

3 JUNE 2002

Public Affairs



**REPORTING AND MONITORING
DISTINGUISHED VISITORS**

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Supersedes AFMCI 35-101, 7 Apr 98

Pages: 5
Distribution: F

This instruction implements policies contained in AFMC PD 35-1, *Reporting and Protocol Arrangements for Distinguished Visitors*. It establishes procedures for reporting and making protocol arrangements for distinguished visitors (DV). It applies to all Headquarters Air Force Materiel Command (HQ AFMC) and AFMC field units. For detailed instructions refer to the HQ AFMC Protocol website “DV Notifications (Info & Database)”, then “Distinguished Visitor (DV) Visits” at <https://www.afmc-mil.wpafb.af.mil/HQ-AFMC/CV/>.

SUMMARY OF REVISIONS

Replacement of AFMC Form 698 with web-based DV Notification Report.

1. Distinguished Visitor (DV) Explained.

1.1. Members of the Executive branch of government including: the President; Vice President; members of the Cabinet and their staff members; the Secretary, Deputy Secretary and Assistant Secretaries of Defense; Secretaries, Under Secretaries, and Assistant Secretaries of all services and heads of federal agencies and departments.

1.1.1. General/flag officers and equivalent civilians of all services. Retired general/flag officers and equivalent civilians.

1.2. Members of the Legislative Branch of government including members of Congress, their personal staffs and professional committee staff members.

1.3. Members of the Judicial Branch of government including members of the Supreme Court and various federal judges.

1.4. Foreign nationals of general officer grade, and civilians holding positions equivalent to, or higher than, those mentioned in **paragraph 1.1.**, **paragraph 1.1.1.**, **paragraph 1.2.**, and **paragraph 1.3.**

1.5. Foreign nationals (military and civilian) serving in diplomatically accredited positions with foreign embassies in the United States.

1.6. State governors, chief executive officers of major corporations, nationally prominent citizens, and other visitors who, in the opinion of the commander concerned, are of such stature, or whose purpose is such, that their presence should be reported to the AFMC commander.

1.7. DV codes are as follows:

1.7.1. DV-1. The President of the United States or the head of state of a sovereign nation.

1.7.2. DV-2. The Vice President of the United States, service secretaries, cabinet and congressional members, Supreme Court Justices, service chiefs of staff, and certain others. Refer to the DoD Table of Precedence for a complete listing of those positions which are considered DV-2.

1.7.3. DV-3. Four-star generals and equivalent.

1.7.4. DV-4. Three-star generals and equivalent

1.7.5. DV-5. Two-star generals and equivalent.

1.7.6. DV-6. One-star generals and equivalent.

2. Reporting Distinguished Visitors.

2.1. DVs visiting AFMC Headquarters

2.1.1. Directorates will appoint an individual who will report all DVs visiting their directorate to HQ AFMC, Command Protocol (HQ AFMC/CVP).

2.1.2. Directorates will report DV information on the DV Notification Report found on the HQ AFMC Protocol website at least two weeks in advance of the visit, or as soon as the reporting office is informed about the projected visit. DV notifications should be submitted no later than every Wednesday by 1600 (Eastern Standard Time). Information not available at the time of reporting should be updated using the DV Notification Report as soon as the information becomes available. On short-notice visits, no matter what the time frame, report the DV information promptly. Include the following information in the DV Notification Report:

2.1.2.1. Full name, "go-by name," rank, duty title or position, DV code, the DV's organization and location, a point of contact from the DV's organization to include phone number. Also, note if spouse is accompanying, include spouse name and "go-by" name.

2.1.2.2. Dates of visit, include arrival and departure dates/times, if known. If arrival and departure information is not immediately known, report what is known and update with confirmed information as soon as it becomes available.

2.1.2.3. Purpose of visit, be clear and specific. If you use an acronym, provide the definition.

2.1.2.4. Provide itineraries on all DVs at the three-star level (DV-4) or higher, such as a Cabinet and Congressional members, ambassadors, governors, etc. (See DoD Table of Precedence.)

2.1.2.5. Report mode of travel, for example, military air, commercial air, privately owned vehicle (POV), etc.

2.1.2.6. Report the office of primary responsibility (OPR), the project officer's name, office

symbol, and telephone number. Provide the name and telephone number of the escort officer, if applicable.

2.1.2.7. Report lodging arrangements, if required. If the DV is staying in the VOQ, HQ AFMC/CC/CV/CD will be given the opportunity to send a welcome note to be placed in the visitor's room.

2.1.2.8. If any of the above information is not known at the time of reporting, submit the information as soon as it is known using the DV Notification Report.

2.1.2.9. Submit a DV Notification Report immediately when the visit is canceled or changed.

2.1.2.10. HQ AFMC/PK should be notified when a chief executive officer (CEO) wants to visit either AFMC/CC/CV/CD.

2.2. DVs visiting AFMC field units:

2.2.1. Each field unit director will appoint an individual who will report to the local protocol office the DVs visiting the field unit.

2.2.2. Information for DVs visiting AFMC field units should be entered into the HQ AFMC Protocol database by the field unit protocol office. The field unit protocol office will combine the field director's DV information and report information to HQ AFMC/CVP two weeks in advance of the visit, or as soon as the field unit director or the protocol office is aware of the DV visit. The unit protocol office will input the information into the HQ AFMC Protocol database no later than every Wednesday by 1600 (Eastern Standard Time). After Wednesday by 1600, updated DV information should be entered into the HQ AFMC Protocol database and a courtesy phone call to HQ AFMC Protocol to advise of the update so they can make the necessary corrections to the report.

2.2.3. The appointed field unit individual will report the information contained in **paragraph 2.1.2.1.**, **paragraph 2.1.2.2.**, **paragraph 2.1.2.3.**, **paragraph 2.1.2.4.**, **paragraph 2.1.2.5.**, **paragraph 2.1.2.6.**, and **paragraph 2.1.2.7.** Report the information using the on-line access to the HQ AFMC Protocol database.

2.2.4. If any of the above information is not known at the time of reporting, inform the local protocol office as soon as the missing information becomes available so they can update the Protocol database. On short notice visits, no matter what the time frame, report the DV information in the Protocol database as soon as possible.

2.2.5. Notify the field unit protocol office IMMEDIATELY when the visit is canceled, so they can update the Protocol database. If time does not permit, notify HQ AFMC/CVP directly.

3. Weekly (Thursday) Distinguished Visitor report for AFMC/CC/CV/CD. HQ AFMC/CVP will compile DV information from the HQ AFMC directorates and field units. The following information will be reflected on the report prepared by CVP: Date of visit, name and also "Go-by" name, grade, DV code and title of visitor, purpose of visit, billeting information, and office of primary responsibility (OPR).

4. The OPR is the office having primary interest in the visit. The OPR will appoint a project officer who will complete visit arrangements and coordinate all visit activities with appropriate offices. The project officer may also be required to work closely with other external offices as required. The project officer may want to appoint an escort officer, as appropriate.

4.1. The project officer for any DV will do whatever is requested to support the visit. The duties will vary from visit to visit, but for almost any visit the following duties will be required:

4.1.1. When DVs arrive at base operations, a senior officer/civilian should greet the DVs. The project officer and escort officer should be there as well. The local protocol office will help you determine the rank of the greeter.

4.1.2. Create the itinerary with transportation arrangements included; plan and prepare the briefing agenda; prepare interest items and list of attendees; contact all other internal/external staff offices to schedule visits or briefings; prepare other necessary backup information of interest to the DVs, briefers or other people involved in the visit; and reserve required meeting rooms and equipment. Reserve rooms for social activities, as appropriate.

4.1.3. At the request of the DV, schedule a courtesy visit with the commander, vice commander, or executive director (CC, CV, CD).

4.1.4. Arrange lodging at the VOQ or off-base facility. Lodging arrangements for DV-6 and above will be made through protocol. The DV reservation process may differ at each protocol office. Contact your local protocol office for details.

4.1.5. Make transportation arrangements with the base motorpool. Provide the escort officer a copy of the transportation schedule and itinerary.

4.1.6. Reserve parking slots, as appropriate.

4.1.7. Plan social functions for DVs. Work closely with protocol in planning, organizing, and scheduling functions.

4.1.8. Prepare welcome packages for all DVs, as required.

4.1.9. When the civilian media is expected to be involved with your visit, notify Public Affairs.

4.2. The escort officer for DVs will perform duties as outlined by the project officer. Duties will vary from visit to visit, but the following duties will be required for almost any visit. For additional escort information, refer to the HQ AFMC Protocol Escort Guide found on the HQ AFMC Protocol website <https://www.afmc-mil.wpafb.af.mil/HQ-AFMC/CV/cvp>. The field unit protocol offices should have an escort guide tailored to their local community.

4.2.1. Consult with HQ AFMC/CVP for advice on appropriate protocol policies.

4.2.2. Coordinate with the project officer on agenda, lodging, and transportation requirements. Obtain a copy of the transportation request. Be familiar with the DV's biographical information. Confirm daily transportation requirements/schedules with motorpool. If major changes occur, notify the project officer if time permits; otherwise notify the other people involved in the visit. Pick up two VOQ room keys. Check VOQ room; make sure you can open room door easily. When you meet the DV at base operations give him/her one VOQ room key. Keep the other room key yourself so you can have access to the DV's room. You may need to make special arrangements for the luggage.

4.2.3. Meet the DV at base operations. Load the luggage into base transportation and transport to the VOQ or civilian lodging.

- 4.2.4. Escorting the DV to quarters. Provide the visitor with a copy of the DV package to include agenda, transportation schedules, and any briefing charts, as appropriate. Review the itinerary to ensure the DV understands the visit plan.
- 4.2.5. Accompany the DV (ride on base transportation) to all official functions, as required, and advise the project officer and the DV of any changes. The project officer will coordinate all changes with affected staff offices.
- 4.2.6. Confirm DV's flight information.
- 4.2.7. Prior to DV departure check with the VOQ office to ensure lodging and beverage charges have been paid. If not, present the bill to the DV's aide or to the DV, as appropriate.
- 4.2.8. Ensure VOQ key is turned in and luggage, etc., is loaded into the transportation vehicle.
- 4.2.9. Accompany DV to base operations and ensure luggage is loaded on to the aircraft. Do not leave the facility until the aircraft has departed.

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