

**Personnel**

**DISTINGUISHED VISITORS (DV)**

This instruction implements AFPD 36-29, *Military Standards*. It establishes responsibilities and procedures for hosting distinguished visitors at AMC headquarters. It applies to all AMC units at Scott AFB when they host distinguished visitors. This pamphlet establishes responsibilities and procedures for reporting distinguished visitors at AMC bases and administering the AMC message program for welcoming DVs. This instruction does not apply to Air National Guard and Air Force Reserve units.

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

1.1. General officer or equivalent: DV-6 through DV-3 (To convert DV codes to general officer's "stars", subtract the DV code from the base number of 7).

1.2. AMC wing commander.

1.3. Person determined by the Command Section to be of special interest or importance, i.e. 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 AMC headquarters in conjunction with a conference and anticipate Command Section involvement, conference project officers will treat them according to this directive.

1.4. Non-AMC DV-4s (US or foreign lieutenant generals or civilian equivalents) and above not assigned to Scott AFB visiting an AMC base or unit, even if the unit or base is not the focus of the visit.

1.5. Any person with a DV code of 1 or 2.

**2. Commander, 375th Airlift Wing (AW).** The Commander, 375 AW, will ensure a senior officer, colonel, or lieutenant colonel is on call to meet scheduled or unscheduled DVs arriving on the Scott AFB flightline. See paragraph 3.7.

**3. AMC Protocol (HQ AMC/CCP).** Protocol will:

3.1. Review associated itineraries ensuring OPR accords appropriate treatment for all DVs.

3.2. Advise staff project officers of DV administrative procedures and assist as necessary.

3.3. Advise staff agencies regarding protocol matters.

3.4. Control lodging reservations for the Essex House on Scott AFB.

3.5. Provide an on-call person to work protocol issues that develop after duty hours.

3.6. Control the two DV reserved parking spaces at building 1600. The spaces are normally held for DV-4 through DV-1 visitors. All other parking needs must be arranged through the facility manager (DSF) at DSN 576-4985.

3.7. Arrange for an AMC general officer to meet all DV-3, DV-4, Command Section hosted DVs, and special interest guests flying into Scott AFB. If no AMC general officer is available, CCP will notify the 375 AW to have

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Supersedes AMCP 11-11, 1 June 1992.

OPR: CCP (Major Douglass Blake)

Certified by: HQ AMC/DSP (Rosemary Norman)

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its greeter meet and support the incoming DV. For DV-5 through DV-7 visiting AMC, the hosting director is responsible for providing a greeter and departer (normally the director or assistant). CCP will provide the Tanker Airlift Control Center (TACC) (DSN 576-1706), and the 375 AW Command Post (DSN 576-5891) with the name, functional address symbol (FAS), and telephone number of the AMC general officer greeting the DV. For other DV-5 through DV-7 transiting Scott, the 375 AW Commander will provide a greeter. If a DV is stopping for refueling and is not an AMC DV, but one of the directors has an interest, CCP will notify for an opportunity to greet. If the director declines, the wing greeter will be used.

3.8. Advise the Scott Elite Guard of ceremonial requirements.

#### 4. Tanker Airlift Control Center:

4.1. Maintain information and serve as focal point of communications concerning airlift of all DVs into Scott AFB.

4.2. Query CCP to determine the appropriate person to meet any DV inbound to Scott AFB.

4.3. Provide and update the assigned DV greeter with information regarding the DV's aircraft, i.e. estimated arrival time, 10-mile call, parking location, call sign, etc.

5. **Project Officers.** The staff agency that is the functional focus of a visit is the office of primary responsibility (OPR). On identifying a visit, the OPR will immediately appoint a project officer. Using the visit checklist (attachment 1) as a guide, the project officer will:

5.1. Contact the visitor's office and request the DV's specific areas of interest and the details surrounding the visit, i.e. dates, arrival and departure times, mode of transportation, number in party, lodging and transportation requirements, dietary restrictions, etc.

5.2. Obtain AMC Command Section approval for the visit by coordinating an initial AF Form 1768, Staff Summary Sheet (attachment 2), through HQ AMC/CCP and HQ AMC/CCES. See paragraph 5.12.1.

5.3. Reserve conference rooms and other working facilities according to AMC HOI 11-6. Arrange for audiovisual equipment, seating plans, conference room name plates, pens, writing pads, briefing dry runs, security, etc.

5.4. Ensure Command Section general officer participation by coordinating the time, place, and other appropriate information with HQ AMC/CCES and each participating Command Section general's secretary or executive officer. This includes meals, social events, briefings, work sessions, etc.

5.5. Arrange for lodging. Project officers may billet colonels, colonel equivalents, and higher ranking military and civilian officials in the Essex House at Scott AFB by contacting HQ AMC/CCP (DSN 576-5555) or in other base facilities, by contacting 375 SPTG/SVH (DSN 576-2045). Complete name, social security number (SSN), organizational address, purpose of visit, length, and status (i.e. space A, medical, etc.) of stay are required. If project officers don't know the names and exact number of visitors during the advanced planning stages, provide an estimate number of rooms required for the visit.

5.6. Arrange through HQ AMC/CCP for an officer of appropriate rank to meet and depart the ranking guest (DV-5 and below will be met by the director or assistant director of the sponsoring agency. DV-4 and above will be met by a Command Section designated general officer, if available). Ensure the TACC is notified of the DV's scheduled arrival, departure plans, and the name of the DV greeter.

5.7. Contact HQ AMC/CCP 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.

5.8. Discuss the appropriateness of mementos with HQ AMC/CCP.

5.9. Monitor all visit details.

5.10. Limit staff attendance at briefings or work sessions to principals and those specifically invited by the principals to answer questions 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 (i.e. Lt Col **Dick Ford**).

5.11. Provide for logistical arrangements to include:

5.11.1. **Ground Transportation.** To obtain staff cars, DV vans, or buses, contact the DV dispatcher at Base Vehicle Operations (DSN 576-2100). Provide a copy of the itinerary to 375 AW/LGTO once all transportation arrangements are finalized. Due to limited resources, U-drive staff cars are normally restricted to DV-5 and above. All other visitors are encouraged to include rental cars in their temporary duty orders.

5.11.2. **Reserved Parking.** Coordinate with HQ AMC/CCP for the two DV reserved parking spaces in front of building 1600. The spaces are normally held for DV-4 through DV-1. Contact HQ AMC/DSF (DSN 576-4985) to make parking arrangements for others.

5.11.3. **Miscellaneous.** HQ AMC/CCP will provide advice as necessary for coffee breaks, luncheons, dinners, cocktail parties, to include name tags, seating plans, etc. **If a Command Section general hosts a meal or social function, CCP will coordinate all arrangements.**

5.11.4. **Security For Building 1600.** Obtain DV badges from HQ AMC/CCP. General officers in uniform do not require DV badges. DVs meeting with the AMC Commander, Vice Commander, or escorted by CCP will not wear DV badges.

5.11.5. **Baggage.** Transportation and storage of DV baggage to or from the flightline and lodging.

5.11.6. **Pre-registration At Lodging.** The day of the visit, pre-register the DV at the lodging office and provide room keys to the visitor upon arrival. Check-out time from lodging and the Essex House is 1200; check-in time is 1400. It is essential to coordinate with HQ AMC/CCP if early check-in or late check-out at the Essex House is required. Personnel staying after 1200 will be subject to another day's charge for the room.

5.12. Complete the required correspondence, which includes:

5.12.1. **Initial Air Force Form 1768, Staff Summary Sheet.** Obtain AMC Command Section approval for the visit by coordinating the form (attachment 2) through HQ AMC/CCP, HQ AMC/CCES, and involved staff agencies. If the visit is joint between USTRANSCOM and AMC, the form must be properly coordinated by both USTRANSCOM and AMC, as follows:

5.12.1.1. A staff summary sheet for a visit where AMC is the primary point of contact (POC) begins with coordination by the AMC agencies involved. Before sending it to AMC Command Section, it is sent to applicable USTRANSCOM agencies, to include TCVP, and the Command Section, up through the deputy commander-in-chief for coordination. It is then returned to the AMC Command Section to complete the coordination process.

5.12.1.2. When the staff summary sheet originates in USTRANSCOM, it should be coordinated through the staff agencies involved at USTRANSCOM, then sent to AMC for coordination from the AMC agencies involved, to include HQ AMC/CCP, and the AMC Command Section, up through AMC Vice Commander. It is then returned to the USTRANSCOM Command Section for coordination. If visit is joint AMC-hosted, the last person to sign before the AMC Commander is the AMC Vice Commander.

5.12.1.3. For a joint USTRANSCOM-hosted visit, the last person to sign prior to CINCTRANS is the DCINCTRANS (attachment 3).

5.12.1.4. Give the visitor's name, rank and DV code, 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.

5.12.1.5. The staff summary sheet should reach the Command Section as soon as possible, but no later than 2 work days after initial notification of the visit. (**NOTE:** Timely notification and information are more important

than perfect information. Do not delay sending information in an effort to obtain exact or complete details. This is especially true for joint visits as the coordination time can be doubled.) As a minimum, all DVs visiting AMC will have a courtesy call with a Command Section general depending on availability. Coordinate scheduling with HQ AMC/CCES. For DVs visiting Scott AFB, who have no AMC involvement, send an "information" staff summary sheet through HQ AMC/CCP, HQ AMC/CCES, and the AMC Command Section.

5.12.2. **Follow-Up Staff Summary Sheet.** When all visit details are finalized, use a follow-up staff summary sheet (attachment 4) to coordinate an itinerary (attachment 5) through all concerned staff agencies, HQ AMC/CCP, HQ AMC/CCES, and the AMC Command Section. A follow-up staff summary sheet 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 with the staff summary sheet for Command Section approval. The follow-up form must reach the Command Section no later than 5 work days prior to the visit. If the AMC Command Section is not involved with a particular visit, provide HQ AMC/CCP and HQ AMC/CCES with an information staff summary sheet that includes a copy of the itinerary and other pertinent information no later than 1 day prior to the visit.

5.12.3. **Visit Brief.** Prepare a visit brief for each AMC Command Section general. The visit brief consists of the original (no reproduced versions) itinerary (attachment 5), visitor's biography, and point papers or items of interest associated with the visit (if applicable), and a cover letter (attachment 6) signed by the AMC director, assistant director, executive officer, the AMC Chief, Command Protocol (or assistant chief), or the Commander, 375 AW. The cover letter should include:

5.12.3.1. Name, title, purpose, and date of visit.

5.12.3.2. Arrival and departure location.

5.12.3.3. Known arrival and departure plans (mode, times, from and to locations, greeter, and departer).

5.12.3.4. Lodging arrangements.

5.12.3.5. Command Section involvement (highlighted or in bold print). For high-level visits, i.e. Secretary or Chief of Staff of the Air Force, make the AMC Commander one miniaturized copy (65% reduction from 8 1/2" X 11") of the itinerary. Consult CCP to determine if the miniaturized itinerary is necessary. Covers for the visit briefs are available in CCP and should be completed according to attachment 7. Also, prepare 13 reproduced copies of the visit brief contents (covers not required) for HQ AMC/CCP to distribute to the Command Section staff. The project officer prepares one additional copy for each staff directorate associated with the visit. Submit the three original visit briefs and reproduced copies to CCP no later than 3 working days prior to the arrival of the visitor.

5.12.4. **Visitor Books.** If a DV will remain overnight, prepare a visitor book for the DV and party members to include the following:

- Visit Book Table of Contents (attachment 8)
- Itinerary (attachment 5)
- AMC Key personnel roster (available from HQ AMC/CCP)
- AMC and base information inserts (available from HQ AMC/PA)

CCP stocks the covers for the visitor books and will provide guidance in binding them. Bound visit briefs are necessary for high-level visits only, i.e. Secretary or Chief of Staff of the Air Force. For other visits, use the white and blue visit brief covers. HQ AMC/CCP must approve all visitor books before project officers distribute.

**6. AMC Program For Welcoming DVs At AMC Bases.** Wing commanders will:

6.1. Notify the Numbered Air Force Protocol Office on all AMC and non-AMC DVs (US or foreign general officers and civilian equivalents) and above who visit your installation--even if your unit is not the focus of the visit.

6.2. Provide name, rank, title or position, purpose of the visit, if accompanied by other DVs or spouses, known or

estimated arrival and departure times, mode of transportation, and POC at your unit for the visit.

6.3. If you have at least 1 week notification of the visit, send the information by message to the respective Numbered Air Force no later than 5 working days prior to the DV's arrival. For last-minute visits, call in the information to HQ AMC/CCP, DSN 576-5555.

6.4. Notify AMC Chief, Command Protocol (HQ AMC/CCP) and HQ AMC/CCE by message within 24 hours of departure of any DV-3 and above. This message should include all topics and issues discussed, positions presented on these topics and issues, and DV's comments. While this pertains to DV-3 and above, local commanders and staff agencies retain discretionary authority to report on all visits regardless of visitor's rank.

CHESTER H. MAUCLINE, Colonel, USAF  
Director, Special Staff

#### 8 Attachments

1. Visit Checklist
2. Guide for Initial Staff Summary Sheet
3. Guide for Joint Visit Staff Summary Sheet
4. Follow-Up Staff Summary Sheet
5. Sample Itinerary
6. Sample Visit Brief Cover Letter
7. Visit Brief Cover Example
8. Sample Visit Book Table of Contents

**VISIT CHECKLIST****Contact DV's Office and Confirm:**

- \_\_\_\_\_ Names, SSN, titles or position of official party
- \_\_\_\_\_ DV code and grade (Lt Gen, Maj Gen, SES, etc.)
- \_\_\_\_\_ Other passengers on the aircraft (if any)
- \_\_\_\_\_ ETA, ETD, date and mode
- \_\_\_\_\_ Aircraft type and call sign
- \_\_\_\_\_ Briefing requests
- \_\_\_\_\_ 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:**

- \_\_\_\_\_ Scott Essex House reservations (DSN 576-5555)
- \_\_\_\_\_ Scott Inn reservations (DSN 576-2045)
- \_\_\_\_\_ 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)
- \_\_\_\_\_ Visit brief (three copies)
- \_\_\_\_\_ Itineraries

**Coordinate with HQ AMC/CCES (DSN 576-3536):**

- \_\_\_\_\_ Command Section calendar availability
- \_\_\_\_\_ Reserve conference rooms (MCR or CCR) (contact HQ AMC/DSE at DSN 576-3312 to reserve DSCR)
- \_\_\_\_\_ Coordinate with HQ AMC/DSR (DSN 576-2214) to dry-run briefings not later than 2 days prior to event

**Coordinate with CCP (Protocol, DSN 576-5555):**

- \_\_\_\_\_ Memento (if appropriate)
- \_\_\_\_\_ Funds requests (SM&W or PEC)
- \_\_\_\_\_ DV badges
- \_\_\_\_\_ Parking
- \_\_\_\_\_ Flags

**Coordinate with the Scott Elite Guard (375 AW/SPOLEGG, DSN 576-3055):**

- \_\_\_\_\_ Arrange for T-badges
- \_\_\_\_\_ Coordinate conference badges
- \_\_\_\_\_ Provide list of attendees

**Coordinate with 375 AW Command Post:**

- \_\_\_\_\_ Provide ETA, ETD, date, aircraft type, call sign
- \_\_\_\_\_ Request aircraft parking in spot 14 if possible (spot 13 or 15 if 14 is not available)

**Coordinate with Transportation (375 AW/LGTO, DSN 576-2100)**

- \_\_\_\_\_ Arrange DV Transportation
  - \_\_\_\_\_ Date, time, location of pick-up and delivery
  - \_\_\_\_\_ Provide copy of complete itinerary
  - \_\_\_\_\_ U-drive requests

**Visits Briefs:**

- \_\_\_\_\_ Three originals for the AMC Command Section (deliver to HQ AMC/CCP)
  - \_\_\_\_\_ Coordinate with HQ AMC/CCP while in **draft** form (on diskette if possible)
  - \_\_\_\_\_ Covers (see HQ AMC/CCP)
  - \_\_\_\_\_ Itinerary
  - \_\_\_\_\_ Biographies
  - \_\_\_\_\_ Point papers
- \_\_\_\_\_ Three stapled packages for staff personnel (deliver to HQ AMC/CCP)
  - \_\_\_\_\_ For DV
    - \_\_\_\_\_ Biographies of AMC Commander and Vice Commander
    - \_\_\_\_\_ Map of area
    - \_\_\_\_\_ Points of interest
    - \_\_\_\_\_ Complete itinerary
    - \_\_\_\_\_ Point papers

**DVs Arriving in Privately-Owned Vehicles (POV):**

- \_\_\_\_\_ If time allows, fax visitor a security police special events visitor pass
- \_\_\_\_\_ Not later than 2 days prior to visit, provide elite guards with visitor's name, grade, and SSN, as well as POV's year, make, model, color, ETA, and expected gate of entry
- \_\_\_\_\_ Reserved parking (see HQ AMC/CCP)

**Breaks:**

- \_\_\_\_\_ Arrange for time and place (not in a congested area; needs to be near a restroom) (hospitality suite is ideal for MCR meetings)
- \_\_\_\_\_ Provide someone to set-up, serve, monitor and take-down
- \_\_\_\_\_ Refreshments funded and ordered
- \_\_\_\_\_ Cups, napkins, sugar, coffee, etc.
- \_\_\_\_\_ Coordinate SM&W request with SVFA and HQ AMC/CCP

**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

**Congressional Visits:**

- \_\_\_\_\_ Coordinate with HQ AMC/XPPB (DSN 576-3025)
- \_\_\_\_\_ Notify HQ AMC/CCP and AMC/CCE/CC of visits
- \_\_\_\_\_ Deliver DV message if appropriate
- \_\_\_\_\_ Ensure after-action message is sent

**GUIDE FOR INITIAL STAFF SUMMARY SHEET**

STAFF SUMMARY SHEET							
NO.	TO	ACTION	SIGNATURE ( <i>Surname</i> ) GRADE & DATE	NO.	TO	ACTION	SIGNATURE ( <i>Surname</i> ) GRADE & DATE
1	CCP	Coord		6			
2	CCES	Coord		7			
3	CV	Coord		8			
4	CC	Appr		9			
5				10			
SURNAME AND GRADE OF ACTION OFFICER			OFFICE SYMBOL	PHONE	TYPYST'S INITIALS	SUSPENSE DATE	
Major Wells			FMPC	6-4424	ebc		
SUBJECT						DATE	
Visit of Brigadier General George T. Stringer, 28-29 Nov 94						1 Oct 94	
SUMMARY							
<p>1. Brigadier General George T. Stringer, Director of Budget Operations, Office of the Assistant Secretary of the Air Force (Financial Management &amp; Comptroller), Washington, D.C. will arrive Scott AFB late on 28 Nov 94 and visit with HQ AMC/FM on 29 Nov 94. Brigadier General Stringer will brief the Phoenix Dollar 94 FM Conference on 29 Nov 94. General Stringer is billeted in the Essex House, Suite 2.</p> <p>2. ANTICIPATED COMMAND SECTION INVOLVEMENT includes a courtesy call with AMC/CC at 1000 on 29 Nov 94.</p> <p>3. General Stringer's itinerary is at Tab 1. His biography is at Tab 2.</p>							
RECOMMENDATION							
4. AMC/CC approve courtesy call.							
CHARLES L. MILHISER, JR., Colonel, USAF Deputy Comptroller					2 Tabs 1. Itinerary 2. Biography		
SAMPLE OF INITIAL STAFF SUMMARY SHEET							

**GUIDE FOR JOINT VISIT STAFF SUMMARY SHEET**

STAFF SUMMARY SHEET							
#	TO	ACTION	SIGNATURE / <i>(Surname)</i> GRADE & DATE	#	TO	ACTION	SIGNATURE / <i>(Surname)</i> GRADE & DATE
1	TCJ1	Coord		6	DP	Coord	
	TCJ2	Coord			PA	Coord	
2	TCJ3/4	Coord		7	DSR	Coord	
	TCJ5/6	Coord			DS	Coord	
3	TCVP	Coord		8	CCP	Coord	
	TCDS	Coord			CCES	Coord	
4	TCDC	Coord		9	CV	Info	
	AMC/XO	Coord					
5	XP	Coord		10	CC	Approve	
	LG	Coord					
SURNAME AND GRADE OF ACTION OFFICER			OFFICE SYMBOL	PHONE		TYPYST'S INITIALS	SUSPENSE DATE
Capt Fisher			CCP	6-5555		SSS	
SUBJECT							DATE
Sample SSS with USTC and AMC Involvement							
SUMMARY							
<p>1 Purpose of SSS. List who, what, when, where as briefly as possible.</p> <p>2. Use as many paragraphs as necessary to impart information to decision makers.</p> <p>3. COMMAND SECTION INVOLVEMENT consists of .... (you must have this paragraph and capitalize the first three words).</p> <p>RECOMMENDATION</p> <p>4. Tell the decision maker what you would like them to do.</p>							
Signature				Tabs			
<p>AMC Director, Deputy Director, TACC/CC or CV, 375 AW/CC, or AMC Chief, Command Protocol (or Asst) must sign SSSs going to CINC, CC, DCINC, or CV.</p>							
<p>SAMPLE STAFF SUMMARY SHEET - AMC DV WITH TRANSCOM INVOLVEMENT</p>							

**FOLLOW-UP STAFF SUMMARY SHEET**

STAFF SUMMARY SHEET							
#	TO	ACTION	SIGNATURE ( <i>Surname</i> ) GRADE & DATE	#	TO	ACTION	SIGNATURE ( <i>Surname</i> ) GRADE & DATE
1	FM	Coord		6	CCP	Coord	
2	XO	Coord		7	CCES	Coord	
3	LG	Coord		8	CV	Info	
4	DSR	Coord		9	CC	Approve	
5	DS	Coord		10			
SURNAME AND GRADE OF ACTION OFFICER		OFFICE SYMBOL		PHONE		TYPIST'S INITIALS	SUSPENSE DATE
Capt Fisher		CCP		6-5555		SSS	
SUBJECT							DATE
Sample of SSS for AMC 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 SSSs, even if there is no command section involvement.)</p>							
RECOMMENDATION							
<p>4. Your recommendation goes here.</p>							
SIGNATURE							
<p>AMC Director, Deputy, TACC/CC or CV, 375 AW/CC, AMC Chief, Command Protocol (or Asst) must sign the SSS going to CV or CC.</p>							
<p>7 TABS (Use as applicable)</p> <ol style="list-style-type: none"> <li>1. Itinerary</li> <li>2. Biographies</li> <li>3. Point Papers</li> <li>4. Discussion Points</li> <li>5. Seating Arrangements</li> <li>6. Floor Plans</li> <li>7. Anything CC needs</li> </ol>							
<p>SAMPLE OF SSS FOR AMC DV</p>							

## SAMPLE ITINERARY

**VISIT ITINERARY  
FOR  
LT GEN SIEGFRIED PACHOLKE**

**8-10 November 1994**

**TUESDAY, 8 November 1994**

- 1. 1239: Arrive Lambert IAP via TWA 276 from San Antonio, TX**      **XPQ**  
Lt Gen Pacholke      Major **Jim** Allen  
Major Schorr      Capt **Rhonda** Perry

DV transportation will be provided to Scott.  
Elite Guard and Protocol will meet at front entrance to Bldg 1600.

- 2. 1400: Courtesy Call with AMC/CV**      **CVE**  
Lt Gen Pacholke      Lt Gen **Ed** Tenoso

- 3. 1415: AMC Command Presentation, MCR**      **DSR**  
Lt Gen Pacholke      Lt Gen Tenoso  
Major Schorr

Command Presentation      Capt **Jeff** Morgan

- 4. 1445: AMC Briefings, CCR**      **DO Briefers**  
Lt Gen Pacholke      Maj Gen **Jim** Hinkel  
Major Schorr

Civil Reserve Air Fleet (:45)      Lt Col **Nels** Wilt

- 5. 1530: TACC Balcony Briefing and Tour**      **TACC/CCE**  
Lt Gen Pacholke      Brig Gen **C. J.** Wax  
Major Schorr

- 6. 1630: Dept Bldg 1600 en route to Essex House**      **XPQ**  
Lt Gen Pacholke      Major Allen  
Major Schorr

Sedan w/DV motor pool driver will transport.

- 7. 1830: Dep Essex House en route to Andrea's Restaurant, O'Fallon**      **CCP**  
Lt Gen Pacholke      Lt Gen Tenoso  
Major Schorr      Major Alen

Major Allen will drive General Pacholke, General Tenoso, and Major Schorr to and from the restaurant in Gen Tenoso's car.

**8. 2100: Return to Essex House CCP**

**WEDNESDAY, 9 November 1994**

**9. 0630: Breakfast at Essex House CCP**  
Lt Gen Pacholke Brig Gen Wax

Menu: Continental Breakfast

**10. 0730: Dep Essex House for Bldg 1600 XPQ**  
Lt Gen Pacholke Major Allen  
Major Schorr Major Stake

Sedan w/DV Motor pool driver will transport

**11. 0745: AMC Briefings, CCR XP Briefers**  
Lt Gen Pacholke Mr. Mike Ledden  
Major Schorr

Air Mobility Master Plan (:45) Major **Dave** Henderson

Break (:15)

Global Reach Laydown (:45) Major **Bill** Breen

**12. 0930: Depart Bldg 1600, walk to Bldg 1900 XPQ**  
Lt Gen Pacholke Major Allen  
Major Schorr

DV transportation will provide backup for inclement weather.

USTC Protocol will meet at front entrance to Bldg 1900.

**13. 0945: USTC Command Presentation, Seay Auditorium TCPA**  
Lt Gen Pacholke LTG **Ken** Wykle  
Major Schorr

**14. 1010: USTC Briefings, Tunner USTC Briefers**  
Lt Gen Pacholke LTG Wykle  
Major Schorr

Current Operations Briefing (:40) Lt Col **Dave** Phillips

DBOF-T (:30) Mr. **Bob** Folen

**15. 1120: Dep Bldg 1900 en route to O'Club XPQ**  
Lt Gen Pacholke LTG Wykle

Gen Wykle will transport Gen Pacholke in his sedan.

Maj Schorr will be hosted for lunch by Maj Allen

**16. 1130: Executive Luncheon CCP**

Lt Gen Pacholke

LTG Wykle  
Brig Gen Was  
Mr. Ledden

MENU: Club Sandwich, Potato salad, beverages, frozen yogurt--cost: \$7.15

**17. 1230: Depart O'Club en route to Bldg 1600** **XPQ**  
Lt Gen Pacholke **LTG Wykle**

Government sedan w/DV Motor Pool driver will transport Gen Pacholke and Mr. Ledden from O'Club to Bldg 1600

Protocol will meet at entrance of Bldg 1600 and escort to CCR

**18. 1245: AMC Briefings, CCR** **XP Briefers**  
Lt Gen Pacholke **Mr. Ledden**  
Major Schorr

C-17 Program Status (:45) **Major Hal Rice**

Break (:15)

Non-development Airlift Aircraft (:45) **Major Bob Mahoney**

**19. 1430: Depart Bldg 1600 en route to Essex House** **XPQ**  
Lt Gen Pacholke **Major Allen**  
Major Schorr

Government sedan w/DV Motor Pool driver will transport

**20. 1500: Dep Essex House for St Louis** **CCP**  
Lt Gen Pacholke **Capt Perry**  
Major Schorr

Tour of Gateway Arch and dinner at Union Station. Capt Perry will serve as escort and driver.

**21. 2030: Return to Essex House** **CCP**

**THURSDAY, 10 November 1994**

**22. 0715: Breakfast at Leisure** **CCP**  
Lt Gen Pacholke **Brig Gen David Love**

Menu: Continental Breakfast

**23. 0800: Dep Essex House for McDonnell-Douglas**  
Lt Gen Pacholke **Major Allen**

Major Schorr

Capt Perry

Government sedan w/DV Motor Pool Driver will transport

**24. 0900: McDonnell-Douglas Plant Tour and Briefings**

Lt Gen Pacholke

Mr. **Ron** Temple

Major Schorr

**25. 1100: Dep MDA for Lambert IAP**

**XPQ**

Government sedan w/DV Motor Pool Driver will transport

**26. 1145: Dep Lambert IAP via TWA 502 to Washington DC**

**SAMPLE VISIT BRIEF COVER LETTER****VISIT BRIEF  
FOR  
MAJOR GENERAL WILLIAM E. JONES  
DIRECTOR OF FORCES, HQ USAF****4-5 APRIL 1994**

1. Major General William Jones will visit Scott AFB on 4-5 April 1994 to receive an AMC overview. He is traveling with the Global Reach-Global Power Team Chiefs.
2. Major General Jones will arrive Scott AFB at approximately 1530 on Monday, 4 April 1994, on Boxer 22 from Andrews AFB. He will receive various briefings from the major directorates. We have arranged billeting for him in the Essex House. Major General Jones will depart Scott AFB at approximately 1745, 5 April 1994 to Andrews AFB. Colonel Boots will greet and depart Major General Jones.
3. **Command Section involvement consists of a courtesy call with AMC/CV from 1500-1515 on 5 April in the CV office.**
4. For your information, I've attached a detailed itinerary and Major General Jones biography.

ROBERT J. BOOTS, Colonel, USAF  
Director, Plans and Programs

## Attachments

1. Itinerary
2. Biography

VISIT BRIEF COVER EXAMPLE

General Rutherford



VISIT BRIEF  
FOR  
MAJOR GENERAL GEORGE B. HARRISON

11 October 1994

**SAMPLE VISIT BOOK CONTENTS PAGE****FOR THE VISIT OF  
GENERAL LARRY D. WELCH  
USAF, RETIRED  
30 September 1994**

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