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Operations

**DISTINGUISHED VISITOR AIRCRAFT
ARRIVALS**

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This instruction establishes procedures to be followed during the arrival and departure of distinguished visitors (DV) at MacDill Air Force Base (AFB).

SUMMARY OF REVISIONS

This revision incorporates changes to MacDill AFB from ACC to AMC and from the 6 ABW to the 6th Air Refueling Wing (6 ARW). Notification of codes is performed on Code 6 or higher. Base assigned C12 aircraft are no longer here. Information passed to agencies is based upon data received from the departure base or airport. The title 'Security Forces' has replaced 'Security Police.'

1. Applicability. This instruction applies to all units and staff agencies responsible for providing services to transient aircraft, their aircraft, and aircrews.

2. General. When DVs are inbound to MacDill AFB, the Command Post (6 ARW/CPO), Protocol Office (6 ARW/ CCP), US Special Operations Command, and US Central Command will be notified of the aircraft's estimated time of arrival (ETA) based upon information received from the departure base or airport.

3. Responsibilities and Procedures. The following agencies will implement procedures as outlined below upon notification of inbound Code 6 or higher:

3.1. Base Operations will:

3.1.1. Initiate the DV checklist when notified of an inbound DV by the Control Tower, Flight Service, or aircrew.

- 3.1.2. Request MacDill Tower provide a 20-mile final approach notice on all DVs; once given, all involved agencies will be notified when a 20-mile notice is received.
- 3.1.3. Pass departure information to the Command Post and Protocol Office for Code 6 or higher, as needed. A departure and arrival time for Commanders in Chief (CINCs) will be passed to the applicable commands at all times.
- 3.2. MacDill Control Tower will notify Base Operations whenever initial contact is made with an aircraft carrying a Code 6 or higher.
- 3.3. Transient Alert will provide Base Operations with parking locations of all aircraft transporting DVs. **NOTE:** Code 4 or higher transient DV aircraft will have priority use of DV Spot 1. Other codes will be parked on Spot 2 or elsewhere as parking dictates. 6 ARW/CCP will be advised if aircraft carrying codes will be parked at any location other than DV Spot 1 or 2.
- 3.3.1. Transient Alert will ensure DV aircraft receive the highest priority for all required servicing and maintenance.
- 3.4. The 6th Transportation Squadron, Vehicle Operations Flight, dispatcher will ensure staff cars are positioned on the flight line side of Hangar 3 not less than 10 minutes prior to ETA, or as directed by requesting agency.
- 3.5. The 6th Supply Squadron, Fuels Management, will ensure fuel trucks arrive 5 minutes prior to block time.
- 3.6. The hosting organization point of contact will:
- 3.6.1. Coordinate with the 6th Transportation Squadron to have a detail to load/unload baggage.
- 3.6.2. Pick up keys to DV quarters from the Lodging Office.
- 3.7. 6 ARW/CCP will make DV quarters reservations. After hours, space available DV quarters are provided by 6 ARW/CCP to the Lodging Office.

JAMES N. SOLIGAN, Brig Gen, USAF
Commander

