may bear the seal of the office or the Guam seal. In the military, a replica of a flag officer's personal flag may be used. Envelopes for all invitations should be handwritten in black ink and addressed with the full name of the husband and wife, unless the guest is single.

Invitations should be sent out at least three to four weeks in advance of the date of the event. However, telephone invitations and replies are proper when time does not allow for a written response to be made.

Replies are handwritten in the same form and wording as the invitation. When an acceptance is made, the reply should specify the day and hour and should read "accept with pleasure the kind invitation of." When writing a regret to an invitation, it is a courtesy to give a courteous reason.

Also, in the case of large receptions, it is recommended that the guest list be well-balanced with government officials, the press, personal friends of the host, persons distinguished in scholarly pursuits, persons in business and industry, and persons with similar interests as the guest of honor, if there is one.

If a reply is preferred, the invitation should include an R.S.V.P. Although these letters stand for the French phrase, *Répondez s'il vous plait*, which means "Respond if you please," they really convey a much stronger meaning. R.S.V.P. means that a response is expected! When written alone, as shown above, this indicates that the hostess wants the response in writing. The response may be made in a variety of ways; it need not conform exactly to the invitation. For example, if the invitation is written by hand and informal, the response may be on a personal note card, or small sheet of stationery. Even if each line on an informal invitation is centered on the page, the response should not follow that format. See the examples provided on the next page.

Address the written response to an informal invitation to the hostess only, even though the invitation may have come from a couple. (This is the opposite from how a response to a formal invitation is addressed.)

"R.S.V.P. (Phone Number)"

This implies that the hostess wants one's response made by telephone. In one's busy life, this is the most expedient method of obtaining responses for written informal invitations.

****Regrets, or Regrets Only***

This means that one must respond only if one cannot accept the invitation. It is a reverse approach to most response requests; the hostess hopes to learn which guests will attend by hearing only from those who will not attend. Though the use of "Regrets" is not recommended, if the hostess requests it, follow her instructions. If a phone number is given, one may call to regret. Otherwise, a written regret is expected if one cannot attend.

****Blank Lower Left Corner***

When no mention of a response appears on the invitation, then none is expected. One may attend if one is free, or not attend if one has a previous commitment or would prefer not to; it's that simple. However, the next time one sees the hostess. It is polite to thank her for the invitation, and indicate whether or not one will be able to attend.

Oral Invitations

Oral invitations differ from written informal invitations in that one is expected to respond immediately. Many hostesses prefer this method of extending invitations for small gatherings. When an oral invitation is received, and one is free to attend, accept immediately and with enthusiasm. Record all of the particulars one will need to know; host, day, time, place, dress, and type of party.

If one is not free to accept, one should briefly explain why. Even saying one is "not free" is more polite than brusquely saying one "can't come."

Sample RSVPs:

<p>Dear Mrs. _____,</p> <p><i>James and I accept with pleasure your kind invitation for dinner on Friday, the sixth of June, at 7:30 p.m.</i></p> <p><i>Sincerely,</i></p> <p>_____</p> <p>Monday, 25th</p>	<p>Dear Mrs. _____,</p> <p><i>James and I regret that, due to a previous commitment, we will be unable to accept your kind invitation to dinner for Friday, the sixth of June.</i></p> <p><i>Sincerely,</i></p> <p>_____</p> <p>Monday, 25th</p>
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When to respond

Whether responding in writing or by phone, one's response must be prompt — within 24 to 48 hours. If a response is made any longer than the anticipated time, several unfortunate things happen.

Also, the hostess worries that the recipient didn't receive the invitation. Then, she may feel that the recipient was not pleased to have been invited.

Also, one's manners are questioned for not answering her invitation. None of these is desirable and certainly not designed to make a good impression. To start things off right, answer every invitation within 24 to 48 hours.

Guests need to remember that an invitation is issued from a desire to offer hospitality and to please.

Oral Responses

When an oral response to an invitation is appropriate, always make it over the telephone rather than in person. First, the hostess usually has a list of invited guests near her phone; if one calls, she can immediately record one's response. The other reason for phoning is to keep conversations private, so no one can overhear and get their feelings hurt for not having been invited.

3.2.2 Dress Definitions

DRESS DEFINITIONS REFERENCE CHART

	WOMEN	MEN
WHITE TIE	<ul style="list-style-type: none">• Formal Floor Length Evening Gown• Long Gloves (optional)	<ul style="list-style-type: none">• Black Dress Coat (tailcoat), with matching pants with a single stripe of satin or braid• White Pique Wing-Collared shirt with a stiff front• Braces• Shirt Studs and Cuff Links• White Vest• White Bow Tie• White or Gray gloves• Black patent shoes and black dress socks

BLACK TIE	<ul style="list-style-type: none"> • Evening Gown (floor length), or Cocktail Dress (ankle-length) 	<ul style="list-style-type: none"> • Black tie or bow tie, with a tuxedo or dinner jacket • Formal white shirt • Optional White cummerbund • Black shoes with black dress socks
FORMAL	<ul style="list-style-type: none"> • Ankle length cocktail dress, or short cocktail dress 	<ul style="list-style-type: none"> • Dark suit with tie, or Filipino Barong
ISLAND FORMAL/ SEMIFORMAL	<ul style="list-style-type: none"> • Long island dress/national dress, or cocktail dress • Long dressy skirt and top • Dress separates 	<ul style="list-style-type: none"> • Long sleeve shirt, sport coat, and slacks • Dark Business suit with dress shirt • Tie • Leather dress shoes and dark socks
ISLAND CASUAL/ BUSINESS CASUAL FOR WOMEN	<ul style="list-style-type: none"> • Dress, blouse, open-collar shirt, knit shirt, or sweater and skirt or slacks 	<ul style="list-style-type: none"> • Island Shirt, dress shirt, button down shirt, polo shirt • Slacks or khakis • Loafers or similar style, and socks
NATIONAL DRESS/FESTIVE ATTIRE	<ul style="list-style-type: none"> • Long island dress: mestiza; kimono; or other national dress • Cocktail dress, long dressy skirt and top, dress pants outfit • Featured holiday colors 	<ul style="list-style-type: none"> • Filipino barong or other nation dress • Seasonal coat or blazer and slacks • Tie- festive or with holiday theme

MILITARY EVENT DRESS DEFINITIONS CHART

OFFICIAL FORMAL EVENING FUNCTIONS, STATE OCCASIONS <ul style="list-style-type: none"> • Army: Blue Mess/Evening Dress • Marine Corps: Evening Dress "A" • Navy: Formal Dress • Air Force: Mess Dress • Coast Guard: Formal Dress • Civilian Attire Men: Tuxedo/White Tie • Civilian Attire Women: Evening Gown
PRIVATE FORMAL DINNERS OR DINNER DANCES <ul style="list-style-type: none"> • Army: Blue Mess/White Mess • Marine Corps: Evening Dress "B" • Navy: Dinner Dress Blue Jacket/Dinner Dress White Jacket • Air Force: Mess Dress • Coast Guard: Dinner Dress Blue Jacket/Dinner Dress White Jacket • Civilian Attire Men: Tuxedo • Civilian Attire Women: Evening Gown
LESS FORMAL OCCASIONS REQUIRING MORE FORMALITY THAN SERVICE UNIFORMS <ul style="list-style-type: none"> • Army: Army Blue (bow tie)/Army White (bow tie) • Marine Corps: Blue Dress "A" or Evening Dress "B" • Navy: Dinner Dress Blue Jacket/Dinner Dress White Jacket • Air Force: Mess Dress • Coast Guard: Dinner Dress Blue/Dinner Dress White • Civilian Attire Men: Tuxedo

<ul style="list-style-type: none"> • Civilian Attire Women: Evening Gown/Cocktail Dress
PARADES, CEREMONIES, AND REVIEWS WHEN SPECIAL HONORS ARE BEING PAID, OR OFFICIAL VISITS OF OR TO U.S. OR FOREIGN OFFICIALS <ul style="list-style-type: none"> • Army: Army Blue/Army White • Marine Corps: Blue Dress "A"/ Blue/White "A" • Navy: Full Dress Blue-Participants, Service Dress Blue Attendees/Full Dress White-Participants, Service Dress Blue-Attendees • Air Force: Service Dress • Coast Guard: Full Dress Blue/Full Dress White • Civilian Attire Men: Civilian Informal • Civilian Attire Women: Civilian Informal

Section 4. Official Ceremonies

4.1 Inaugurations

4.1.1 Governor & Lieutenant Governor

The inauguration of a governor has become a tradition since the first appointed civilian governor in 1950. Today, inaugurations for the newly-elected governor and lieutenant governor are quite elaborate. Preparations involve hundreds of volunteers who work for several weeks. All the minute attention to detail ensures that the big event is a success.

By law, the inaugural ceremony takes place on the first Monday of January following the date of election. Inaugural committees are led by a chairperson who is appointed by the governor-elect. The chairperson must be a well-known and respected person who can work closely with the governor-elect and numerous other key supporters and community leaders.

In this islandwide celebration, several committees and subcommittees are formed to prepare for the following: the inaugural ceremony itself and the reception that follows, the inaugural mass, the inaugural dinner and/or ball the food and entertainment, the grounds and decorations, invitations and publicity, programs and souvenirs, finances, guest accommodations and transportation, and community participation.

At the appointed time, the invocation is always done by the Legislative Chaplain. In the event the Chaplain is unavailable, the invocation will be done by the Archbishop. The benediction is done by the president of the Guam Ministerial Association. This holds true also for the legislative inaugural, state funerals, ceremonies, and all other official programs.

Before the fixed hour of the ceremony, invited guests are ushered to their assigned seats according to the order of precedence. The governor and lieutenant governor-elect are escorted up the center of the aisle and approach the podium through the left side. The governor-elect is usually escorted by the outgoing lieutenant governor.

In the ceremony, the administration of the oath of office to the governor and the lieutenant governor-elect is the only necessary part of the ceremony. Today, however, there are words of greetings for the occasion extended by visiting dignitaries, an invocation and benediction, rendition of patriotic songs and musical selections performed by local artists. The inaugural address is delivered by the governor to set the tone of his or her administration.

Early in the inaugural preparation, a liaison committee for the newly-elected governor works with a similar committee appointed by the outgoing governor. These two committees pave the way to a smooth transition into office by the incoming governor including logistical support by the outgoing administration in all aspects of the inaugural festivities.

Sample of an Inaugural Program for Governor and Lieutenant Governor-Elect

INAUGURAL PROGRAM, GOVERNOR & LIEUTENANT GOVERNOR

Opening Remarks

Introduction of Official and Special Guests

Presentation of Colors

National Anthem

Guam Hymn

Invocation

Reading of Messages

Presentation of Lieutenant Governor-Elect

Administration of Oath of Office to Lieutenant Governor-Elect

Presentation of Bouquet to Lieutenant Governor's-Elect Sponse

Battle Hymn of the Republic

Presentation of Governor-Elect

Administration of Oath of Office to Governor-Elect

Salute to the Governor

Lieutenant Governor's Inaugural Address

Selection by Navy Band

Governor's Inaugural Address

Benediction

God Bless America Hymn

Closing Ceremonies

4.1.2 Guam Legislature

Following the election and on a date fixed by the Legislature, the fifteen members of the newly-elected body are inaugurated. The inaugural ceremony usually takes place in the legislative building.

An inaugural committee is appointed by the Speaker whose members represent both the majority and minority members of the Legislature. Invitations are extended to government officials, relatives, and friends of the senators-elect, and the media. The public is welcome to attend.

Before the fixed hour of the ceremony, the senators-elect and their spouses are escorted to their assigned seats. Invited guests are also escorted to their assigned seats.

The ceremony opens with the Chief Justice of the Supreme Court of Guam calling the session to order, followed by an invocation given by the Archbishop. The Judge then calls the roll of the senators-elect and presents them with their certificates of election to office. The highlight of the ceremony is the administration of the oath of office by the Chief Justice.

The formal election of the Speaker is followed by the inaugural address. Other elections of officers and attaches are conducted briefly, yet formally, during the ceremony.

The attaches are also administered their oath of office by the Legislative Secretary. The Speaker proceeds to call for the election of committee chairpersons. The benediction given by the president of the Guam Ministerial Association, and the call to adjourn are followed by an informal reception, usually held in the lobby or outdoors on the legislative grounds.

INAUGURAL PROGRAM GUAM LEGISLATURE

Call to Order

National Anthem & Guam Hymn

Invocation

Roll Call of Senators-Elect and Presentation of Certificates of Election

Administration of Oath of Office

Pinning Ceremonies

Election of Speaker

Speaker's Address

Adoption of Standing Rules

Election of Legislative Officers, Committee Chairpersons and Attaches

OFFICERS

Vice Speaker

Legislative Secretary

COMMITTEE CHAIRPERSONS

ATTACHES

Sergeant-At-Arms

Legislative Chaplain

Recording Secretary

Legislative Counsel

Administration of Oath of Attaches

Benediction

Adjournment

Legislative Reception

Sample of an Inaugural Program for the Guam Legislature

4.2 State Addresses

4.2.1 State of the Island Address

Like the President's State of the Union message, an annual State of the Island message is delivered by the governor. At the invitation of and through mutual agreement with the Speaker, the governor usually makes his address at the beginning of a Legislative Session.

Invitations to this formal occasion are sent out by the legislature at least two weeks in advance of the event to various government officials. Through the media the public is informed about the event and is also welcome.

At the appointed hour, appropriate seats are assigned to legislators. Following the order of precedence, invited guests are escorted also to their assigned seats in the session hall. Then the platform guests are escorted to their seats by legislators designated by the Speaker.

Before the governor's entry, the Sergeant-at-Arms gets the attention of the Speaker. Once recognized, the Sergeant-at-Arms announces, "Mr. Speaker — the Governor of Guam" Traditionally, the governor comes down the aisle with his legislative escort as the session hall stands and applauds. The governor and the platform guests before him approach the podium from the left side. The governor makes his address directly in front of the Speaker's seat.

In his message, the governor outlines his legislative program. He also discusses the major problems facing the territory and recommends legislative solutions.

After the address, the legislature rises and applauds as the governor leaves the podium and is again escorted out of the session hall.

An informal reception is typically hosted in the legislative lobby by the Guam Legislature following the address.

4.2.2 Congressional Address

Guam's delegate to the U.S. House of Representatives reports annually to the people of Guam, usually in the month of August, in an address delivered at the Legislature. This practice continues from the 1960s, when Guam's Washington representative was an elected local official, charged with the responsibility of lobbying the Congress and federal agencies on behalf and for the people of Guam.

Preparations are similar to those followed for the State of the Island address. At the invitation of and through mutual agreement with the Speaker, the Guam Delegate to the U.S. House of Representatives usually makes his address at the beginning of a Legislative Session.

Invitations to this formal occasion are sent out by the legislature at least two weeks in advance of the event to various government officials Through the media the public is informed about the event and is also welcome.

At the appointed hour, appropriate seats are assigned to legislators. Following the order of precedence, invited guests are escorted also to their assigned seats in the session hall. Then the platform guests are escorted to their seats by legislators designated by the Speaker.

Before the governor's entry, the Sergeant-at-Arms gets the attention of the Speaker. Once recognized, the Sergeant-at-Arms announces, "Mr. Speaker — Guam's Delegate to the US House of Representatives. Traditionally, the Delegate comes down the aisle with his legislative escort as the session hall stands and applauds. The Delegate and the platform guests before him approach the podium from the left side. The Delegate makes his address directly in front of the Speaker's seat.

In his message, the delegate outlines his legislative program. He also discusses the major problems facing the territory and recommends legislative solutions.

After the address, the legislature rises and applauds as the delegate leaves the podium and is again escorted out of the session hall.

An informal reception is typically hosted in the legislative lobby by the Guam Legislature following the address.

4.2.3 State of the Judiciary Address

The Chief Justice of the Supreme Court of Guam is the highest judicial office in the territory. The Legislature invites him/her to deliver a message on the first Monday of April of each year.

Preparations are similar to those followed for the State of the Island address. At the invitation of and through mutual agreement with the Speaker, the Chief Justice of the Supreme Court of Guam usually makes his address at the beginning of a Legislative Session.

Invitations to this formal occasion are sent out by the legislature at least two weeks in advance of the event to various government officials. Through the media the public is informed about the event and is also welcome.

At the appointed hour, appropriate seats are assigned to legislators. Following the order of precedence, invited guests are escorted also to their assigned seats in the session hall. Then the platform guests are escorted to their seats by legislators designated by the Speaker.

Before the governor's entry, the Sergeant-at-Arms gets the attention of the Speaker. Once recognized, the Sergeant-at-Arms announces, "Mr. Speaker — The Chief Justice of the Supreme Court of Guam. Traditionally, the Chief Justice comes down the aisle with his legislative escort as the session hall stands and applauds. The Chief Justice and the platform guests before him approach the podium from the left side. The Chief Justice makes his address directly in front of the Speaker's seat.

In his message, the Chief Justice outlines his proposals for legislation which affect the operations of the court.

After the address, the legislature rises and applauds as the Chief Justice leaves the podium and is again escorted out of the session hall.

An informal reception is typically hosted in the legislative lobby by the Guam Legislature following the address.

Section 5 Visiting the Branches of Government

5.1 Office of the Governor

The Office of the Governor (Office) is located in the Ricardo J. Bordallo Governor's Complex in Adelup, where you can tour the grounds to see historic monuments and artifacts and is frequently visited by many tourists and the community.

The Office is considered a privileged place where the Governor meets individuals and groups, as requested in the Governor's Executive Chambers, Governor's Conference Room or Cabinet Conference Room at his or her discretion.

To make arrangements to meet the Governor, appointments may be scheduled at least two weeks or more prior to the date requested. Briefings and/or tours of the Office can be conducted by appointment only and can be arranged through the Governor's Chambers or the Protocol Office. Such visits may include a courtesy call with the Governor.

The Governor is supported by a team of managerial, technical, and clerical staff.

5.1.1 Government House

Government House, also known as the People's House is the official residence of the Governor and his/her family. Located atop San Ramon Hill in Hagatña with a breathtaking panoramic view of northern Guam, Government House serves as the center of many government and social functions. Although the Governor and his/her family take residence here, it is open for use by the community to use for meetings and other special functions. The private residence is not open to the public.

Official receptions, breakfast meetings, luncheons and dinners are held here to welcome and honor visiting dignitaries from the United States, neighboring foreign countries and territories of the Pacific, and international dignitaries.

Arrangements may be made for meetings, special functions or a tour of Government House at least two weeks in advance. Such arrangements can be made by calling the Government House Executive Manager.

5.2 Guam Legislature

Guam's unicameral legislature consists of 15 members elected islandwide for two-year terms. The members, called senators, elect their own Speaker and other officers. The body breaks into working committees to deal with numerous bills introduced at each legislative session. Bills are then scheduled for public hearings by committees.

Individuals and groups who wish to know more about the legislature can schedule a visit to the Guam Congress Building, through the Protocol Office of the Guam Legislature.

Information on working policy of the legislature and visits to senators' offices can also be arranged through any senator's office, or through the Speaker's office.

The Guam Legislature is housed in the historic Guam Congress Building located at 163 Chalan Santo Papa Hagatña, Guam.

5.3 Judiciary of Guam

In 1950, the Organic Act created the District Court of Guam which has original jurisdiction over all "causes arising under the Constitution, treaties, and laws of the United States." It also has appellate jurisdiction hearing appeals from the Superior Court of Guam.

On January 14, 1993, Governor Joseph F. Ada signed Bill Number 102 into law. Public Law 21-147 called for the creation of a Supreme Court of Guam. However, since the Supreme Court was created by the Guam Legislature and not the Organic Act, the power of the Justices of the Supreme Court was dependent on the political climate. Through the years, there were a number of unsuccessful attempts by Guam Delegate Robert A. Underwood in the U.S. House of representatives as well as by Legislative Judiciary Chairman F. Randall Cunliffe in the 27th Guam Legislature to pass legislation establishing the Judiciary as an independent branch of Government.

In 2004, through the efforts of Guam Delegate Madeleine Z. Bordallo and the 27th Guam Legislature, the Organic Act was amended the Judiciary of Guam was recognized under federal law as a separate and co-equal branch of government of the Territory of Guam.

The three-story Judicial Center boasts a contemporary architectural design with emphasis on local Spanish surroundings found in the Capital City of Hagatña.

The Judicial Center is located at 120 West O'Brien Drive, with court and administrative offices open from 8 a.m. to 5 p.m., Monday thru Friday.

More information regarding the Judiciary of Guam can be found on their website at <http://www.guamsupremecourt.com/index.asp> or by contacting the Office of the Administrator of the Courts.

5.4 Office of Guam Delegate to Congress

In 1972, The United States Congress established the office of the Delegate of the Territory of Guam. The Guam Delegate to Congress is a non-voting member of the U.S. House of Representatives. The Guam Delegate is able to introduce legislation as well as speak on the House floor, however the representative does not have the privilege to vote.

To learn more visit the website of the Office of [Guam's Delegate to Congress](#).

5.5 Mayor's Council

Mayors and Vice Mayors are elected in all 19 municipal districts or villages on Guam. On September 16, 1989, Senator Madeleine Z. Bordallo's Bill No. 120 became Public Law 20-33, changing these public officials title from Commissioner to Mayor and Assistant Commissioner to Vice Mayor. These positions are political in nature which extend to the Mayors and Vice Mayors. The powers that are normally inherent under the American system of government.

Although their inherent powers have proved to be effective, the Mayors and Vice Mayors fall short in authority in comparison to their counterpart in the United States.

In a strictly municipal or village function in which the Mayor is absent, the Vice Mayor precedes other officials with the exception of the Governor or Lieutenant Governor if they are present.

In an islandwide function, the President of the Mayor's Council of Guam, who is elected from among their rank, precedes all other Mayors and Vice Mayors.

5.6 Consular Corps

Organized on July 27, 1972, the Consular Corps aims to promote friendly relations and better understanding between member countries and Guam. The Corps represents the interests of thousands of their respective peoples while they work and live on Guam. The Corps also serves as a link between the various national groups and the government of Guam.

Upon the presentation of the consular official's appointment to Guam, the receiving official, the governor of Guam, grants such consular official an exequatur or authority to perform his or her consular duties in the territory. A consular official shall be entitled to special protection and to high consideration by territorial officials with whom he or she maintains official dialogue.

The Consular Corps is headed by a "Dean" who is the highest-ranking consular officer in Guam. The order of precedence in the Consular Corps is based on rank and the date of assuming one's post in the local area.

In addition to Consular Corps members, there are persons who represent the interests of their respective governments and fellow countrymen on Guam, without benefit of official recognition. These representatives are afforded the courtesy of public acknowledgement in social settings. They are addressed and referred to in conformance with the title of the business position they occupy. When members of the Consular Corps are present, caution must be exercised to avoid the appearance of elevating their status by using consular forms of address, or assigning to them an equivalent or higher order of precedence.

More information regarding each Consulate Office can be found on their respective websites or by contacting their offices:

- Consulate General of the Philippines in Agaña: <http://www.philippinesguam.org/philippines-agana/about-the-philippines-agana/>
- Consulate Agency of the Republic of Korea in Hagatna: <http://overseas.mofa.go.kr/us-hagatna-en/index.do>
- Consulate-General of Japan in Hagatna: https://www.hagatna.us.emb-japan.go.jp/itprtop_en/index.html
- Palau Consulate Office: Email at guampalauconsulateoffice@gmail.com
- Federated States of Micronesia: Email at fsm@teleguam.net

Section 6. Ceremonial Occasions

6.1 Opening a Ceremony

At any official event, it is standard protocol to open with the National Anthem and the Guam Hymn. Once the National Anthem and the Guam Hymn have been sung, the official program may begin.

Today, it is common practice to include the recitation of the Inifresi, and the Kâten Kulu and Bendision. Each of these ceremonies have a cultural importance and help set the tone of respect and honor at official events. The number of opening ceremonies to include in an event in addition to the National Anthem and Guam Hymn is at the discretion of the Host or Event Planner. If there are strict time constraints for the event, the Host may choose to limit the number of ceremonies in the program.

6.1.1 Anthems

6.1.1.a National Anthem

When the National Anthem is played, one stands and faces the music, or the U.S. flag, if one is displayed. If outdoors, those in uniform should salute at the first note of the anthem; if indoors, they should stand at attention but not salute. All others should stand at attention, men removing their headdress, with the right hand holding it at the left shoulder, the hand being over the heart. All present, except those in uniform should stand at attention facing the flag, with the right hand over the heart. The positions described for all present should be held until the last note of music is played.

6.1.1.b Fanohge Chamoru/ Guam Hymn

When the Fanohge Chamoru is played, one stands and faces the music, or the Guam flag, if one is displayed. All present, except those in uniform should stand at attention facing the flag, with the right hand over the heart. This position should be held until the last note of music is played.

Visit [Guampedia: Guam Hymn / Fanoghe Chamorro](#) for more information on the Guam Hymn.

6.1.1.c Foreign Anthems

When a high-ranking guest from another country is present, it is customary to play their national anthem as well.

6.1.2 Inifresi

The Inifresi is a pledge to the Island of Guam written by Bernadita Camacho Dungca, PhD. Under Public Law 21-34, the Inifresi was included in the Chamorro Language curriculum. Below are the words to the Inifresi and its translation.

*Ginen i mas takhelo' gi Hinasso-ku,
i mas takhalom gi Kurason-hu,
yan i mas figo' na Nina'siñã-hu,
Hu ufresen maisa yu' para bai hu Prutehi
yan hu Difende i Hinengge,
i Kottura,
i Lengguahi,
i Aire,
i Hanom yan i tano' Chamoru,
ni'Irensiã-ku Direchu ginen as Yu'os Tãta.*

*Este hu Afitma gi hilo' i bipblia yan i banderã-hu,
i banderan Guãhan.*

From the highest of my thoughts,
from the deepest of my heart,
and with the utmost of my strength,
I offer myself to protect
and to defend the beliefs,
the culture,
the language,
the air,
the water and the land of the Chamorro,
which are our inherent God-given rights.
This I will affirm by the holy words and our banner,
the flag of Guãhan!

6.1.3 Kãten Kulu and Bendision

The Kãten Kulu and Bendision is a ceremony usually performed by a cultural group. During this ceremony, a conch shell is blown and a song and dance is performed. This song calls on the ancestors for blessings and guidance.

6.2 Flag Etiquette

6.2.1 American Flag

Public Law 829 of the 77th Congress as amended by Public Law 94-344 and in Executive Order N. 10834 issued on July 4, 1960, sets forth the rules and regulations on the correct use of the U.S. Flag.

It is the universal custom to display the flag only from sunrise to sunset on buildings and on stationary flagstaffs in the open. However, the flag may be displayed at night upon special occasions when it is desired to produce a patriotic effect.

The flag should be hoisted briskly and lowered ceremoniously.

The flag should be displayed daily, weather permitting, on or near the main administration building of every public institution. The flag should be displayed in or near every polling place on election day and should be displayed during school days in or near every schoolhouse.

No other flag or pennant should be placed above, or, if on the same level, to the right of the flag of the United States of America.

When flags of two or more nations are displayed, they are to be flown from separate staffs of the same height and size in alphabetical order. The flags should be of approximately equal size. The U.S. flag should be given the place of honor to its own right, the flags to the left of the U.S. flag. The display of the flag of one nation above that of another nation is forbidden in time of peace.

The flag should form a distinctive feature of the ceremony of unveiling a statue or monument, but it should never be used as the covering for the statue or monument.

The flag should not be displayed on days when the weather is inclement, except when an all-weather flag is displayed.

The flag should not be displayed on a float in a parade except from a staff.

The flag should not be draped over the hood, top, sides, or back of a vehicle or of a railroad train or a boat. When the flag is displayed on a motor car, the staff shall be fixed firmly to the chassis or clamped to the right fender.

The flag should be flown at half-staff upon the death of the President or a former President for a period of 30 days from the date of death; ten days in the case of the Vice President, Chief Justice or retired Chief Justice of the Supreme Court. In case of members of Congress and Associate Justices of the Supreme Court, it should be flown from the date of death until internment.

Upon the death of a governor or a former governor, the flag should be flown from the date of death until internment.

For other local officials, unless specified by the Legislature, the governor shall issue a proclamation to govern the period of mourning.

Permission must be obtained from another country before its flag is flown at half-staff. Unless permission is granted, it is recommended that the flags of other countries not be flown when the flag of the United States is at half-staff.

During the ceremony of hoisting or lowering the flag or when the flag is passing in a parade or in a review, all persons present should face the flag, stand at attention, and salute. Those present in uniform should render the military salute.

When not in uniform, men should remove their headdress (if one is worn) with the right hand, continuing to hold the headdress in the right hand, the hand held over the heart.

Men without hats should salute by placing the right hand over the heart. The salute to the flag in the moving column should be rendered at the moment the flag passes.

When both the Guam and U.S. flags are flown together, the U.S. flag should be on the left side and the Guam flag on the right. When several flags are flown, they can be lined up alphabetically, with the exception of the U.S. flag. The U.S. flag should be posted on its own right in the front center of other flags. As a common courtesy, when a head of state visits Guam, the national flag of that country should be flown.

6.2.1.a Folding the American Flag

When the American flag is lowered, no part of it should touch the ground or any other object; it should be received by waiting hands and arms. To store the flag, it should be folded neatly and ceremoniously. Proper steps to folding the American flag are as follows:²

How to fold the Flag Step 1

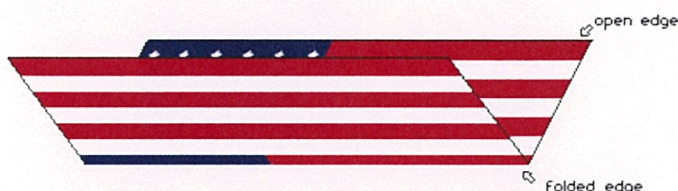
² <http://www.usflag.org/flagetiquette.html>



To properly fold the Flag, begin by holding it waist-high with another person so that its surface is parallel to the ground.



Step 2



Fold the lower half of the stripe section lengthwise **over** the field of stars, holding the bottom and top edges securely.



Step 3



Fold the flag **again** lengthwise with the blue field on the **outside**.



Step 4



Make a triangular fold by bringing the striped corner of the folded edge to meet the open (top) edge of the flag.



Step 5



Turn the outer (end) point inward, parallel to the open edge, to form a second triangle.



The triangular folding is continued until the entire length of the flag is folded in this manner.



When the flag is completely folded, only a triangular blue field of stars should be visible.

This [video](#) created by the Westpoint Military Academy demonstrates the proper technique for folding the American flag.

6.2.2 Guam Flag

“There shall be and there is adopted an official territorial flag of Guam, which consists of a rectangular field of marine blue, 78 Inches long and inches wide, trimmed on a all sides with a border of deep red, two inches in width and having in its center the Guam Coat of Arms. There shall be and there is hereby adopted an official Coat of Arms of Guam, which shall consist of an upright two-pointed oval scene...”

“There shall be and there is hereby adopted a Great Seal of the Territory of Guam, which shall consist of the Coat of Arms of Guam...” (Government Code of Guam)

The figures on the design symbolize specific Chamorro traits. The canoe typifies the courage of the ancient Chamorros who skillfully and fearlessly used the craft to span the Pacific. The coconut tree, growing in unfertile sand, symbolizes determination and, with its fronds open to the sky, defies the elements to bend it to its will. The backdrop is a representation of a popular tourist attraction, Two Lovers’ Point, located in the village of Harmon. Two Lovers’ Point is a popular Guam myth.

6.2.2.a Folding the Guam Flag: Standard

Folding the Guam flag mirrors that of the folding of the U.S. Flag

6.2.2.b Folding the Guam Flag: State Funerals

When the Guam flag is removed from the casket during a State Funeral, no part of it should touch the ground or any other object; it should be received by waiting hands and arms of 8 individual pallbearers. To fold the flag, it should be folded neatly and ceremoniously. Proper steps to folding the Guam flag are as follows:



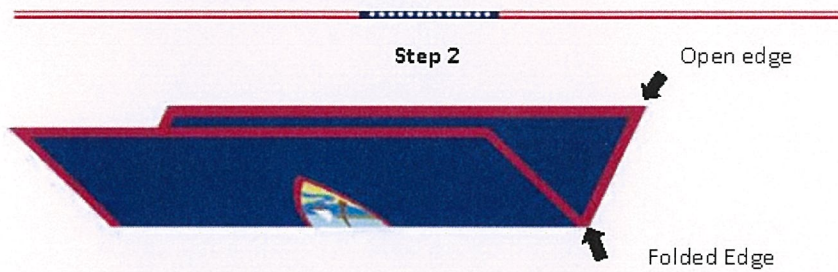
Steps to folding the Guam Flag

Step 1



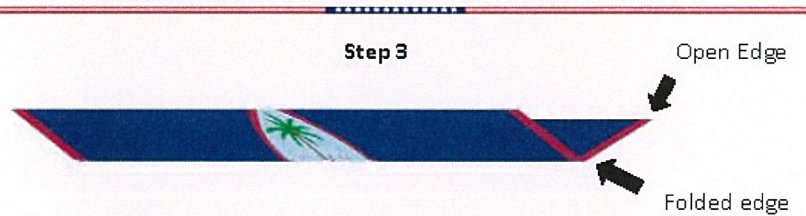
To properly fold the flag begin by holding it waist-high so that its surface is parallel to the ground.

Step 2



Fold the lower half of the flag lengthwise and align with the upper portion of the flag, holding the bottom and top edges securely.

Step 3



Fold the flag **again** lengthwise – (Diagram above), with the blue field and portion of the Guam seal showing on the **outside** – (Diagram below).





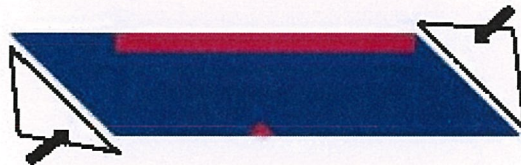
Step 4



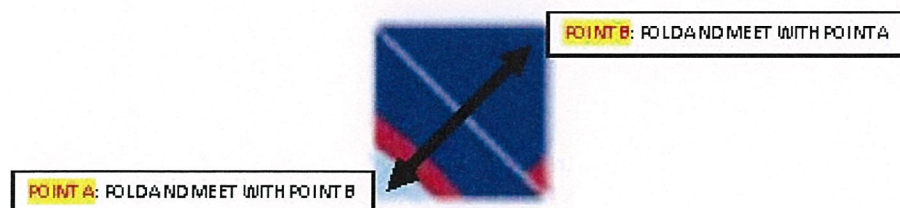
Fold the flag inward about an inch on both sides simultaneously.



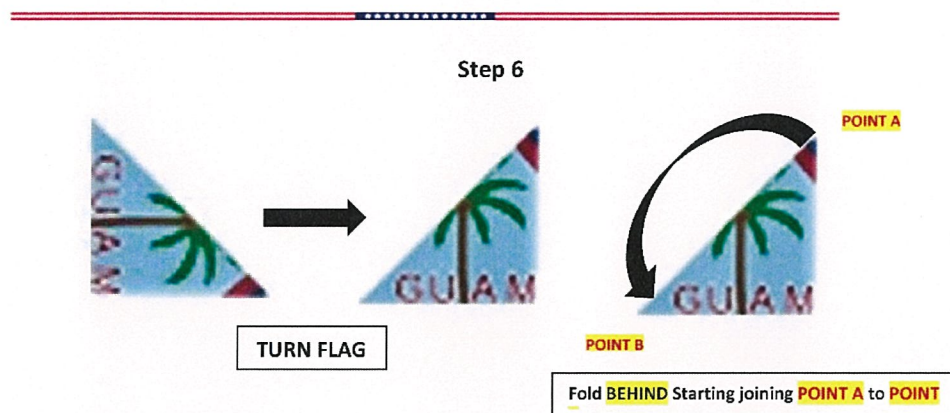
Step 5



Make a triangular fold by bringing the corners of the flag on both ends forward to form a rectangular angle (as shown on the Diagram above), repeat the same fold until the flag forms in to a square (as shown on the Diagram below).



Fold the flag so point A aligns with point B as shown on (Diagram above)



At this point the flag shows a portion of the seal with Guam shown on the left side, the flag then is folded where point A aligns to point B.



The flag now appears ready to be presented to a family member.

NOTE: that this fold can only be done on a 5 x 8 size flag and presented during State Funerals.

6.3 Religious occasions

The Catholic Church plays a significant role in the spiritual, social and cultural life of the people of Guam. Protestant groups also contribute to the spiritual and social fabric of Guam's growing diversity of peoples.

The Parish priest continues to play a very important part in the life of the local community. A Catholic priest is usually appointed by the Legislature to serve as Chaplain. In all important islandwide official ceremonies, the Archbishop, or his designated representative, plays a significant part.

The Archbishop is introduced as His Excellency Archbishop _____ of the Archdiocese of Agana, or simply as Archbishop _____. A priest is addressed as Reverend _____, or as Father _____.

In official communications, the Archbishop is addressed as:

Most Reverend _____, OFM Cap., D.D.*
Archbishop of Agana
196 Cuesta San Ramon Ste B.
Hagatña, Guam 96910

If a Legislative Resolution is to be presented at a Mass, it is suggested that it be presented prior to the start of the Mass or after the reception of communion.

If a visiting head of state desires to attend a Mass at the Dulce Nombre de Maria

Cathedral-Basilica, or in a parish church, those assigned as the official government hosts should inform the Archbishop so that proper recognition may be rightly accorded.

In a Protestant church, the minister or pastor is most generally addressed and introduced as Reverend. Titles of Vicar, Bishop, and/or Archbishop would occur only rarely in local protocol contexts, and usually only with the Episcopal (i.e., Anglican) and sometimes the Methodist denominations.

The President of the Guam Ministerial Association or his representative is also invited to take part in official functions. The Guam Ministerial Association is an association of a large number of Protestant clergy in the community.

In official communications, the President of the Guam Ministerial Association is addressed as:

The Reverend _____
President of the Guam Ministerial Association
P.O. Box 2099
Agana, Guam 96910

It should be noted that there are additional religious groups on island which are not represented by either the Archdiocese of Agana or the Guam Ministerial Association.

****Depending on religious order; contact Chancery Office.***

6.4 State Funerals

According to Public Law 15-89, the Legislature, on behalf of the people of Guam, shall honor with a State Funeral any person who at the time of his death or before served as a Senator, Governor, Lieutenant Governor, Judge, Non-Voting Delegate to Washington, or any citizen who, in the opinion of the Committee on Rules of the Legislature, has displayed exemplary service for the island and the people of Guam, if the family of the deceased so agrees.

Before arrangements are made, the personal desires of the deceased and the family must be known. Once the family's representative informs the Speaker regarding the family's wishes, plans are underway for a state funeral.

At the executive level, the governor proclaims a period of mourning, usually from the day of death to the day of internment. All U.S. and Guam flags are flown half-mast during this period.

The memorial service is held at the legislative session hall. The family representative works closely with the Speaker and the governor on the various items in the service. At the appointed hour, the Speaker calls the

legislature to order. After legislative motions are entertained by the Speaker, dignitaries are escorted to the hall.

The casket of the deceased is escorted through the Session Hall main doors by the senators of the Guam Legislature followed by the family members of the deceased. The memorial service begins with the rendition of the anthems followed by the invocation. The prepared legislative resolution is read by the Legislative Secretary and presented to the family of the deceased by the Speaker, Vice-Speaker, Legislative Secretary and the Minority Leader. The Governor then presents the prepared Proclamation of Guam to the family members. The official Wreath of Guam is then presented to the family by the Governor, Speaker and Chief Justice. A prayer is then said. The eulogy is then delivered by someone usually selected by the family and one who was an intimate friend of the deceased. Last respects are then paid to the family by the Speaker, Governor, Chief Justice, senators, podium guests and dignitaries. The benediction is delivered by the President of Ministerial Association. The service ends with the adjournment of Session.

A 17-gun salute honoring deceased senators is appropriate. A 21-gun salute is afforded to former governors. None are afforded to mayors or judges.

A gun salute is fired at noon on the day of the funeral on the day of the funeral. This portion of the ceremony is arranged with a military service; the National Guard, or the Guam Police Department. Last respects are paid by participants in the service and government officials. The Speaker offers brief remarks followed by the benediction. The Legislature then rises to adjourn. From the legislative hall, the remains of the deceased will be moved to lie in repose at a designated place of worship. The funeral cortege proceeds to the final resting place. An internment rite is observed ending with a final salute to the deceased. Arrangements mentioned in this text can be modified to conform to the wishes of the family of the deceased.

Sample State Funeral Program

Call to Order

- Motion to append Resolution No. XX-XX (LS) to the Journal of the Day's Proceedings and to waive the House Rules to allow the remainder of the session to take place at the Speaker Antonio R. Unpingco Legislative Session Hall.
- Motion to resolve the Legislature into the Committee of the Whole to commence the Official State Memorial Service for the late **[name of deceased, position]**.

Presentation of Colors

National Anthem and Guam Hymn

Inifresi

Invocation

Reading of Resolution

Presentation of Legislative Resolution

Presentation of Governor's Proclamation

Presentation of Official Wreath of Guam

Eulogy

Final Respects

Benediction

Motion to Rise/ Motion for Adjournment

Recessional

6.5 Military Traditions

6.5.1 Change of Command Ceremony

A Change of Command Ceremony is an honored product of the rich heritage of Naval tradition. It is a formal ritual conducted before the assembled company of the command. It is a custom wholly naval and is nearly unique in the world today. Custom has established that this ceremony be formal and impressive, for it is a transfer of total responsibility, authority, and accountability from one individual to another. Parading All Hands at Quarters and the public reading of official orders stem from those days when movement of mail and persons was a very slow process. This procedure was designed to ensure that only duly authorized officers held command and that all hands were aware of its authenticity.

The heart of the ceremony is the formal reading of official orders by both the relieving officer and the officer to be relieved. Command passes with the utterance by the relieving officer, "I relieve you, sir!" The officer being relieved responds, "I stand relieved!" This simple procedure signifies the passing of total responsibility for the command.

The outgoing commanding officer determines the extent of the ceremony and assumes responsibility for all arrangements. In the case of a flag or general officer, invitations are normally headed by a replica of the personal flag of the officer being relieved. In some instances, change of command and retirement ceremonies are combined. An invitation to a reception following the ceremony may be included on a smaller card which is enclosed with the basic invitation.

6.5.2 Dining-In

The Dining-In is a formal dinner function. It may honor a departing officer or welcome a new one. It may also give recognition to a dignitary, an individual, unit achievements, or it may simply be a pleasant way for officers at a station to get better acquainted. Spouses are not invited. Medals are worn by all members of the mess and the military guests, including retired officers. A civilian guest wears black tie, or other appropriate attire. The attire is stated in the invitation. The primary elements of a Dining-In include a fine dinner, toasting, remarks, and camaraderie.

6.5.3 Dining Out

This formal dinner function follows the same general format and serves somewhat the same purpose as the Dining-In. The basic difference is the presence of spouses and guests. This function is conducted in a more relaxed and less ceremonious atmosphere.

6.5.4 Hail and Farewell

The purpose of this reception is to welcome new members into the command and to bid farewell to those departing. The dress will depend on the venue, but is typically casual. Most Hail and Farewells are sponsored and attended by a command's wardroom and spouses.

6.5.5 Retirement Ceremonies

Retirement ceremonies are a formal retiring from military service after completion of a career whose length will vary as prescribed by law and other factors. In the Navy, this formal ceremony concludes with the retiree being "piped over the side." All guests are expected to rise in honor of the retiree. Typically, an informal reception follows.

6.5.6 Other Ceremonies

Other ceremonies hosted by the military on Guam include the various service birthday balls, Armed Forces Day, and POW-MIA Day.

6.6 Opening a building; Unveiling a plaque; Ribbon cutting

Government officials and distinguished guests are often invited to events such as the opening of a new building, a ribbon cutting or a plaque dedication. At these events, official protocol should be observed. Below is a sample of a typical program used at these types of events.

***RIBBON CUTTING & PLAQUE DEDICATION CEREMONY/
OPENING OF A NEW BUILDING
SAMPLE PROGRAM***

POSTING OF COLORS

NATIONAL ANTHEM / GUAM HYMN

INVOCATION

OPENING REMARKS

KEYNOTE SPEAKER

CLOSING REMARKS

RIBBON CUTTING

PLAQUE DEDICATION

BENEDICTION

6.7 Wreath Laying

Wreath laying ceremonies are solemn events conducted to honor of someone who has passed. Wreaths are placed at grave sites or memorials in memory of those who have passed. At these events, official protocol should be observed. Below is a sample of a typical program used for a wreath laying ceremony.

<i>WREATH LAYING CEREMONY SAMPLE PROGRAM</i>
<i>POSTING OF COLORS</i>
<i>NATIONAL ANTHEM / GUAM HYMN</i>
<i>INVOCATION</i>
<i>OPENING REMARKS</i>
<i>KEYNOTE SPEAKER</i>
<i>CLOSING REMARKS</i>
<i>WREATH PRESENTATION</i>
<i>BENEDICTION</i>

6.8 Receiving of a Fallen Service Member

For receiving a body of a fallen service member, regardless of rank or branch, the Governor's Protocol Office will work closely with the local military Casualty Office to receive the fallen Service Member with utmost dignity and respect.

Section 7. Hosting visiting Dignitaries

7.1 Airport Reception

Guam has become a hub of regional and international travel. As a popular stopping point for political and economic leaders, both East and West, Guam's international airport serves an important function.

Arrangements for welcoming visiting dignitaries at the airport should vary according to the official position of the guest. Heads of state should be accorded proper courtesy befitting their position. Top officials at the national level should also be afforded high honors upon their arrival at the airport.

Chamorro hospitality extends to airport arrivals of visiting dignitaries. Leis or floral arrangements are offered to arriving guests as a gesture of welcome. A reception line which follows the order of precedence should be at hand to welcome visiting dignitaries. When it is appropriate, an honor guard and a band should be planned to welcome guests at the airport.

The governor can exercise the option to place other local officials in the reception line. For example, the Consul General and his/her wife/husband should be placed after the Governor and the First Lady (if applicable) upon the arrival of the head of state of the country the Consul General represents.

In case of the arrival of members of Congress or other elected or appointed federal officials, Guam's delegate to Congress should be placed next to the Governor if he/she is on-island.

7.2 Military Reception

There is no iron-clad rule governing the formation of a receiving line. It depends upon the purpose of the reception; the person being honored and persons present at the reception. When appropriate, the military officer in attendance will head the receiving line and serve as host for all visiting dignitaries.

However, when the dignitary is a head of state, or others whose visits relate to civil matters, the Governor or his/her representative shall head the receiving line.

7.3 Culture Specific Protocol

For dignitaries visiting from foreign nations, it is important to note culture specific protocol as to avoid offending the visitors. If the dignitary is visiting from a country that is a member of the Consular Corps, it is best to consult their office to ensure proper protocol is observed. For all other nations, the Protocol Office of the Governor of Guam should be consulted.

Section 8. The Island of Guam: History, Facts and Local Customs

Guam, the largest island in the Marianas chain, is the westernmost possession of the United States since 1898. The island is known as "America's Gateway to Asia" and has been touted as the United States' best kept secret for its economic and geographic position.

This tropical island paradise lies at the southernmost end of a chain of 17 volcanic islands called the Marianas. Guam at one time earned the name of *Islas de los Ladrones*, coined by Portuguese voyager Ferdinand Magellan after a brief stopover that resulted in altercations with the native inhabitants.

The island of Guam is 212 square miles and is about 30 miles long and four to nine miles wide at its center. The southern part of Guam is made up of volcanic soil that range in altitude of 1,200 feet. The central and northern parts of the island are made up of limestone with steep cliffs that drop down to narrow coasts.

The indigenous natives known as *taotao tãno'* are called *Chamorro*. Their language is called Chamorro as well. Archaeological records show that Chamorros had inhabited the island of Guam before the arrival of Ferdinand Magellan in the sixteenth century.

The Chamorro language, however, is a member of the Austronesian family of languages. Linguists know that it is not a dialect of another language, or a language borrowed from the culture of another people; it is a language all its own. Succeeding information suggests that the Chamorros have been in the Marianas chain for about 3,500 years, but virtually nothing is known about their place of origin or exact racial background.

The island had lived under 300 years of Spanish governance with the most significant impact brought on by the establishment of Catholicism. Its widespread influence is evident today in many religious observances, practical beliefs, and even local legends. In 1898, the island became a possession of the United States after the Spanish-American War.

Guam then became occupied by the Japanese forces in 1941, after which the U.S. retook the island again in 1944. Guam was then placed under a civilian administration. In 1950, with the passage of the Organic Act,

Guam became an unincorporated territory of the U.S. The passage of the Act also granted Chamorros U.S. citizenship.

Guam, today, is home to over 160,000 people comprised of its indigenous people, the Chamorros, as well as Filipinos, Chinese, Korean, Japanese, Vietnamese and many others.

8.1 Symbols of Guam

- **The Guam Bird:** the Ko'Ko or Guam Rail is the official bird of Guam
- **The Guam Flower:** the Puti tai nobio or Bougainvillea is the official flower of Guam
- **The Guam Tree:** the Ifit or Ifil (Intsia Bijuga) is the official tree of Guam.

8.2 Local Customs

8.2.1 Weddings

The careful planning and the financial support of the families of the prospective bride and groom are part of the preparation for a traditional Chamorro wedding.

The Catholic church plays a significant role in many Chamorro weddings. The couple is required to undergo a series of pre-marital religious instructions called the *litrina*, followed by the successive three Sundays of marriage banns which culminates on the actual day of the ceremony. The day before the wedding, there is frenzied activity. There is cooking to be done, *påla pålās* (canopies and tents) to be erected, relatives and friends bring extra dishes of food, or just to lend a helping hand, also called *ajudan kånnai*. There is also the traditional killing of the pig for roasting, and other chores. All these activities take place at the houses of the bride and groom.

On the evening before the wedding, the groom's family, comprised of his parents, elder uncle or aunt (maternal and/or paternal), older brother or sister, and his godparents pay a formal visit to the home of the bride, where a hope chest of *kaohao* is presented. The contents in the *kaohao* contain the bridal gown, veil, significant apparel and accessories, change of attire for the bride's honeymoon, and gold jewelry — gifts presented by the groom's elders signifying her welcome into his family. This presentation is part of the *komplimento*. After the presentation, beetlenut, tobacco, spirits and gifts of food are passed out by the members of the groom's entourage.

The next day, the young man and woman are married in the village church. The wedding ceremony takes place in the village church where the bride is from. If the ceremony takes place in the morning, the bridal entourage meets at the bride's home for brunch or lunch. In the afternoon or during the evening, the party moves to the home of the groom. This is known as the *fandånggo*.

Today, a *komplimento* is fast being replaced with the western style bridal or Romeo and Juliet shower, bachelor party, or altogether disregarded until the wedding day reception. A *fandånggo* is still held in the homes of either the bride or the groom and sometimes in a public facility. The combined efforts and shared financial support of both families give way for one elaborate party.

When invited to a wedding, guests are encouraged to attend the church ceremony followed by the wedding party reception. Guests are greeted and welcomed at the reception. Gifts to the bride and groom are placed in a nicely decorated spot. Another form of a gift includes the *chenchule'* which is money in an envelope or card which is handed directly to the bride. A *chenchule'* can also be given to the parents of either bride or groom.

depending on one's sentiments, affectionate ties, or to reciprocate previous services. Proper courtesies are extended to the bride and groom who sit at the head table.

Next to the bride sits her godmother; the godfather of the groom sits next to him. Courtesies are also extended to others seated at the head table such as the priest, grandparents, best man, maid of honor and the parents of the couple.

After extending courtesies and socializing, the food table is blessed by the priest and the guests partake in a variety of delectable local cuisine that have been painstakingly prepared. A *fandango* is incomplete without the roast pig, *kelaguin*, *fritada*, and *eskabechi*.

Dance music in the form of bands and/or disc jockeys is almost always present as well as alcoholic beverages such as beer, wine coolers, champagne and mixed drinks. Afterwards, guests usually bring home party favors that have now become an accepted tradition in local weddings.

8.2.2 Baptisms or Christenings

Baptism is a sacred ceremony for all Catholics. Like weddings, baptism has religious significance and is a family affair. The baptismal ceremony usually takes place on a Sunday, when the child is ten days old or soon thereafter. Every child has a *patlino* or godfather, and a *matlina* or godmother. The godparents are chosen by the child's parents. All others who contribute to the role of godparents are considered witnesses of the baptism.

During the baptismal ceremony, the parents and sponsors present the child to the parish priest for baptism. At the end of the celebration, the parents and sponsors proceed to the reception.

Guests are usually invited to attend the baptismal ceremony, however, many prefer to go directly to the reception. It is proper to present a gift to the child. Gifts are placed at the designated area at the reception. After extending greetings to the parents and godparents, guests join in a festive reception – usually a luncheon or dinner of fiesta food.

8.2.3 Funerals

When there is a death in the family, relatives and friends join the immediate family in prayer. This custom is known as a rosary. The rosary is prayed either at the home of the deceased or at the parish church. The rosary is led by the *techa*, usually a lady from the village who is asked to lead the prayers. The nightly rosary is prayed until the day of the funeral mass.

After the funeral Mass, the viewing of the deceased may take place either at the home, the parish church, or at a funeral parlor. Those who pay their final respects to the dead usually bring *chenchule'* —a gift of money of a voluntary amount appropriate to one's relationship to the deceased.

After the funeral Mass and burial, the traditional *lisayon familia* (family rosary) takes place at the home of the deceased. At the ninth evening of the rosary, a meal is served for guests who come to pay their respects.

A first anniversary rosary is observed with nine days of Masses at the parish church and the evening rosary. On the final evening, a meal is served. The celebration of the first anniversary of the death of a loved one marks the official close of the period of mourning observed by the immediate family for a period of one year.

8.2.4 Novenas and Parish Fiestas

A novena is a sequence of prayers and songs honoring the parish patron saint or an event in the life of Christ. It can also be offered at a time when someone is delivered from illness, bodily danger, or from the threat to one's safety or health. Like a *lisayo*, family and friends play an important role in these events. On the final day of the novena, a large gathering is held for the relatives, friends and guests to participate

A local parish church holds its annual novena and fiesta on either the feast day of its patron saint or on the Saturday closest to the feast day. These fiesta dates are usually established a year in advance by the office of the Archbishop. A festal Mass is celebrated in the parish church usually with the Archbishop presiding as the Principal Celebrant. This is followed by a procession after which the traditional *na' taotao tumano* – a serving of food from the people of the village is served to guests. In these events, no invitation is needed. The parish welcomes all in a spirit of sharing and fellowship.

Section 9 Guam Holidays and Village Events

In addition to most U.S. Federal holidays, Guam observes a few other days recognizing historical events for the island.

Guam History & Chamorro Heritage Day: This holiday is celebrated on the first Monday in March. This holiday was formerly known as Discovery Day and was a day to commemorate the day Ferdinand Magellan first landed on Guam. Today, this holiday is about remembering Guam's rich history and culture. This holiday is celebrated with a festival in the village of Umatac.

Liberation Day: This holiday is the most celebrated holiday on the Island of Guam. Observed on July 21st, Liberation day commemorates the day the United States military came to liberate the island of Guam from the Japanese in World War II. There are many ceremonies and events that lead up to Liberation Day. These events are commemorations of different historic sites across the island where many had given up their lives during the war. On Liberation Day, a portion of the main road in the capital village of Hagatña is closed off for the Liberation Day Parade. Many families camp along the roadside and watch as the village floats go by.

All Souls' Day: All Souls' Day is observed each year on November 2nd. This holiday belonging to the Roman Catholic religion is a day when families remember loved ones that have passed away. His tradition, though religious, also has ties to Ancient Chamorro practices in which they venerated their ancestors by visiting their graves in bringing food. Today, families celebrate All Souls' Day by visiting graves of loved ones and bringing flowers or other items to commemorate the deceased.

Santa Marian Kamalen Day: Santa Marian Kamalen Day is observed on December 8. Santa Marian Kamalen or Our Lady of Camarin is the patron saint of Guam. During this holiday, parishioners assemble for the rosary and novena outside the Dulce Nombre de Maria Cathedral – Basilica. Upon conclusion of the novena, a procession begins and thousands of people march around Hagatña.

Section 10 Digital Etiquette

10.1 Electronic Communication

Electronic communication is widely accessible today. Many people are connected to their emails at all times of the day whether it be at work, home or even on their cellular phones. With this type of instant communication, it has become acceptable for a host to send invitations via electronic mail rather than through traditional paper correspondence. Though paper invitations may add a sense of formality, the host may opt to use email invitations as it is more cost effective and allows for quick response from the invitee. Should the invitee reply with any questions regarding the event, the host should respond within 24 hours.

10.2 Cellphone Etiquette

Cellphones and smartphones have become an essential tool for many daily office operations. Many professionals can be contacted directly via phone calls or emails to their devices. During meetings, cellphones should be turned off or placed on silent mode as a courtesy to participants of the meeting.

While dining, cellphones and personal devices should also be shut off or placed on silent mode. It is acceptable to periodically check to see if any calls have been received. In the event that the call must be taken, one should respectfully ask to be excused and step away from the table.

Additional Protocol Resources

Reference Books:

Honor and Respect, The Official Guide to Names, Titles, and Forms of Address, by Robert Hickey

Protocol, 25th Anniversary Edition, The Complete Handbook of Diplomatic, Official and Social Usage, by Mary Jane McCaffree, Pauline Innis and Richard M. Sand

Webster's New World Dictionary of Culinary Arts, by Steben Labensky, Gaye Ingram, and Sarah Labensky

Complete Guide to the New Manners for the 90s, by Letitia Baldrige

Emily Post on Invitations and Letters, by Emily Post

Flag, by Marc Leepson

United States Protocol: The Guide to Official Diplomatic Protocol, by Ambassador Mary Mel French

Why do we fly flags at half-staff? <https://www.triviagenius.com/why-do-we-fly-flags-at-half-staff/>

Military References:

AF Policy Directive 34-12

AFI 34-1201, Protocol Air Force

AF Pamphlet 34-1202, Guide to Protocol Air Force

DA Pamphlet 600-60, A Guide to Protocol & Etiquette Army

OPNAVINST 1710.7, Social Usage and Protocol Handbook Navy

Appendix 1

THE ORDER OF PRECEDENCE OF THE UNITED STATES OF AMERICA

REVISED ON NOVEMBER 3, 2017

THE ORDER OF PRECEDENCE OF THE UNITED STATES OF AMERICA

Revised on November 3, 2017

The United States Order of Precedence is an advisory document maintained by the Ceremonials Division of the Office of the Chief of Protocol. For purposes of protocol, the U.S. Order of Precedence establishes the order and ranking of the United States leadership for official events at home and abroad. Although this document establishes a *general* order for the country's highest-level positions, it does not include every positional title across the federal government. Offices of Protocol for the Executive Departments and independent agencies should be consulted for internal rankings regarding positions not listed.

In 1908, the Roosevelt Administration created the first U.S. Order of Precedence as a means of settling a history of embarrassment, confusion and miscommunication amongst officials invited to events at the White House. As the structure of the federal government has evolved over time this list has adapted and grown. The President of the United States may make adjustments to The Cabinet, giving certain White House positions the status of Cabinet-rank, positions which then follow the heads of the Executive Departments.

One of the primary uses of the order of precedence is in diplomacy. International rules on precedence were first established at the Congress of Vienna in 1815. By determining that envoys of equal title would be ranked according to the date and hour that they presented their credentials to the government that accredited them for service, the Congress of Vienna solidified a fair and justifiable system for diplomatic relations. These same rules are still used to determine the order of precedence of the Diplomatic Corps in Washington, D.C. Additionally, when on official business in the United States, foreign government officials are afforded the same protocol ranking as their corresponding position in the United States government.

A few basic principles regarding precedence should be noted. First, the host or hostess of a meeting or event always takes the primary position of precedence, regardless of their title or traditional ranking. Second, a person's relative precedence may increase or decrease depending on the policy or context behind the particular meeting or event, or based on the wishes of the host on any occasion.

The methodology used in ordering officials for this list includes the United States Code; statutory prescription on precedence, including Executive Orders; well-established and widely-accepted principles, procedures and traditions throughout the history of the order of precedence; the current structure of the federal government and the Executive Departments; and finally, recommendations by the Chief of Protocol based on practical treatment of a particular position or positions.

For any questions regarding the United States Order of Precedence, please email the Office of the Chief of Protocol at ProtocolHelp@state.gov.

UNITED STATES ORDER OF PRECEDENCE

Revised 11/1/17

1	President of the United States ¹
2	Vice President of the United States
3	Governor of a State (when in own state)
4	Speaker of the House of Representatives
5	Chief Justice of the United States
6 a	Former Presidents of the United States or their widows/widowers (by order of their presidency)
b	Former Vice Presidents of the United States or their widows/widowers (by order of their presidency)
7 a	American Ambassadors Extraordinary and Plenipotentiary to foreign governments (when at post) <i>(see 27a)</i>
b	American Ambassadors, Permanent Representatives or Representatives to international organizations who hold Chief of Mission authority (when at post) <i>(see 27c)</i> ²
8	Secretary of State
9	Ambassadors Extraordinary and Plenipotentiary of foreign bilateral diplomatic missions to the United States (in order of presentation of credentials to the President)
10 a	Associate Justices of the Supreme Court (ranked by date of appointment)
b	Retired Chief Justices of the United States (ranked by date of appointment)
c	Retired Associate Justices of the Supreme Court (unless they resigned) (ranked by date of appointment)
11	The Cabinet (other than the Secretary of State), ranked according to date of establishment of the Department ³ , and as added by the President ⁴ , as follows:
a	Secretary of the Treasury
b	Secretary of Defense
c	Attorney General
d	Secretary of the Interior
e	Secretary of Agriculture
f	Secretary of Commerce
g	Secretary of Labor
h	Secretary of Health and Human Services
i	Secretary of Housing and Urban Development
j	Secretary of Transportation
k	Secretary of Energy
l	Secretary of Education
m	Secretary of Veterans Affairs
n	Secretary of Homeland Security
o	Chief of Staff to the President*
p	Administrator, Environmental Protection Agency*
q	Director, Office of Management and Budget*
r	United States Trade Representative*
s	United States Permanent Representative to the United Nations*

t	Administrator, Small Business Administration*
u	Director of National Intelligence*
v	Director, Central Intelligence Agency*
12 a	President pro tempore of the Senate
b	Senate Majority Leader
c	Senate Minority Leader
d	Senate Majority Whip
e	Senate Minority Whip
f	Senators (by length of service; if the same, by the state's date of admission into the Union or alphabetically by state)
13	Governors of States - when outside their own states (Relative precedence among governors, all of whom are outside their own state, is determined by each state's date of admission into the Union or alphabetically by state)
14 a	House Majority Leader
b	House Minority Leader
c	House Majority Whip
d	House Minority Whip
e	Members of the House of Representatives (by length of service; if the same, by the state's date of admission into the Union or alphabetically by state)
15 a	Delegates to the House of Representatives (nonvoting members) from Territory of American Samoa, District of Columbia, Territory of Guam, Commonwealth of Puerto Rico, and United States Virgin Islands (by length of service; if the same, by the territory's date of entering U.S. jurisdiction or alphabetically by territory)
b	Governors of Commonwealth of Puerto Rico, Territory of Guam, Territory of American Samoa, United States Virgin Islands, and the Commonwealth of the Northern Mariana Islands (determined by territory's date of entering U.S. jurisdiction or alphabetically by territory)
16 a	Assistant to the President and Deputy Chief of Staff (ranked by date of appointment)
b	Assistant to the President for National Security Affairs (also known as the "National Security Advisor")
c	Assistant to the President and Senior Advisor (ranked by date of appointment)
d	Assistant to the President and Chief of Staff to the Spouse of the President
e	Assistant to the President and Chief of Staff to the Vice President
f	Assistants to the President (ranked by date of appointment)
g	Chair, Council of Economic Advisors
h	Director, Office of National Drug Control Policy
i	Chair, Council on Environmental Quality
j	Chief of Protocol (when at the White House or accompanying the President) (<i>see 27b</i>)
17 a	American Ambassadors, Permanent Representatives or Representatives to international organizations who do not hold Chief of Mission authority (when at post) (<i>see 27d</i>) ⁵
b	Chargé d'Affaires ad interim assigned to foreign bilateral diplomatic missions to the United States (in order of date of assumption of this position)
18 a	Former Secretaries of State (by seniority of assuming office)
b	Former Cabinet Members (by seniority of assuming office)
c	Former Senators (by Leadership position, then length of service; if the same, by state's admission into the Union or alphabetically by state)

d	Former Governors of States (when in own state; ranked by seniority of assuming office)
e	Former Governors of States (when outside their own states; relative precedence among governors, all of whom are outside their own states, is determined by each state's date of admission into the Union or alphabetically by state)
f	Former Members of the House of Representatives (by Leadership position, then length of service; if the same, by state's admission into the Union or alphabetically by state)
19	Deputies to Members of The Cabinet, ranked according to date of establishment of the Department, and as added by the President ⁶ , as follows:
a	Deputy Secretary of State
b	Deputy Secretary of the Treasury
c	Deputy Secretary of Defense
d	Deputy Attorney General
e	Deputy Secretary of the Interior
f	Deputy Secretary of Agriculture
g	Deputy Secretary of Commerce
h	Deputy Secretary of Labor
i	Deputy Secretary of Health and Human Services
j	Deputy Secretary of Housing and Urban Development
k	Deputy Secretary of Transportation
l	Deputy Secretary of Energy
m	Deputy Secretary of Education
n	Deputy Secretary of Veterans Affairs
o	Deputy Secretary of Homeland Security
p	Deputy Administrator, Environmental Protection Agency (EPA)*
q	Deputy Director, Office of Management and Budget (OMB)*
r	Deputy United States Trade Representative (USTR)*
s	Deputy Permanent Representative of the United States to the United Nations (USUN)*
t	Deputy Administrator, Small Business Administration (SBA)*
u	Principal Deputy Director of National Intelligence*
v	Deputy Director, Central Intelligence Agency (CIA)*
20 a	Secretary of the Army
b	Secretary of the Navy
c	Secretary of the Air Force
d	Chairman, Joint Chiefs of Staff
21 a	Chairman of the Board of Governors of the Federal Reserve and Commissioner of Social Security of the Social Security Administration
b	Heads of Federal Independent Agencies at Level II of the Executive Schedule (ranked by agency's creation date; if the same, by length of service). ⁷ These agencies include, but are not limited to, the following (see APPENDIX A): Science Foundation (NSF), National Aeronautics and Space Administration (NASA), U.S. Agency for International Development (USAID), Nuclear Regulatory Commission (NRC), Office of Personnel Management (OPM), Millennium Challenge Corporation (MCC)
c	Vice Chairman and Governors of the Federal Reserve System (by length of service)
d	Deputy Commissioner, Social Security Administration
e	Deputy Director, Office of National Drug Control Policy (ONDCP)
f	Director of the National Counterterrorism Center (NCTC)
22 a	Under Secretaries of State and Counselor of the Department (as ranked by State Department)
b	Under Secretaries of Executive Departments, Treasurer of the United States, Associate Attorney

	General and Solicitor General (according to date of establishment of the Department; if more than one from a Department, then as ranked within the Department)
c	Heads of Federal Departmental Agencies that report to the head of an Executive Department, including, but not limited to the following agencies: Defense Agencies, Federal Bureau of Investigation, Secret Service, Federal Aviation Administration, and Customs & Border Protection. (ranked by date of establishment of the Department; if more than one from a Department, then as ranked within the Department)
23a	Retired Chairman, Joint Chiefs of Staff ⁸
b	Vice Chairman, Joint Chiefs of Staff
c	Chief of Staff, Army; Commandant of the Marine Corps; Chief of Naval Operations; and Chief of Staff, Air Force (order is established by date of appointment)
d	Chief, National Guard Bureau
e	Commandant of the Coast Guard
f	Combatant Commanders (order is established by date of appointment) ⁹
24 a	Heads of Federal Independent Agencies at Level III of the Executive Schedule (ranked by agency's creation date; when the same, by length of service) These agencies include, but are not limited to, the following (<i>see Appendix A</i>): U.S. International Trade Commission (USITC), Export-Import Bank of the United States, Federal Communications Commission (FCC), General Services Administration (GSA), Peace Corps (PC), U.S. Trade and Development Agency (USTDA), National Foundation on the Arts and Humanities (NFAH), National Archives and Records Administration (NARA), Overseas Private Investment Corporation (OPIC), Merit Systems Protection Board (MSPB)
b	Deputy Heads of Federal Independent Agencies at Level III of the Executive Schedule (ranked by agency's creation date, when the same, by length of service). <i>See Appendix A.</i>
c	Postmaster General
25	Lieutenant Governors (when in own State)
26	Mayors of U.S. cities and the District of Columbia when in own city ¹⁰
27 a	American Ambassadors Extraordinary and Plenipotentiary to foreign governments (on official business in the United States or another country) (<i>see 7a</i>)
b	Chief of Protocol (when at the Department of State or at events outside the White House) (<i>see 16k</i>)
c	American Ambassadors, Permanent Representatives or Representatives to international organizations who hold Chief of Mission authority (on official business in the United States or when representing the United States at a meeting of their international organization away from post) (<i>see 7b</i>) (<i>see Endnote 2 for list of positions</i>)
d	American Ambassadors, Permanent Representatives or Representatives to international organizations who do not hold Chief of Mission authority (<i>see 5c</i> for list) (on official business in the United States or when representing the United States at a meeting of their international organization away from post) (<i>see 17a</i>) (<i>see Endnote 3 for list of positions</i>)
e	Career Ambassadors ¹¹
f	Deputy Assistants to the President (ranked by date of appointment)
28 a	Chief Judges and Circuit Judges of the United States Courts of Appeals (by length of service)
b	Chief Judges and District Judges, United States District Courts (by length of service)
c	Chief Judges and Judges of the United States Court of Military Appeals
d	Chief Judges and Judges of the United States Court of Appeals for Veterans Claims
e	Chief Judge and Associate Judges, United States Tax Court

29	American Chargé d’Affaires ad interim (at post)
30	Under Secretaries of the Department of the Army, Navy, and Air Force (by date of appointment)
31 a	Assistant Secretaries, Chiefs of Staff to the Head of an Executive Department, Ambassadors at Large, Special Envoys/Representatives, Assistant Attorneys General, and Legal Advisers of Executive Departments (in order as listed according to date of establishment of the Department, if more than one from a Department, then as ranked within the Department)
b	Special Assistants to the President, which includes the White House Social Secretary and Senior Directors of the National Security Council (ranked by date of appointment)
c	Heads of Federal Independent Agencies at Level IV of the Executive Schedule (ranked by agency’s creation date, when the same, by length of service). <i>See Appendix A.</i>
d	Deputy Director, Federal Bureau of Investigation
e	Deputy Heads of Federal Independent Agencies at Level IV of the Executive Schedule (ranked by agency’s creation date, when the same, by length of service). <i>See Appendix A.</i>
32 a	Assistant Administrators, Environmental Protection Agency (EPA)
b	Assistant Administrators, Agency for International Development (AID)
c	Assistant United States Trade Representatives
d	Associate Administrators, Small Business Administration (SBA)
33 a	Comptroller General of the United States
b	Members of the Council of Economic Advisers (ranked alphabetically)
c	Members of the Council of Environmental Quality
34	American Ambassadors-designate (in the United States)
35	Mayors of U.S. cities and the District of Columbia (when not in own city; if multiple mayors present, rank by length of service)
36 a	Vice Chief of Staff, Army; Assistant Commandant of the Marine Corps; Vice Chief of Naval Operations; and Vice Chief of Staff, Air Force (by date of appointment)
b	Vice Chief of the National Guard Bureau
c	Vice Commandant of the Coast Guard
d	Assistant Secretaries and General Counsels of the Department of the Army, Navy, and Air Force (by date of appointment)
e	Four Star Military Officers - General or Admiral (in order of seniority; retired officers rank with but after active officers)
f	Executive Secretary, National Security Council (NSC)
g	Officers of the U.S. Senate, including the following: the Chaplain, the Party Secretaries, the Secretary of the Senate, the Sergeant at Arms, and the Parliamentarian
h	Officers of the U.S. House of Representatives, including the following: the Chaplain, the Chief Administrative Officer, the Clerk of the House, and the Sergeant at Arms
37 a	Three Star Military Officers - Lieutenant General, Vice Admiral (in order of seniority; retired officers rank after active members)
b	State Senators (when in own state; ranked by length of service, when the same, by alphabetical order by surname)
c	State Representatives (when in own state; ranked by length of service, when the same, by alphabetical order by surname)
d	Former American Ambassadors/Chiefs of Diplomatic Missions (in order of presentation of credentials at first post)

38 a	Chairmen or Heads of other federal Boards, Councils and Commissions not previously listed ¹²
b	Librarian of Congress
c	Secretary of the Smithsonian Institution
d	Chairman of the American Red Cross
e	Deputy Chiefs of Protocol (ranked by date of appointment)
f	Minister-rank officials assigned to foreign bilateral diplomatic missions in Washington, D.C.
39 a	Deputy Under Secretaries of Executive Departments (according to date of establishment of the Department; if more than one from a Department, then as ranked within the Department)
b	Principal Deputy Assistant Secretaries of Executive Departments (according to date of establishment of the Department; if more than one from a Department, then as ranked within the Department)
c	Deputy Counsels of Executive Departments (according to date of establishment of the Department; if more than one from a Department, then as ranked within the Department)
d	Two Star Military - Major General, Rear Admiral (in order of seniority; retired officers rank with but after active officers)
40 a	Deputy Assistant Secretaries of Executive Departments (according to date of establishment of the Department; if more than one from a Department, then as ranked within the Department)
b	Deputy Assistant Secretaries and Deputy General Counsels of the Army, Navy and Air Force (by date of appointment)
c	Directors of the National Security Council
d	American Consuls General to foreign governments (at post)
e	American Deputy Chiefs of Mission (at post)
f	Assistant Chiefs of Protocol
41 a	Chief Judge and Judges, United States Court of International Trade
b	Chief Judge and Associate Judges, United States Court of Claims
42 a	One Star Military - Brigadier Generals, Rear Admirals (in order of seniority; retired officers rank with but after active officers)
b	Directors of Offices of Executive Departments
c	Ambassadors or Permanent Representatives of foreign governments accredited to international organizations headquartered in the United States
d	Consuls General of foreign governments accredited to the United States
e	Counselor-rank officials assigned to foreign bilateral diplomatic missions in Washington, D.C.
f	Members of the Senior Executive Service (SES) not holding previously listed positions (by date of appointment, unless ranked differently as determined by the respective Executive Department)
g	Members of other federal Boards, Councils, and Commissions not previously listed
h	Desk Officers of Executive Departments
i	First Secretary-rank officials assigned to foreign bilateral diplomatic missions in Washington, D.C.

Endnotes and Further Explanation of Positional Rankings:

¹ Spouses of the President of the United States, the Vice President of the United States, Governors in their own state and Mayors in their own cities are afforded the same rank and courtesy that accompanies their spouses' positions at official functions. Spouses of other federal, state or municipal government officials are accorded the same rank as the Principal at official functions when they are attending together, and they are seated accordingly. This seating courtesy is the only ranking a spouse without title receives in the United States, unless the spouse himself or herself holds a separate position on the Order of Precedence.

² The American Ambassadors, Permanent Representatives or Representatives to international organizations with Chief of Mission authority include the following: U.S. Mission to the African Union (USAU) - Addis Ababa; U.S. Representative to the Organization for Security & Cooperation in Europe with rank of Ambassador (OSCE) - Vienna; U.S. Mission to the Vienna Office of the United Nations (UNVIE) - Vienna; U.S. Mission to the North Atlantic Treaty Organization (USNATO) - Brussels; U.S. Representative to the Organization for Economic Cooperation and Development with the rank of Ambassador (USOECD) - Paris; U.S. Mission to the UN and Other International Organizations - Geneva; U.S. Mission to the European Union (USEU) - Brussels; U.S. Mission to the Association of Southeast Asian Nations (USASEAN) - Jakarta; U.S. Mission to the Organization of American States (USOAS) - Washington, DC.

³ For the purposes of the Order of Precedence, any reference to "Executive Department" shall mean the Cabinet Departments led by the Cabinet Secretaries in #8 and #11a-n.

⁴ The President may make changes in his or her administration to the Cabinet-rank positions listed in 11o-v. Positions listed with an (*) have been given the status of Cabinet-rank by the current presidential administration (as of November 2017).

⁵ The American Ambassadors, Permanent Representatives or Representatives to international organizations who do not hold Chief of Mission authority, and are given an Ambassador-rank only for the time served in the role, include the following: U.S. Representative to the Conference on Disarmament - Geneva; Representative to the International Civil Aviation Organization (ICAO) - Montreal; U.S. Representative to the UN Human Rights Council (UNHRC) - Geneva; U.S. Representative to the United Nations Educational, Scientific and Cultural Organization (UNESCO) - Paris; U.S. Representative to the Organization for the Prohibition of Chemical Weapons (OPCW) - The Hague; U.S. Representative to the United Nations Agencies for Food and Agriculture (FAO) - Rome.

⁶ See endnote #4. The Deputies to Members of the Cabinet holding Cabinet-rank positions, marked with a (*), would also change based on the structure of the current Cabinet, as decided by the President.

⁷ The Executive Schedule (EX), created by title 5 of the United States Code (5 U.S.C. § 5311), is the authority to establish and pay the Department's highest level management positions. All Executive Schedule positions are statutory and require Presidential appointment and Senate confirmation, otherwise known as "PAS". For purposes of order of precedence, the Head and Deputy Head positions of Independent Federal Agencies are ranked accordingly. See *APPENDIX A*.

⁸ Retired military officers take precedence immediately after active-duty officers of the same position (or grade if the officer did not serve in a position that is explicitly listed) by the initial date of appointment to the position (or grade). The positions for which this rule applies include the Chairman of the Joint Chief of Staff, the Vice Chairman of the Joint Chief of Staff, the Chiefs of Staff of the Military Services, the Chief of the National Guard Bureau, the Commandant of the Coast Guard, the Combatant Commanders, the Vice Chiefs of Staff of the Military Services, and Vice Chief of the National Guard Bureau, and the Vice Commandant of the Coast Guard. Precedence for retired military officers will be immediately after the highest position on the list for which an individual served, except for retired Chairmen of the Joint Chiefs of Staff. Retired Chairmen of the Joint Chiefs of Staff. [Revised Department of Defense (DoD) Order of Precedence, July 15, 2016]

⁹ Precedence is established by date of appointment as a Combatant Commander. However, if that individual was previously appointed as the Chairman of the Joint Chiefs of Staff, Vice Chairman of the Joint Chiefs of Staff, Service Chief, or a previous Combatant Commander position, then the initial date of appointment to the previously held position will be used. Retired Combatant Commanders take precedence with but immediately after active-duty Commanders by the initial date of appointment. [Revised Department of Defense (DoD) Order of Precedence, July 15, 2016]

¹⁰ For purposes of order of precedence, the common practice for many municipal governments is to rank the mayor immediately following the Governor of their state when in their own city.

¹¹ Career Ambassadors refer to a specific and limited group of individuals. Under the 1980 Foreign Service Act (P.L. 96-465; 94 Stat. 2084), the President is empowered, with the advice and consent of the Senate, to confer the personal rank of Career Ambassador upon a career member of the Senior Foreign Service in recognition of especially distinguished service over a sustained period.
[<https://history.state.gov/departmenthistory/people/principalofficers/career-ambassador>]

¹² See Appendix A for the list of Federal Independent Agencies as noted in the United States Government Policy and Supporting Positions “Plum Book”. Chairmen or Heads of Boards, Councils or Commissions listed as “V” or not listed in the Executive Schedule should be included here in order of agency’s creation date. Other members or commissioners below the head should be placed at #41g.

Additional Guidance regarding Order of Precedence:

Officials in “acting,” “interim,” or “performing the duties of” positions

Any official appointed to serve as “Acting,” “Interim” or “Performing the Duties of” in a position where the original office-holder was appointed to office by the President, by and with consent by the Senate, will be afforded the protocol level for the position in which he or she is serving while “Acting.” When more than one official of the same rank are present at the same event, the “acting” official(s) should be ranked with, but after all others of the same rank. This ensures the rank of the position is afforded protocol courtesies, not the specific individual appointed to serve in that role. *For more information, see the Federal Vacancies Reform Act of 1998, as amended (5 U.S.C. §§ 3345-3349d).*

Foreign Government Officials and International Organizations

For purposes of order of precedence, it is important to note that the United States Order of Precedence list refers to positions being held by American officials only. Foreign officials accredited to foreign bilateral diplomatic missions in Washington, D.C. are included in the U.S. Order of Precedence for rank comparison due to the number of meetings they consistently have with U.S. government officials.

Positions of equivalence in foreign sovereign nations are afforded the same protocol level when in the United States. For example, foreign Chiefs of State and/or Heads of Government would equate to the United States President, and therefore be positioned accordingly. In situations where multiple sovereign nations are sending representatives to a meeting, summit or other event, the head of delegation will be the most senior member of that nation’s delegation, and will be ranked in precedence order by category of their title. Within each category, seniority is given to each representative based on the individual’s length of service within that position, or sometimes alphabetically by short form country name.

The following categories are used to determine relative precedence between sovereign nations’ representatives or heads of delegation, and the corresponding precedence rank for their U.S. counterpart has been provided for situational awareness: (1) chiefs of state, (1) heads of government, (2) deputy chiefs of state, (2) deputy heads of government, (8) foreign ministers, (11) other Cabinet-level ministers, (9) bilateral ambassadors, (41) ambassadors to an international organization, and then other senior members of that government. Some nations, including the United States, only have one chief of state or head of government, represented by the same individual. Although bilateral ambassadors at Post in Washington, D.C. traditionally outrank other Cabinet-level ministers who might represent their countries as the head of delegation, out of courtesy for the subject-matter and Cabinet-level diplomat, the bilateral ambassador will drop down in rank as a member of the official delegation for that official visit.

The United States of America is also a member of multiple international alliances and organizations, and often comes into contact with the heads of those organizations during meetings, summits or other events. A head of an international organization (including, but not limited to, the following positions: Secretary General of the United Nations, President of the International Court of Justice, Secretary General of the Organization of American States, President of the World Bank, Secretary General of the North Atlantic Treaty Organization) should be considered equivalent to a chief of state or head of government, but should be listed in precedence order after all official representatives of the sovereign nations present. The only exception to this would be if the meeting or summit is being hosted by that organization, in which case the head of that international organization would serve in the primary and top position of precedence. Ranking for heads of international organizations is determined by the organization's date of establishment.

Leaders or Chief Executives of American Indian Tribes

For purposes of order of precedence, American Indian Tribes should be treated as foreign governments, with their leaders positioned just after leaders of sovereign foreign nation states, and before any heads of international organizations (see above guidance regarding Foreign Government Officials and International Organizations for further clarification). When multiple American Indian tribal leaders are present, precedence should be organized alphabetically by the official name of each tribe, beginning first with any federally-recognized tribes, then state-recognized tribes, then any non-officially recognized tribes.

American Indian Tribes are defined both as "Sovereign Nations" and "Dependent Nations" in the United States. Article 1, Section 8, Clause 3 of the U.S. Constitution gives Congress the power "to regulate commerce with foreign nations, and among the several states, and with the Indian tribes." Additionally, three bedrock principals regarding the sovereignty of the American Indian Tribes underlie U.S. Supreme Court decisions since 1832: (1) by virtue of aboriginal political and territorial status, Indian tribes possessed certain incidents of preexisting sovereignty; (2) such sovereignty was subject to diminution or elimination by the United States, but not by the individual states; and (3) the tribes' limited inherent sovereignty and their corresponding dependency on the United States for protection imposed on the latter a trust responsibility.

The leader or chief executive of a tribe is usually called a chairman, chairwoman or chairperson, but may also be called a principal chief, governor, president, mayor, spokesperson, or representative. The chief executive presides over the governing body of the tribe. In modern tribal government, the chief executive and members of the tribal council or business council are almost always elected.

APPENDIX A: List of Federal Independent Agencies & Government Corporations (Heads & Deputy Heads)

KEY to Executive Schedule (EX) Level Ranking:

Head of Agency		Deputy Head of Agency	
EX Level	Precedence Rank	EX Level	Precedence Rank
II	21b	II	21c-f
III	24a	III	24b
IV	31c	IV	31e
V or N/A	38a	V or N/A	42g

These officials are ranked by the agency's creation date; and if the same, by length of service in the position.

Agency Name	Agency Acronym	Creation Date	Precedence Rank of Head of Agency	Precedence Rank of Deputy Head of Agency
Administrative Conference of the United States	ACUS	1964	21b (Chairman)	42g
Advisory Council on Historic Preservation	ACHP	1966	38a	42g
African Development Foundation	ADF	1980	38a	42g
American Battle Monuments Commission	ABMC	1923	38a	42g
Appalachian Regional Commission	ARC	1965	24a (Federal Co-Chairman)	42g (Alternate Federal Co-)
Architectural and Transportation Barriers Compliance Board (United States Access Board)	ATBCB	1973	38a	42g
Armed Forces Retirement Home (1831 US Naval Asylum & 1851 US Soldiers' Home merged)	AFRH	1991	38a	42g
Broadcasting Board of Governors	BBG	1999	31c (Director, IBB)	42g
Chemical Safety and Hazard Investigation Board	CSB	1998	31c (Board Chairperson)	31e (Board Members)
Christopher Columbus Fellowship Foundation	CCFF	1992	38a	42g
Commission of Fine Arts	CFA	1910	38a	42g
Committee for Purchase From People Who Are Blind or Severely Disabled	AbilityOne	1971	38a	42g
Commodity Futures Trading Commission	CFTC	1974	24a (Chairperson)	31e (Commissioners)
Consumer Financial Protection Bureau	CFPB	2008	21b (Director)	42g
Consumer Product Safety Commission	CPSC	1972	24a (Chairman)	31e (Commissioners)
Corporation for National and Community Service	CNCS	1993	24a (CEO)	42g
Council of the Inspectors General on Integrity and Efficiency	CIGIE	2008	38a	42g
Court Services and Offender Supervision Agency for the District of Columbia	CSOSA	1997	31c (Director)	42g
Defense Nuclear Facilities Safety Board	DNFSB	1988	24a (Chairman)	24b (Vice Chairman & Members)
Delaware River Basin Commission	DRBC	1961	38a	42g

Agency Name	Agency Acronym	Creation Date	Precedence Rank of Head of Agency	Precedence Rank of Deputy Head of Agency
Delta Regional Authority	DRA	2000	38a (Federal Co- Chairman)	42g
Dwight D. Eisenhower Memorial Commission	Eisenhower Memorial	1999	38a	42g
Election Assistance Commission	EAC	2002	31c (Commissioner)	31e (Commissioners)
Environmental Protection Agency	EPA	1970	21b (Administrator)	24b
Equal Employment Opportunity Commission	EEOC	1965	24a (Chairman)	31e (Commissioners)
Export-Import Bank of the United States	Ex-Im Bank	1934	24a (President/Chairman)	31e (Vice-Chair/VP and Members)
Farm Credit Administration	FCA	1933	24a (Chairman)	31e (Members)
Federal Communications Commission	FCC	1934	24a (Chairman)	31e (Commissioners)
Federal Deposit Insurance Corporation	FDIC	1933	31c (Chairman)	31e (Vice-Chairman & Members)
Federal Election Commission	FEC	1975	31c (Commissioner)	42g
Federal Energy Regulatory Commission	FERC	1977	24a (Chairman)	31e (Members)
Federal Financial Institutions Examination Council	FFIEC	1979	38a	42g
Federal Housing Finance Agency	FHFA	2008	38a	42g
Federal Labor Relations Authority	FLRA	1978	31c (Chairman)	42g (Members)
Federal Maritime Commission	FMC	1961	24a (Chairman)	31e (Members)
Federal Mediation and Conciliation Service	FMCS	1947	24a (Director)	42g
Federal Mine Safety and Health Review Commission	FMSHRC	1977	24a (Chairman)	31e (Commissioners)
Federal Reserve System	FRS	1913	21a (Chairman)	21c (Vice-Chairman & Governors)
Federal Retirement Thrift Investment Board	FRTIB	1986	24a (Executive)	42g
Federal Trade Commission	FTC	1914	24a (Chairman)	31e (Commissioners)
General Services Administration	GSA	1949	24a (Administrator)	42f (Deputy Administrator)
Harry S. Truman Scholarship Foundation	Truman Scholarship Program	1975	38a	42g
Holocaust Memorial Council	HMC	1980	38a	42g
Inter-American Foundation	IAF	1972	31c (President)	42g
International Boundary Commission: United States and Canada	IBC	1925	38a	42g
International Joint Commission	IJC	1909	38a	42g
Interstate Commission on the Potomac River Basin	ICPRB	1940	38a	42g
James Madison Memorial Fellowship Foundation	JMMFF	1986	38a	42g
Japan - United States Friendship Commission	JUSFC	1975	38a	42g
John F. Kennedy Center	KC	1958 (public debut 1971)	38a (all trustees)	42g
Marine Mammal Commission	MMC	1972	38a	42g
Medicaid and Chip Payment and Access Commission	MACPAC	1997	38a	42g

Agency Name	Agency Acronym	Creation Date	Precedence Rank of Head of Agency	Precedence Rank of Deputy Head of Agency
Medicare Payment Advisory Commission	MedPAC	1997	38a	42g
Merit Systems Protection Board	MSPB	1978	24a (Chairman)	31e (Vice-Chairman & Member)
Millennium Challenge Corporation	MCC	2004	21b (CEO)	42g
Morris K. Udall and Stewart L. Udall Foundation	Udall Foundation	1992	38a	42g
National Aeronautics and Space Administration	NASA	1958	21b (Administrator)	24b (Deputy Administrator)
National Archives and Records Administration	NARA	1934	24a (Archivist)	42g
National Capital Planning Commission	NCPC	1924	38a	42g
National Council on Disability	NCD	1978	38a	42g
National Credit Union Administration	NCUA	1970	24a (Chairman)	31e (Board Members)
National Foundation on the Arts and the Humanities	NFAH	1965	24a (Director and both Chairmen)	42g
National Labor Relations Board	NLRB	1935	24a (Chairman)	31e (Board Members)
National Mediation Board	NMB	1934	24a (Chairman)	31e (Board Member)
National Science Foundation	NSF	1950	21b (Director)	24b (Deputy Director)
National Transportation Safety Board	NTSB	1967	24a (Chairman)	31e (Vice-Chairman & Members)
Northern Border Regional Commission	NBRC	2008	24a (Federal Co-Chairperson)	42g
Nuclear Regulatory Commission	NRC	1975	21b (Chairman)	24b (Commissioners)
Nuclear Waste Technical Review Board	NWTRB	1987	38a	42g
Occupational Safety and Health Review Commission	OSHRC	1970	24a (Chairman)	31e (Commission)
Office of the Federal Coordinator for Alaska Natural Gas Transportation Projects	ANGTP	1976	24a (Federal Coordinator)	42g
Office of Government Ethics	OGE	1978	24a (Director)	42g
Office of Navajo and Hopi Indian Relocation	ONHIR	1974	31c (Commissioner)	42g
Office of Personnel Management	OPM	1979	21b (Director)	24b (Deputy Director)
Office of Special Counsel	OSC	1979	31c (Special)	42g
Overseas Private Investment Corporation	OPIC	1971	24a (President)	31e (Executive VP & Board Members)
Peace Corps	PC	1961	24a (Director)	31e (Deputy Director)
Pension Benefit Guarantee Corporation	PBGC	1974	24a (Director)	42g
Postal Regulatory Commission	PRC	1970	31c (Chairman)	31e (Commissioners)
President's Commission on White House Fellowships	WH Fellows	1964	38a	42g
Presidio Trust	Presidio Trust	1996	38a	42g
Privacy and Civil Liberties Oversight Board	PCLOB	2007	38a	42g
Railroad Retirement Board	RRB	1930s	24a (Chairman)	31e (Members of Board)

Agency Name	Agency Acronym	Creation Date	Precedence Rank of Head of Agency	Precedence Rank of Deputy Head of Agency
Recovery Accountability and Transparency Board	RATB	2009	38a	42g
Securities and Exchange Commission	SEC	1934	24a (Chairman)	31e (Commissioners)
Selective Service System	SSS	1917	31c (Director)	42f (Deputy Director)
Smithsonian Institution	SI	1846	38a	42g
Social Security Administration	SSA	1935	21a (Commissioner)	21d (Dep. Commissioner)
Social Security Advisory Board	SSAB	1994	38a	42g
Special Inspector General for Afghanistan Reconstruction	SIGAR	2008	38a	42g
State Justice Institute	SJI	1984	38a	42g
Susquehanna River Basin Commission	SRBC	1970	38a	42g
Tennessee Valley Authority	TVA	1933	38a	42g
The Barry Goldwater Scholarship and Excellence in Education Foundation	BGS	1986	38a	42g
U.S. Section of the International Boundary and Water Commission (with Mexico)	USIBWC	1889	24a (Commissioner)	42g
United States - China Economic and Security Review Commission	USCC	2000	38a	42g
United States Agency for International Development	USAID	1961	21b (Administrator)	24b (Deputy Administrator)
United States Arctic Research Commission	USARC	1984	38a	42g
United States Commission for the Preservation of America's Heritage Abroad	Heritage Abroad	1985	38a	42g
United States Commission on Civil Rights	USCCR	1957	31c (Chairman)	31e (Commissioners)
United States Commission on International Religious Freedom	USCIRF	1998	38a	42g
United States Institute of Peace	USIP	1984	38a	42g
United States Interagency Council on Homelessness	USICH	1987	38a	42g
United States International Trade Commission	USITC	1916	24a (Chairman)	31e (Vice-Chairman & Commissioners)
United States Postal Service	USPS	1775	38a	42g
United States Trade and Development Agency	USTDA	1961	24d (Director)	42f (Deputy Director)
Utah Reclamation Mitigation and Conservation Commission	Mitigation Commission	1992	38a	42g
Vietnam Education Foundation	VEF	2000	38a	42g
Woodrow Wilson International Center for Scholars	Wilson Center	1968	38a	42g

Appendix 2

GUIDE TO FORMS OF ADDRESS

Appendix 2 Guide to Forms of Address

Official	Envelope Social	Salutation	Invitation	Place Card	Introduction	Conversation
Governor of Guam						
The Honorable (Full Name) Governor of Guam Ricardo J. Bordallo Complex 513 West Marine Corps Drive Hagatña, Guam 96910	The Honorable _____ or The Governor of Guam and Mr./Mrs. _____	Dear Governor _____	The Governor of Guam and Mr./Mrs. _____	The Governor of Guam	Governor _____ or The Honorable Governor of Guam	Governor _____
Lieutenant Governor						
The Honorable _____ Lieutenant Governor of Guam Ricardo J. Bordallo Complex 513 West Marine Corps Drive Hagatña, Guam 96910	The Honorable _____ and Mr./Mrs. _____	Dear Lt. Governor _____	Lt. Governor _____ and Mr./Mrs. _____	Lt. Governor of Guam	Lt. Governor _____ or The Honorable Lieutenant Governor of Guam	Lt. Governor _____
Speaker of the Guam Legislature						
The Honorable _____ Speaker of the Guam Legislature Guam Congress Building 163 Chalan Santo Papa Hagatña, Guam 96910	The Honorable _____ and Mr./Mrs. _____	Dear Speaker _____	Speaker _____ and Mr./Mrs. _____	Speaker _____	The Speaker of the Legislature or The Honorable Speaker of the Legislature	Speaker _____
Chief Justice Supreme Court of Guam						
The Honorable _____ Chief Justice Supreme Court of Guam 120 West O'Brien Drive Hagatña, Guam 96910-5174	The Honorable _____ and Mr./Mrs. _____	Dear Judge _____	Judge _____ and Mr./Mrs. _____	Judge _____ or The Chief Justice of the Supreme Court of Guam	Judge _____ or The Honorable Chief Justice of the Supreme Court of Guam	Judge _____ or Judge, or Sir, or Ma'am
Presiding Judge Superior Court of Guam						

Official	Envelope Social	Salutation	Invitation	Place Card	Introduction	Conversation
<i>The Honorable</i> _____ <i>Presiding Judge</i> <i>Supreme Court of Guam</i> <i>120 West O'Brien Drive</i> <i>Hagatna, Guam 96910-5174</i>	<i>The Honorable</i> _____ <i>and</i> <i>Mr./Mrs. _____</i>	<i>Dear Judge</i> _____	<i>Judge</i> _____ <i>and Mr./Mrs. _____</i>	<i>Judge</i> _____ <i>or</i> <i>Presiding Judge of the</i> <i>Superior Court of Guam</i>	<i>Judge</i> _____ <i>or</i> <i>The Honorable</i> _____ <i>Presiding Judge of the Superior Court</i> <i>of Guam</i>	<i>Judge</i> _____ <i>or</i> <i>Judge, or Sir, or Ma'am</i>
Delegate to the U.S. Congress						
<i>The Honorable</i> _____, M.C. <i>U.S. House of Representatives</i> <i>Washington, D.C. 20515</i>	<i>The Honorable</i> _____ <i>M.C.</i> <i>and</i> <i>Mr./Mrs. _____</i>	<i>Dear Delegate</i> _____	<i>Delegate</i> <i>and Mr./Mrs. _____, M.C.</i>	<i>Delegate</i> _____	<i>Delegate</i> _____ <i>or</i> <i>The Honorable</i> _____ <i>Delegate of Guam to the U.S. House of</i> <i>Representatives</i>	<i>Delegate</i> _____
Senator, Guam Legislature						
<i>The Honorable</i> _____ <i>Guam Congress Building</i> <i>163 Chalan Santo Pepe</i> <i>Hagatna, Guam 96910</i>	<i>The Honorable</i> _____ <i>and Mr./Mrs. _____</i>	<i>Dear Senator</i> _____	<i>Senator</i> _____ <i>and Mr./Mrs. _____</i>	<i>Senator</i> _____	<i>Senator</i> _____ <i>or</i> <i>The Honorable</i> _____ <i>Guam Senator</i>	<i>Senator</i> _____
Admiral, U.S. Navy						
<i>Rear Admiral</i> _____ <i>Commander, U.S. Naval Forces Marianas</i> <i>PSC 489, BOX 7</i> <i>FPO AP 96536-0051</i>	<i>Rear Admiral</i> _____ <i>and Mr./Mrs. _____</i>	<i>Dear Admiral</i> _____	<i>Rear Admiral</i> _____ <i>and Mr./Mrs. _____</i>	<i>Rear Admiral</i> _____	<i>Rear Admiral</i> _____ <i>or</i> <i>Rear Admiral</i> _____ <i>Commander, U.S. Naval Forces</i> <i>Marianas</i>	<i>Admiral</i> _____
General, U.S. Air Force						
<i>Major General</i> _____ <i>Commander, Thirteenth Air Force</i> <i>Andersen AFB, Guam</i> <i>APO AP 96543-5000</i>	<i>Rear Admiral</i> _____ <i>and Mr./Mrs. _____</i>	<i>Dear General</i> _____	<i>General</i> _____ <i>and Mr./Mrs. _____</i>	<i>General</i> _____	<i>General</i> _____ <i>or</i> <i>Major General</i> _____ <i>13TH Air</i> <i>Force Commander, US Air Force</i>	<i>General</i> _____
Mayor						

Official	Envelope Social	Salutation	Invitation	Place Card	Introduction	Conversation
The Honorable _____ PO Box 786 Hagatna, Guam 96932	The Honorable _____ and Mr./Mrs. _____	Dear Mayor _____	Mayor and Mr./Mrs. _____	Mayor _____	Mayor _____ or The Honorable _____ Village of _____ **	Mayor _____
Archbishop of Agana Most Rev. _____ OFM Cap., D.D. *** Archbishop of Agana 207 Archbishop C. Flores St. Hagatna, Guam 96910	His Excellency Archbishop _____	Dear Archbishop, or Your Excellency	Archbishop _____ OFM Cap., D.D. ***	Archbishop _____	His (or Your) Excellency _____ or Your Excellency	Archbishop _____

Senator Amanda L. Shelton,
Vice Chairperson

Speaker Tina Rose Muña Barnes,
Member

Vice Speaker Telena Cruz Nelson,
Member

Senator Kelly Marsh (Taitano), Ph.D.,
Member

Senator Sabina Flores Perez
Member

Senator Clynton E. Ridgell
Member



COMMITTEE ON RULES SENATOR RÉGINE BISCOE LEE, CHAIR

I MINA'TRENTAI SINGKO NA LIHESLATURAN GUÅHAN
35TH GUAM LEGISLATURE

Senator Joe S. San Agustin,
Member

Senator Jose T. Terlaje,
Member

Senator Therese M. Terlaje,
Member

Senator James C. Moylan,
Member

Senator Mary Camacho Torres,
Member

Chair, Subcommittee on Protocol

COMMITTEE VOTE SHEET

Resolution No. 171-35 (LS) – COMMITTEE ON RULES – “Relative to adopting the revised Protocol Guide of Guam, as recommended by the Thirty-Fifth (35th) Guam Legislature’s Subcommittee on Protocol.”

	SIGNATURE	DATE	TO ADOPT	TO NOT ADOPT	TO ABSTAIN
Senator Régine Biscoe Lee Chairperson		7/29/19	✓		2019 JUL 30 PM 5:09 PM
Legislative Secretary Amanda L. Shelton Vice Chairperson	VIA E-VOTE	7/30/19	✓		
Speaker Tina Rose Muña Barnes Member	VIA E-VOTE	7/26/19	✓		
Vice-Speaker Telena Cruz Nelson Member	VIA E-VOTE	7/30/19	✓		
Senator Kelly Marsh (Taitano), PhD Member	VIA E-VOTE	7/30/19	✓		
Senator Sabina Flores Perez Member	VIA E-VOTE	7/26/19	✓		
Senator Clynton E. Ridgell Member	VIA E-VOTE	7/30/19	✓		
Senator Joe S. San Agustin Member	VIA E-VOTE	7/26/19	✓		
Senator Jose T. Terlaje Member	VIA E-VOTE	7/26/19	✓		
Senator Therese M. Terlaje Member	VIA E-VOTE	7/26/19	✓		
Senator James C. Moylan Minority Member	VIA E-VOTE	7/26/19	✓		
Senator Mary Camacho Torres Minority Member	VIA E-VOTE	7/26/19	✓		
For Sponsor's Office Use Only					
Sponsor Signature:			Staff Contact Person: Mary Maravilla		
For COR/Clerk's Office Use Only					
12 Certified _____ Returned _____					
Name: Joaquin P. Taitague					
Adopted Date: 7/30/19 (TIME STAMPED ON RIGHTSIDE)					
Notes: _____					

