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Personnel

**DISTINGUISHED VISITORS (DV) GREETER
PROGRAM AND PLAN (PA)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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The purpose of this instruction is to ensure all DVs are properly greeted and supported on their arrival/ departure to or from Scott AFB flight line. This directive outlines responsibility and establishes procedures for hosting DVs, either domestic or foreign, at Scott AFB to ensure proper courtesy, military customs and traditions are observed. It applies to members of the 375 AW and tenant organizations on Scott AFB.

This instruction requires the collection and maintenance of personal information including the following systems notices: F035 AF SAFPA B, Hometown News Release Background Data File and F035 AF SAFPA C, Official Biographies.

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1. Reference.

- 1.1. AMC Protocol Handbook, 7th Edition, 1999.

2. Definitions.

2.1. Distinguished Visitor:

- 2.1.1. Any general or flag officer.
- 2.1.2. Any government official with rank equivalent to a brigadier general or higher.
- 2.1.3. Numbered Air Force and wing commanders.
- 2.1.4. Any foreign military officer or other individual designated a DV by the Under Secretary of the Air Force for International Affairs (SAF/IA).
- 2.1.5. Commander's distinguished visitors (CDV) or other DV group or individuals designated by SAF/IA, the commander or vice commander.
- 2.1.6. Any 0-6/civilian equivalents or higher (wing visitors only).
- 2.1.7. Any other individual designated by the installation commander.

2.2. DV Codes:

- 2.2.1. Code 1. The President of the United States or Heads of State of Foreign Countries.
- 2.2.2. Code 2. The Vice President of the United States, Secretary of State or Secretaries of the Armed Forces.
- 2.2.3. Code 3. Presidential Appointees or Four Star Generals.
- 2.2.4. Code 4. Three Star Generals.
- 2.2.5. Code 5. Two Star Generals.
- 2.2.6. Code 6. One Star Generals.
- 2.2.7. Code 7. Wing Commanders.

3. General. Distinguished Visitors assigned to Scott AFB are considered "No Greet" (NG). All group and squadron commanders in the rank of colonel/lt colonel will participate as DV Greeters (DVG).

4. Responsibilities.

4.1. 375 AW/DS (Director of Staff) will:

- 4.1.1. Appoint OPR for 375 AW hosted DVs.
- 4.1.2. Provide details for escort officers, attendants, etc.
- 4.1.3. Approve dry runs.

4.2. 375 AW Group/Squadron Commanders will:

- 4.2.1. Ensure all checklists are completed within areas of responsibility.
- 4.2.2. Review checklists, no less than annually, and update as needed.

4.2.3. Ensure all buildings/grounds/zones are checked/cleaned prior to DV visit. Group commanders are assigned an area of responsibility (see [Attachment 1](#)) to inspect prior to DV visits.

4.2.4. Notify the Wing Commander's Secretary and the Protocol Office of any visits to your unit by DVs. Squadrons should ensure group commanders/executive officers are informed.

4.3. 375 AW/CCP (Protocol) will:

4.3.1. Serve as the office of coordinating responsibility (OCR) for all DV visits.

4.3.2. Keep group and squadron commanders apprised of scheduled arrivals, departures, itineraries and recommended involvement.

4.3.3. Follow and complete the DV Protocol Checklist. (See [Attachment 2](#))

4.3.4. Coordinate/facilitate dry runs.

4.3.5. Maintain an accurate phone number contact list.

4.3.6. Maintain monthly DVG schedule.

4.3.7. Publish DVG schedule NLT 5 duty days, prior to the following month.

4.3.8. Update and distribute DVG schedule ASAP when changes are noted to all assigned DVGs and the 375 AW/CP.

4.3.9. Provide DV Greeter training to newly appointed DV Greeters.

4.3.10. Notify higher headquarters or tenant unit POCs about scheduled DV visits to the 375 AW.

4.3.11. Notify CE about all DV visits/events.

4.3.12. Provide wing calendar information to HQ AMC/DS weekly, and review AMC Calendar of Events weekly.

4.3.13. Ensure welcome cards are provided to all DVs, in accordance with the Wing Commander's directives.

4.3.14. Resupply Base Operations with "Distinguished Visitor Information Cards." (See [Attachment 3](#)).

4.3.15. Request nonavailability dates for the next DVG's schedule NLT 7 days prior to the next month.

4.4. 375 AW/PA (Public Affairs) will:

4.4.1. Assume primary responsibility for all civilian DVs.

4.4.2. Coordinate all visits with 375 AW/CCP and the Wing Commander's Secretary to ensure calendars are up-to-date.

4.4.3. Coordinate with 375 AW/CCP to ensure all functional checklists are completed, as necessary, before the DV visit.

4.4.4. Follow/complete checklist for Civic Leader Tours. (See [Attachment 4](#))

4.4.5. Notify 375 AW/CCP when checklist is completed.

4.4.6. Notify 375 AW/CC, DVG, and 375 AW/CCP about all schedule updates/changes immediately.

4.4.7. Ensure DVs arriving at the Scott AFB flight line are scheduled to park on Spot 14 (always in order of DV precedent), unless otherwise directed by the 375 AW/CC.

4.5. 375 AW/CP (Command Post) will:

4.5.1. Follow/complete the controllers daily checklist items.

4.5.2. Distribute/update DVG slide (slide sent daily for current and the next day's DV flights).

4.5.3. Notify the 375 AW/CC, DVG, and 375 AW/CCP about schedule updates/changes.

4.5.4. Plan DV aircraft parking to ensure DVs are scheduled to park on Spot 14, unless otherwise directed by the 375 AW/CC.

4.5.5. Perform DV notifications when aircraft is 10 miles out.

4.6. 375 OSS (Base Operations) will:

4.6.1. Notify Transient Alert.

4.6.2. Ensure lobby area is clean

4.6.2.1. Ensure glass doors are free of fingerprints.

4.6.2.2. Ensure garbage is empty.

4.6.3. Ensure DV Lounge has been cleaned by housekeeper.

4.6.4. Ensure refrigerator in DV Lounge is stocked.

4.6.5. Complete the DV Reception Checklist. (See [Attachment 5](#)).

4.7. 375 SFS (Security Forces) will:

4.7.1. Follow Security Forces DV Checklist. (See [Attachment 6](#)).

4.7.2. Notify 375 AW/CCP when checklist is completed.

4.7.3. Notify 375 AW/CC about all scheduled classified DV visits.

4.7.4. Ensure personnel tasked to work during DV visits participate in dry runs.

4.8. 375 TRANS (Transportation):

4.8.1. Vehicle Operations will:

4.8.1.1. Send Protocol a copy of all transportation requests for DVs.

4.8.1.2. Notify 375 AW/CCP when checklist is complete. (See [Attachment 7](#)).

4.8.1.3. Ensure vehicle operator follows Vehicle Operator DV Checklist ([Attachment 8](#)), prior to each run.

4.8.1.4. Ensure personnel tasked to work during DV visits participate in dry runs.

4.8.2. Air Terminal Operations Center (ATOC) will:

4.8.2.1. Prepare and distribute the daily flight schedule.

4.8.2.2. Schedule a representative to meet all arriving and departing aircraft. The representative will deliver/pick up cargo and passenger manifests and determine any special handling requirements, such as staircase truck, baggage detail/escort, fleet services requests, etc.

4.8.2.3. Provide stair truck support to aircraft, when necessary, and provide a flight-line escort for DV baggage teams as required.

4.8.2.4. Ensure Space-A and duty passengers for DV aircraft are delivered to the DV aircraft 30 minutes, prior to scheduled departure, for loading at the discretion of the crew.

4.9. 375 SVS (Services) will:

4.9.1. Notify 375 AW/CCP about all DVs scheduled to stay in billeting ASAP, but NLT 3 duty days prior to arrival.

4.9.2. Ensure all Services Sections visited by the DV are checked for cleanliness and appearance.

4.9.3. Inform group and squadron commanders of all DV functions utilizing the 375 SVS facilities.

4.10. Project/Action Officer will:

4.10.1. Follow Project Officer DV Checklist (See [Attachment 9](#)).

4.10.2. Notify 375 AW/CCP when checklist is completed.

4.10.3. Ensure all applicable base agencies are notified of itinerary changes.

4.11. 375 CES (Civil Engineering) will:

4.11.1. Ensure grounds/grass/etc., checked and cleaned/cut/trimmed along DV travel routes.

4.12. Distinguished Visitor Greeter will:

4.12.1. Represent the Wing Commander and ensure DV's are provided required support.

4.12.2. Assist the hosting unit's greeter and ensure all wing support functions are in-place when another organization is hosting the DV's visit.

4.12.3. Arrive on the flight line NLT 30 minutes prior to arrival of DV.

4.12.4. Follow DVG Checklist. (See [Attachment 10](#)).

4.12.5. Contact the Scott Command Post the night prior to the DVGs duty day to determine early morning arrivals/departures. The DVG duty will begin at 0001L on the scheduled day and continue for 24 hours.

4.12.6. Coordinate changes in the DVG's duty date with a qualified DVG after the DVG's schedule is published.

4.12.7. Notify 375 AW/CCP and 375 AW/CP immediately about changes to the schedule.

4.13. HQ AMC/CCP is requested to:

4.13.1. Notify 375 AW/CCP about all HQ AMC hosted DVs.

4.13.2. Provide 375 AW/CCP a copy of the DV's itinerary ASAP, but NLT 3 duty days prior to visit.

4.13.3. Review DVG slides daily and report any discrepancies/changes to 375 AW/CP.

4.13.4. Forward a copy of HQ AMC Protocol Projects List to 375 AW/CCP weekly.

4.14. USTRANSCOM/CCP is requested to:

- 4.14.1. Notify 375 AW/CCP about all USTRANSCOM hosted DVs.
- 4.14.2. Provide 375 AW/CCP a copy of the DV's itinerary ASAP, but NLT 3 duty days prior to visit.
- 4.14.3. Review DV Greeter slides daily and report any changes/discrepancies to 375 AW/CP.

4.15. Tenant Organizations are requested to:

- 4.15.1. Notify 375 AW/CCP about all tenant hosted DVs.
- 4.15.2. Provide 375 AW/CCP a copy of the DV's itinerary ASAP, but NLT 3 duty days prior to visit.

JOHN L. STRUBE, Colonel, USAF
Commander

Attachment 1

AREAS OF RESPONSIBILITY MAP

Red Zone

Blue Zone

Yellow Zone

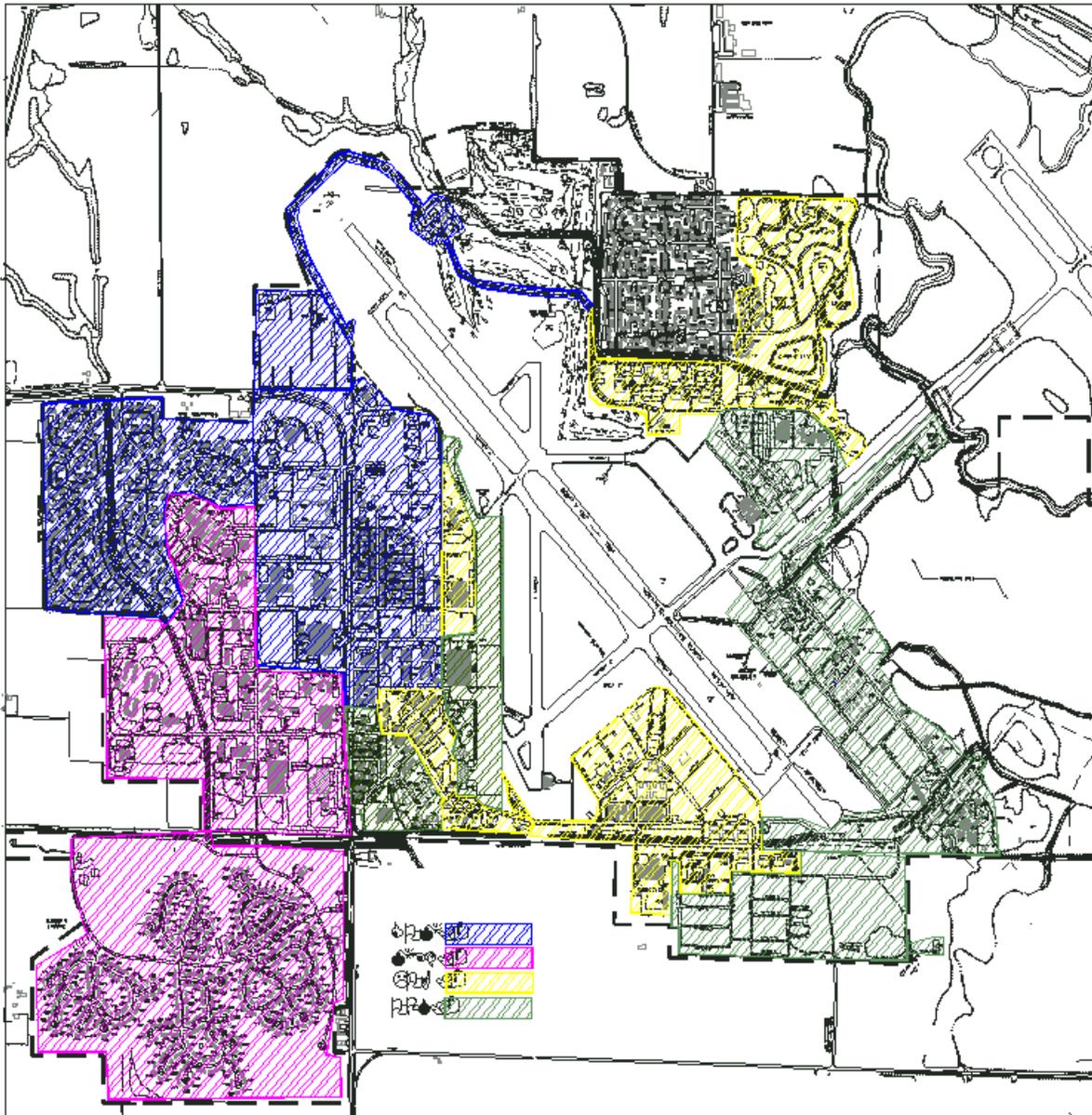
Green Zone

Medical Group

Communications Group

Operations Group

Logistics Group



Attachment 2

DISTINGUISHED VISITOR'S PROTOCOL CHECKLIST

		X	Date Completed/By Whom	OPR
1	Determine Host/OPR/Project Officer			
2	Review Project Officer checklist with PO			
3	Obtain complete info/bios on DVs and those accompanying			
4	Visit Information Date of Arrival and Departure Purpose of Visit POC Name, Phone #, mail Transportation Requirements Briefings required Social Functions Entertainment Tours Meals/club card			
5	Travel Information Mode of Travel			

	Commercial Vs Mil Air			
	Flight #/ Call Sign			
6	Documents Needed			
	Itinerary			
	Invitations			
	Event Brief			
	Program			
7	Notification of Base Agencies			
	Send itinerary to all Gp CCs			
	Services			
	Billeting			
	Transportation			
	Security Forces			
	Elite Guard			
	OSI			
8	Communications			
	Photographer			
	Commanders Access Channel			

	Public Affairs			
	Command Post			
	Base Operations			
9	Honor Guard Detail			
10	HQ AMC/CCP Coord			375 AW/DS or CCP
11	Identify/Brief Escort Officer			
	Escort Checklist			
	Room Checklist			
	Welcome Package			
	Welcome Basket			
12	Coordinate with POC for Dry Run			
	Greeters			
	Attendees			
13	Conduct Dry Run			
14	Gifts/Mementos			
15	SM&W Funds Request			
16	File Visit Folder			

Attachment 3

SAMPLE DISTINGUISHED VISITOR'S INFORMATION CARD



***Distinguished Visitor's
Information Card***

USTC PROTOCOL : DSN: 779 - 4098 Coml.: 229 - 4098 Cell: 540 - 9434
AMC PROTOCOL : DSN: 779 - 2555 Coml.: 229 - 2555 Cell: 540 - 9432
375 AW PROTOCOL : DSN: 576 - 3749 Coml.: 256 - 3749 Cell: 570 - 8744
GROUND TRANSPORTATION : DSN: 576 - 3201 Coml.: 256 - 3201
COMMAND POST : DSN: 576 - 5891 Coml.: 256 - 5891
BILLETING: DSN: 576 - 1844 Coml.: 256 - 1844

DV Escorts--Please notify the Command Post when you think your DV/
Group is within 15 minutes of departing for the flight line so as to
ensure all aircraft servicing/preparations are complete. Thanks!

Attachment 4

PUBLIC AFFAIRS'S CIVIC LEADER TOUR CHECKLIST

		X	Date Completed/By Whom	OPR
1	Select dates (based on availability of command section, facilities, band, etc.)			
2	Determine availability of personnel and facilities 375 AW/CC available to host Call club (256-5501) and dining facility (256-6206) on availability for meals Transportation for coach bus if available (256-2100)			
3	Build itinerary for visit			
	TOUR:			
	Tanker Airlift Control Center Mission Briefing (229-3250) 1+1 Dorm visit (256-3087) Housing unit (256-4350) Control Tower (256-8787) Windshield Tour; 375 AW/PA (25604241)(See script and tailor to specific group)			

	SCHEDULE C-9/C-21 DEMO			
	Send tasking letter via email to commanders involved			
	Fax tasking letter to POCs			
	375 OSS (Current Operations)			
	375 MXS (Maintenance)			
	11 AS (C-9 Pilot)			
	375 AES (Nurses/Med Techs)			
	375 ASTS (Ambus)			
	458 AS (C-21 Pilot)			
	375 CS/SCMR (Sound)			
	375 SVS/SVRO (Chairs)			
	375 AW/CCA (Detail People)			
	375 TRANS/LGTO (Truck)			
	375 SFS			
	Photo lab for group photo			
	E-mail/Fax confirmation of itinerary to the base coming			
4	Menu choices			

	Send menu choices to the base visiting us and we need menu choice at least 1 month prior			
5	<p>Invitations for lunch</p> <p>Mail to civic leaders</p> <p>Mail to key wing staff members</p> <p>Two days prior to lunch, let club know count (we are then responsible for that number)</p> <p>Request someone attending lunch gives invocation</p>			
6.	<p>Event Brief</p> <p>Need 1 week prior to 375 AW/CC</p> <p>Send/Fax event brief to all parties involved</p> <p>375 AW/CC</p> <p>375 AW/CV</p> <p>375 AW/CCC</p> <p>375 AW/DS</p> <p>375 AW/CCP</p> <p>DV Greeter</p>			

	Command Post (256-5891)			
	Base Operations (256-1861)			
	TACC (if visiting, Fax 256-6505)			
	AMC/PA (Fax 229-0201)			
	AMC Protocol (Fax 256-8124)			
7	Final numbers			
	Call the base 1-day prior to getting final guest list and numbers			

Attachment 5**DISTINGUISHED VISITOR (DV)
RECEPTION CHECKLIST (BASE OPERATIONS)**

A5.1. Upon receipt of each inbound/outbound notification of DV's from the Command Post, ensure the following actions are accomplished:

A5.1.1. Complete DV Notification Log IAW AFI 13-213, Airfield Management. Ensure all agencies are notified with any changes or updates.

A5.1.2. Open DV lounge, to include:

A5.1.2.1. Turn on lights, ceiling fan, and heat/air conditioning (as required).

A5.1.2.2. Make coffee (as required).

A5.1.2.3. Ensure refrigerator is stocked (2 of each item).

A5.1.2.4. Ensure plates, cups, and silverware are clean and neatly arranged.

A5.1.2.5. Ensure bathroom has appropriate amenities (towels, toilet paper, etc.).

A5.1.2.6. Ensure general area is clean and dust free (floor, furniture, etc.).

A5.1.3. Ensure aircrew lounge/lobby area is clean, neat, and swept.

A5.1.4. Ensure dispatch area/personnel are professional in appearance.

A5.1.5. Police outside area, to include:

A5.1.5.1. Clean windows (as required).

A5.1.5.2. Red carpet/sidewalks free of FOD.

A5.1.5.3. Walkway overhang is free of cobwebs.

A5.1.5.4. Grass areas are free of trash/tree limbs.

A5.1.6. Electronic sign updated with appropriate DV message per DVG slide. The sign will not be updated for DV's assigned to Scott AFB and/or listed as "no greet (NG)" on the DV slide. Wing Protocol will notify with any changes to the DV slide.

A5.1.7. Senior military leader of the MFSS will call the building to attention when DV's enter or exit building. Civilians need not call building to attention, but shall stand and render proper courtesy.

A5.1.8. Annotate completion of reception checklist in daily events log.

A5.2. The shift supervisor is responsible for ensuring all items have been inspected and accomplished as necessary. When policing the outside area, it is at the discretion of the Shift Supervisor to enlist help from OSS Weather Flight, 458 AS, and MXS personnel.

Attachment 6

**375TH SECURITY FORCES SQUADRON ACTIONS-
DISTINGUISHED VISITORS (DV) ON SCOTT AFB**

A6.1. Upon notification of a DV or DV Event on Scott AFB, record the following: (**NOTE:** If notification was not received from 375 AW/CCP, notify that office as soon as possible at 256-3749.)

A6.1.1. Rank/Name of the DV or Event : _____ . (If DV event/multiple DVs, obtain list of attendees from POC or appropriate Protocol Office.)

A6.1.2. Date/Time of the Visit : _____ . (If applicable, obtain itinerary from POC or appropriate Protocol Office.)

A6.1.3. Agencies/Facilities to be Visited : _____ . (If applicable, obtain itinerary from POC or appropriate Protocol Office. If an SF facility is to be visited, notify the building custodian to ensure it is prepared for the visit.)

A6.1.4. Method of Arrival : _____ .

A6.1.4.1. If military air, ascertain parking spot from Base Ops at 256-1861:
_____ .

A6.1.4.2. Determine protection level and security requirements: _____ .

A6.1.4.3. If arriving commercial air or by vehicle, ascertain approximate time for base entry:
_____ . **NOTE:** Contact 375 TRANS or appropriate Protocol Office, if not in the itinerary.

A6.1.4.4. Notify the SFCC and installation entry control points: _____ .

A6.2. Based on the DV/DV event and other factors such current threat condition, other activities, prior publicity, and input from other agencies (Protocol, Public Affairs, DoD Protective Services Office, AFOSI, etc.), determine the appropriate force protection measures.

A6.2.1. Military Working Dog (MWD) Support :

A6.2.1.1. Vehicle Searches: _____ . **NOTE:** If required, coordinate time/location with 375 TRANS at 256-3202.

A6.2.1.2. Building Searches: _____ . **NOTE:** If required, coordinate times with facility manager and the individual or agency that will assume control upon completion.

A6.2.1.3. Other Requirements: _____ .

A6.2.2. Elite Guard Support :

A6.2.2.1. Dedicated Driver/PSO: _____ .

A6.2.2.2. DV Doors: _____ . **NOTE:** Determine times/locations with appropriate Protocol Office.

A6.2.2.3. DV Security: _____ .

A6.2.2.4. Ceremonial Details: _____ .

A6.2.2.5. Traffic Control : _____.

A6.2.2.5.1. Lead Vehicle Only: _____.

A6.2.2.5.2. Traffic Control Points: _____.

(NOTE: If required, coordinate route of travel with 375 TRANS (256-3202, based on itinerary).

A6.2.3. Parking Detail : _____.

(NOTE: Determine any areas required to be barricaded for limited access with POC/Protocol.)

A6.2.4. Crowd Control : _____.

(NOTE: Need based on totality of the circumstances with consideration to the number of personnel expected.)

A6.2.5. Additional Security Posts/Patrols : _____.

A6.2.6. Other SF Taskings : _____.

A6.3. After determining the appropriate force protection measures, determine the following:

A6.3.1. Additional Equipment Items Needed : _____.

A6.3.2. Additional Vehicle Requirements : _____.

(NOTE: Coordinate with 375 TRANS through the VCNCO.)

A6.3.3. Additional Personnel Requirements : _____.

(NOTE: Consider using available Support Staff personnel, break elements, and READY Augmentees, in that order.)

A6.4. After gathering all available information, complete an SF Operations Order similar to the attached example. This Operations Order should specify who, what, when, and where of every SF aspect of the DV Visit/Event.

A6.5. Forward copies of the Operations Order to the following:

SFCC	EGCC	Kennel master	SFS Operations
SFS/CC	SPTG/CD	SPTG/CC	AW/CCP
AW/DS	Protocol Office/POC	SFCC	

A6.6. Update the Operations Order as required due to changes in the itinerary or feedback from the POC or appropriate Protocol Office. **NOTE: Obtain cell phone number/pager of POC or Protocol Office and remain in contact during the visit. Experience has shown that schedules change rapidly due to circumstances beyond our control.**

Attachment 7

375TH TRANSPORTATION SQUADRON DISTINGUISHED VISITOR CHECKLIST

		X	Date Completed/By Whom	OPR
1	Check to see if the request falls within Official Use Policies			Dispatch
2	Input the DV's name, grade, branch of service, date required, time, P.O.C., phone number, appropriate vehicle, and pick up and drop-off locations into the Dispatch system.			Dispatch
3	Reserve the vehicle(s) and deconflict other requests. Notify 375 AW Protocol if the request came from home station			Dispatch
4	Schedule a Dry Run or request directions as needed			Requester/ Dispatch
5	Notify Dispatch Support (operator scheduling) of uniform requirement if not BDUs			Dispatch
6	Prepare an Event Planner for requests that have multiple requirements or span multiple days			Dispatch
7	Coordinate with SFS for bomb sweep and travel routes (if needed)			Dispatch/SFS
8	Clean and service the vehicle(s)			Dispatch
9	Check with Command Post or ATOC on arrival times of MilAir Flights. Provide ATOC with early MilAir departures when DVs are en route to the flight line			Dispatch/Command Post/ATOC
10	Provide updated passenger counts, pickup times and/or locations as needed			Requester

		X	Date Completed/By Whom	OPR
11	Brief Operator and dispatch the vehicle (30 minutes prior) with appropriate star plate, individual DV Checklist, and cell phone or radio			Dispatch
12	Operator notifies Dispatch upon arrival at pick up location, when en route with DV, and when the DV has been dropped off			Dispatch
13	Upon completion of the run. The operator debriefs the dispatcher on any problems encountered.			Operator/Dispatch

Attachment 8**VEHICLE OPERATOR'S DISTINGUISHED VISITOR CHECKLIST****A8.1. Predeparture.**

- A8.1.1. Vehicle is clean and serviceable.
- A8.1.2. Star plate identifies the individual of the highest rank you will be transporting.
- A8.1.3. Communication device is operational (radio/telephone).
- A8.1.4. Parking pass for Lambert runs.
- A8.1.5. Check driver and passenger air-conditioning or heat.

A8.2. Run.

- A8.2.1. Primary DV is:
- A8.2.2. Pick-up time is: (NOTE: Arrive 15-min prior for Lamberts; 30-min prior for conferences and DV runs.)
- A8.2.3. Pick-up location is:
Destination is:
- A8.2.4. Position vehicle with passenger side closest to entrance.
- A8.2.5. Place DV plate in holder (single point up for star).
- A8.2.6. Stand at parade rest while awaiting arrival of DV.

A8.3. Arrival at Pick-Up Location.

- A8.3.1. If the passenger is not present (no show) at the requested pick-up time, call Dispatch to verify the pick-up location and time.
- A8.3.2. Dispatch will call the requester to check on the status.
- A8.3.3. If you are picking up at multiple locations, the highest-ranking DV will be picked up last.
- A8.3.4. If prior pick-ups will delay the pick up of the primary DV at their requested time, notify Dispatch. Dispatch will call the DV to notify them.
- A8.3.5. You may be directed to proceed to your primary DV pick up.

A8.4. Arrival of DV.

- A8.4.1. Open the vehicle door.
- A8.4.2. Come to position of attention.
- A8.4.3. Salute (if required) and greet the DV (good morning/afternoon/evening General Ryan, Chief Finch/or Sir/Ma'am).
- A8.4.4. Confirm destination with DV or escort before departing. (May I confirm your destination, which is identified in paragraph [A8.2.](#))

A8.5. Run Completion.

A8.5.1. Service vehicle, if needed.

A8.5.2. Brief dispatcher on any problems you encountered or any changes the DV has requested be made to future runs. **NOTE:** Dispatch (618) 256-3201/3202 or 1-800-851-7542 + extension.

Attachment 9

DISTINGUISHED VISITOR, PROJECT OFFICER CHECKLIST

		X	Date Completed/By Whom	OPR
1	Assign Action Officers/Form Committee			Project Officer
2	Obtain information about DVs and those accompanying			Project Officer
	Last/First Name, MI, nickname (go by name)			
	Rank, Branch of Service			
	Duty Title, include location			
	SSN			
3	Visit Information			
	Date of arrival and departure			
	Purpose of visit			
	POC name, phone #, email address			
	Billeting requirements			
	Transportation requirements			
	Briefings required (classified/unclassified)			
	Social functions			
	Entertainment			
	Tours			
	Meals (dietary/customs restrictions)			
	Club Card			
4	Travel Information			Project Officer
	Mode of travel			
	Commercial vs. Military Air			
	Flight #/ Call Sign			
5	Itinerary			Project Officer

		X	Date Completed/By Whom	OPR
	Itinerary Checklist			
6	Notification of Base Agencies			Project Officer
	Billeting			
	Essex House			AMC/CCP
	Hyser House			
	Transportation			
	Security Forces/OSI			
	Photographer			
	Public Affairs			
	Command Post			
	Base Operations			
	Honor Guard			
	Services			
	Notify all of the above as itinerary changes			Project Officer
7	Gifts/Mementos			
	SM&W Funds Request			
8	After Action Report			
9	Letters of Appreciation			

Attachment 10

DISTINGUISHED VISITOR, GREETER CHECKLIST

	X	ITEM	POC/NUMBER
1		Call Command Post 1-hour, prior to ensure flight arrival/departure has not changed	Command Post 256-5891
2		Arrive at Base Ops at least 30-minutes, prior to DV arrival/departure	Base Ops 256-1861
3		Ensure Base Ops has appropriate message on marquee. Validate that marquee sign is working and ensure that welcome/departure message is accurate	Base Ops 256-1861
4		Check with Base Ops to ensure that transient alert has been notified for arrival of aircraft not assigned to Scott	Base Ops 256-1861
5		Ensure red carpet, outside area, lobby area are free of debris, cobwebs, cigarette butts, trash	Base Ops 256-1861
6		Inspect DV lounge: Check for trash, cleanliness, all trash cans empty Toilet flushed and clean Towels/Linens stocked and clean Fridge stocked with beverages/coffee available Television turned on to CNN/ make sure remote control works Room temperature comfortable (heat or A/C as required) Anything that is not in order should be addressed at the counter in Base Ops	Base Ops 256-1861
7		Validate parking location of aircraft. Should be spot 14 (in order of DV precedent) unless otherwise directed by the 375 th Airlift Wing Commander. Verify with the Command Post	Command Post 256-5891
8		Survey flight-line area for activity that could interfere with DV arrival/departure (engine runs, aircraft towing, extraneous vehicles, etc.). There should be a "clear ramp" around aircraft as much as possible. Intervene to stop activity or call Command Post	Transient Alert 256-5036 (256-3652 after duty hours)
9		As aircraft approaches red carpet area, stand at attention on intersection of white line and red carpet. As aircraft comes around turn, render salute until aircraft comes to a halt.	
10		Walk towards base of steps and render salute as DV exits the aircraft. Welcome DV on behalf of the 375th Airlift Wing; escort DV into lobby assisting with any luggage as required.	

11	If DV is hosted by AMC, USTRANSCOM or anyone outside of the 375th Airlift Wing, contact unit representative. If no one else is present, determine the Host for the DV and coordinate necessary travel and accommodations until the respective greeter has arrived.	<p>Transportation 256-3201 Essex House 256-2911 0530 –1400 M-F Billeting 256-4313 24 hours</p> <p>Wing Protocol Cell 660-7648, TSgt Shaw AMC Protocol Cell 540-9432, Mrs. Cost USTRANSCOM Protocol Cell 540-9434, Lt Col Fletcher</p>
12	Carry an umbrella in your vehicle for periods of inclement weather. If you do not have an umbrella, then you may temporarily borrow one from the 375th Wing Protocol Office, prior to your DV greet.	<p>Wing Protocol 256-3749 660-7648, TSgt Shaw</p>
13	To obtain a meal for the DV upon arrival or prior to departure, contact the In-Flight Kitchen. Call in the order prior to pick up to minimize wait.	<p>In-Flight Kitchen 256-5216 256-3168</p>
14	If an aircraft requires a staircase truck, call the PAX Terminal to acquire one.	<p>PAX Terminal 256-3017 0500-2200, 7 Days If unavailable, call Command Post 256-5891</p>
15	Provide “Distinguished Visitor Information Card” from Base Operations and give it to DV’s escort (if not accompanied and escorted by AMC/ USTRANSCOM/375th Protocol Personnel)	