

**BY ORDER OF THE COMMANDER
AIR FORCE RESERVE COMMAND**

**AIR FORCE RESERVE COMMAND
HEADQUARTERS OPERATING
INSTRUCTION 36-2901**

1 May 2000

Personnel

DISTINGUISHED VISITORS (DV)



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFRD 36-29, *Military Standards*, and establishes responsibilities and procedures for hosting and reporting distinguished visitors to Headquarters Air Force Reserve Command (HQ AFRC). It applies to all HQ AFRC directors at Robins AFB when they host distinguished visitors.

1. Explanation of DV. Any visitor who is a:

- 1.1. General Officer (O-6) or civilian (GS-15) and above.
- 1.2. AFRC wing commander.
- 1.3. Person determined by the HQ AFRC Command Section to be of special interest or importance, that is, visitors, regardless of grade, having a scheduled courtesy call, briefing, work session, flightline greeting, or meal with a command section general officer. When DVs visit AFRC Headquarters in conjunction with a conference and anticipate command section involvement, conference project officers will treat them according to this instruction.
- 1.4. Local, state, and federal officials and/or their designated representatives.

2. HQ AFRC Protocol (CVP):

- 2.1. Reviews associated itineraries ensuring OPR accords appropriate treatment for all DVs.
- 2.2. Advises staff project officers of DV administrative procedures and assist as necessary.
- 2.3. Advises staff agencies regarding protocol matters.
- 2.4. Coordinates lodging arrangements through WR-ALC Protocol.
- 2.5. Provides an on-call person to work protocol issues that develop after duty hours.

3. HQ AFRC Command Post:

- 3.1. Maintains information and serves as focal point of communication concerning airlift on all DVs.
- 3.2. Queries CVP to determine the appropriate person to meet any DV inbound.
- 3.3. Provides and updates the assigned DV greeter with information regarding the DV's aircraft, that is, estimated arrival time, 10 mile call, parking location, call sign, etc.

4. Project Officers. The staff agency that is the functional focus of a visit is the office of primary responsibility (OPR). Upon identifying a visitor, the OPR immediately appoints a project officer. Using the visit worksheet (attachment 1) as a guide, the project officer:

- 4.1. Contacts the visitor's office and requests the DV's specific areas of interest and the details surrounding the visit, that is, dates, arrival and departure times, mode of transportation, number in party, lodging and transportation requirements, dietary preferences, and/or restrictions, etc.
- 4.2. Obtains HQ AFRC Command Section approval for the visit by coordinating an initial Air Force (AF) Form 1768, Staff Summary Sheet (Figure 1), through HQ AFRC/CVEA/CVP/CVE/ACV/CV.
- 4.3. Reserves conference rooms and other working facilities. Arranges for audiovisual equipment, seating plans, conference room name plates, pens, writing pads, briefing dry runs, security, etc.
- 4.4. Ensures HQ AFRC Command Section general officer participation by coordinating the time, place, and other appropriate information with each participating HQ AFRC Command Section general's secretary or executive officer. This includes meals, social events, briefings, work sessions, etc.
- 4.5. May lodge colonels, colonel equivalents, and higher ranking military and civilian officials in DV quarters by contacting HQ AFRC/CVP. If project officers don't know the names and exact number of visitors during the advanced planning stages, provide an estimated number of rooms by grade required for the visit.
- 4.6. Contacts HQ AFRC/CVP to determine appropriate uniform for all visit participants; usually uniform of the day for daily activities and business suit or sport coat and tie for evening functions. Advise the visitor's office of uniform requirements and annotate this information in the visit itinerary.
- 4.7. Discusses the appropriateness of mementos with HQ AFRC/CVP.
- 4.8. Monitors all visit details.
- 4.9. Limits staff attendance at briefings or work sessions to principals and those specifically invited by the principals to answer question on visit-related issues. List principals by name on the itinerary. The first time principals' names are used, use rank, first name and nickname, if any, in bold, and last name (that is, Lt Col **Dick** Ford).

Figure 1. Sample Staff Summary Sheet.

STAFF SUMMARY SHEET						
TO	ACTION	SIGNATURE (<i>Surname</i>), GRADE AND DATE		TO	ACTION	SIGNATURE (<i>Surname</i>), GRADE AND DATE
1	CVEA	Coord		6		
2	CVP	Coord		7		
3	CVE	Coord		8		
4	ACV	Coord		9		
5	CV	Appr		10		
SURNAME OF ACTION OFFICER AND GRADE			SYMBOL	PHONE	TYPYST'S INITIALS	SUSPENSE DATE
Capt Brown			XX	7-1014	mtb	
SUBJECT						DATE
Sample of Staff Summary Sheet for HQ AFRC DV Visit						
SUMMARY						
<p>1. List who, what, when, where, and why of DV visit. List POC and phone number as well.</p> <p>2. Use as many paragraphs as necessary to give adequate details to decision makers, but remember to be brief.</p> <p>3. COMMAND SECTION INVOLVEMENT...(this paragraph must be used on all DV Staff Summary Sheets, even if there is no command section involvement.)</p>						
RECOMMENDATION						
<p>4. Your recommendation goes here.</p>						
SIGNATURE BLOCK						
<p style="text-align: right;">7 Tabs</p> <ol style="list-style-type: none"> 1. Itinerary 2. Biography 3. Point Papers 4. Discussion Points 5. Seating Arrangements 6. Floor Plans 7. Anything CV needs 						
SAMPLE OF IN STAFF SUMMARY SHEET FOR DV VISIT						

4.10. Provides for logistical arrangements to include:

4.10.1. Ground Transportation. To obtain staff cars, DV vans, or buses, contact base vehicle operations.

4.10.2. Coordination with HQ AFRC/CVP to reserve parking spaces.

4.10.3. Miscellaneous. HQ AFRC/CVP provides advice as necessary for coffee breaks, luncheons, dinners, cocktail parties, to include nametags, seating plans, etc. If a HQ AFRC Command Section general hosts a meal or social function, HQ AFRC/CVP coordinates on all arrangements.

4.10.4. Arrangements for transportation and storage of DV baggage to or from the flightline and lodging.

4.10.5. The day of the visit, pre-register the DV at the lodging office and provide room keys to the visitor upon arrival. DV quarters check-out time is 1200 and check-in time is 1400. It is essential to coordinate with HQ AFRC/CVP if early check-in or late check-out of DV quarters is required. Personnel staying after 1200 may be subject to another day's charge for the room.

4.11. Completes the required correspondence, which includes:

4.11.1. Providing the visitor's name, rank and title, purpose and dates of the visit, project officer's name, known lodging and transportation requirements, and in bold print, anticipated or desired command section participation.

4.11.2. The AF Form 1768 should reach HQ AFRC Command Section as soon as possible, but not later than 2 workdays after initial notification of the visit.

NOTE: Timely notification and information are more important than exact information. Do not delay sending information in an effort to obtain exact or complete details.

4.11.3. When all visit details are finalized, use a follow-up AF Form 1768 to coordinate an itinerary (attachment 2) through all staff agencies having interest. A follow-up AF Form 1768 may not be required if the extent of command section involvement is limited. If the OPR intends to provide the visitor with background or point papers, include those documents in an AF Form 1768 for HQ AFRC Command Section approval. The follow-up AF Form 1768 must reach the HQ AFRC Command Section no later than 5 workdays prior to the visit.

JAMES E. SHERRARD III, Maj Gen, USAF
Commander

Attachment 1

SAMPLE DISTINGUISHED VISITOR WORKSHEET

Contact DV's Office and Confirm:

- ___ Names, grade, SSAN, titles or position of official party
- ___ Other passengers on the aircraft (if any)
- ___ Time of arrival, time of departure, date and mode
- ___ Aircraft type and call sign
- ___ Briefing requests
- ___ CV/ACV office call desired
- ___ Obtain biography
- ___ Verify security clearance
- ___ Lodging requirements
- ___ Dietary restrictions or preferences
- ___ Requirement to store classified material
- ___ Special requirements
- ___ Uniform or clothing requirements

Lodging:

- ___ Reservations through HQ AFRC/CVP
- ___ Pre-register and obtain keys
- ___ Payment arrangements

Baggage Details:

- ___ Transport bags to and from flightline
- ___ Store bags during the day (if DVs not leaving until after lodging check-out)

Task Staff:

- ___ Briefing nominations
- ___ Background papers (three originals (copies for CV, ACV and visitor))
- ___ Visit brief (three copies)
- ___ Itineraries

Coordinate with HQ AFRC/CVE:

- ___ Command section calendar availability
- ___ Reserve conference rooms, if necessary

Coordinate with HQ AFRC/CVP:

___ Memento (if appropriate)

___ Parking

___ Flags

Coordinate with Transportation:

___ Arrange DV Transportation

___ Date, time, location of pick-up and delivery

___ Provide copy of complete itinerary

___ U-drive requests

Visits Briefs:

___ Itinerary

___ Biographies

___ Point papers

For DVs:

___ Biographies of HQ AFRC/CV/ACV

___ Map of area

___ Points of interest

___ Complete itinerary

___ Point papers

___ Welcome package

Breaks:

___ Arrange for time and place (not in a congested area; needs to be near a restroom)

___ Provide someone to set-up, serve, monitor and take-down

___ Refreshments funded and ordered

___ Cup, napkins, sugar, coffee, etc.

___ Coordinate SM&W request with SVFM

Breakfast, Lunch, and Dinner:

___ Dates, times, locations

___ Reserve rooms

___ Host and number of people

___ Invitations

___ Master of ceremonies

___ Dress

- Menu and cost
- Program
- Seating charts and easels
- Sign party sheets
- Flags (if required)
- Podium
- Band requirements

Attachment 2

SAMPLE VISIT ITINERARY FOR MAJOR GENERAL JAMES R. ADAMS

Thursday, 3 June 1999

0800 Arrival at Robins Air Force Base (RAFB) flightline via C-21, call sign WAA889
Greeted by Col **John** Smith, HQ AFRC/XX and Capt **Jane** Brown, HQ AFRC/XXO

0815 Depart RAFB Flightline via staff car
Escorted by Capt Brown

0823 Arrive HQ AFRC, Building 210, greeted by Maj Gen **David** Day, AFRC/CV and
Capt **Alan** Jones, aide-de-camp

0825 Courtesy Visit with Maj Gen Day, AFRC/CV

0845 AF Reserve Command Mission Briefing, Command Conference Room Briefer
Capt **Alex** Dodd, HQ AFRC/XX

0945 Break

0955 HQ AFRC presentation

1130 Depart for RAFB Officer's Club via staff car Escorted by Capt Brown

1145 Lunch, Georgia Room

1300 Depart O'Club via staff car
Escorted by Capt Brown

1310 Arrive HQ AFRC and proceed to Command Conference Room

1315 HQ AFRC Presentation

1430 Break

1445 HQ AFRC Presentation (continued)

1630 Depart HQ AFRC via staff car
Escorted by: Capt Brown

1635 Arrive Pine Oaks Lodge
Lodged in the Georgia Suite (Room 6114, Bldg 557)
DSN 468-9011, commercial (912) 926-9011

1640 Personal Time

1810 Col Smith arrives at Georgia Suite to escort Gen Adams

1815 Depart for Museum of Aviation via staff car

1825 Arrive Museum

1830 No Host Social

1915 Logistics Awards Banquet program begins

2200 Banquet concludes. Return to Georgia Suite via staff car, escorted by Col Smith and Capt Brown

Friday, 4 June 1999

0730 Depart Georgia Suite via staff car for Robins AFB flightline. Escorted by Col Smith and Capt Brown

0740 Arrive flightline

0750 Depart Robins AFB flightline via C-21, call sign WA0007