

8 February 1999

Command Policy



★ **MANAGEMENT OF DISTINGUISHED VISITORS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY.

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OPR: 81 TRW/CCP (Ms Joyce M. Hess)
Supersedes Center Regulation 11-6, 24 Jul 92.

Certified by: 81 TRW/XP (Lt Col Timothy K. Breland)
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HQ AETC/CCP

This instruction implements AFPD 90-1, *Policy Formulation*, and establishes areas of responsibility and procedures for hosting distinguished visitors to Keesler Air Force Base and provides guidance for planning such visits. It applies to all activities on Keesler Air Force Base.

★ **SUMMARY OF REVISIONS**

This document is substantially revised and must be completely reviewed. Changes were made to clarify procedures for the management of distinguished visitors to Keesler AFB, and to convert to new publication series and format.

1. Terms Explained:

1.1. Distinguished Visitors (DV). Officers, O-6 and above; Federal civilians, GM-15 and above; or distinguished civilians, O-6 equivalent and above, who are visiting Keesler AFB. Visiting inspection teams are accorded DV status for reporting purposes.

1.2. Escort Officer. The person who, with the greeting officer, meets visitors upon arrival, escorts the visitors from point to point, and remains with the visitors when appropriate.

1.3. Greeting Officer. The greeting officer will normally either be equal in grade to the DV or be the senior officer in the activity to be visited (for example, a general officer visiting a training group activity should be greeted by a Group Commander or higher).

1.4. Itinerary. A schedule of the planned activities while at Keesler.

1.5. Project Officer. The person responsible for overall planning and coordination of the visit/tour.

2. General Instructions for Reporting:

2.1. For self-invited visits, or those visits resulting when a DV expresses a desire to visit Keesler, the activity first notified of the visit completes Keesler AFB Form 78, **Request or Notification of Official Visitor** (Attachment 1), and routes it according to the instructions on the form.

2.2. For Keesler-initiated visits, or those visits occurring as a result of a Keesler activity's invitation to a DV to visit, the activity issuing the invitation completes a Keesler AFB Form 78 and forwards it upon the DV's acceptance of the invitation. **NOTE:** Such requests must be coordinated through the Command Section prior to extending an invitation.

2.3. OPRs will complete Keesler AFB Form 78 for all DVs and inspection teams. If there is doubt as to whether a visit warrants completion of this form, call the Plans Office for guidance. Submit the Keesler AFB Form 78 immediately upon notification of a visit.

3. Responsibilities and Procedures for Management of Announced Distinguished Visitors:

3.1. The Protocol Office will:

3.1.1. Advise project officers for all general officers and equivalents visiting AETC units on Keesler AFB.

3.1.2. Review itineraries of DVs and equivalents visiting non-AETC units on Keesler AFB.

3.1.3. Reserve quarters for all DVs visiting Keesler AFB and, if applicable, arrange for the pickup of room keys.

3.1.4. When appropriate, obtain color guard, honor flight, band, or security police protective services in accordance with AFR 900-6 and AFI 71-101, Vol 2.

3.1.5. Advise project officers on plans for entertainment and amenities.

3.1.6. Advise Headquarters Air Education and Training Command (HQ AETC/CCP) of the visit of general officers or equivalent civilians.

3.2. The OPR will:

3.2.1. Appoint a project officer.

3.2.2. Appoint an escort officer of appropriate grade and experience. Select escort officers with an eye toward compatibility with the DV. For example, factors such as similar backgrounds, previous assignments, or language ability can provide a bond of common interest between the DV and the escort officer and can aid the success of the visit.

3.3. The project officer will:

3.3.1. Prepare an itinerary showing places to be visited, briefings, briefing officers, and time allocated for each stop. Be sure to consider "off-duty" time and make necessary arrangements. Forward the complete itinerary to 81 TRW/XP for coordination NLT ten duty days prior to the DV's arrival. After coordination, the project officer distributes finalized itineraries to the Command Post (81 TRW/CP) and other agencies concerned prior to DV's visit. 81 TRW/XPR has sample itineraries.

3.3.2. Make necessary briefing arrangements to include identification of organizational staff members to attend briefings and reservations of conference rooms or auditoriums.

3.3.3. Make necessary photographic coverage arrangements of the visit, if required or desired. Notify Public Affairs (81 TRW/PA) about any specific requests/guidance for publicity/photographs received from higher headquarters.

3.3.4. If the visiting party includes spouses, coordinate necessary arrangements with the Unit Commander/greeting officer's spouse. Itineraries for visiting spouses are handled as in paragraph 3.3.1.

3.3.5. Determine the security clearance required for the visit and maintain that security.

3.3.6. Make arrangements for transportation and baggage. If visitors arrive via commercial means, arrange for off-base transportation. Complete Vehicle Operations Transportation Worksheet/Request for any support required of 81 TRNS.

3.3.7. Coordinate lodging requirements of DV with 81 TRW/CCP.

3.3.8. Arrange for a welcome message on base marquees for general officer or equivalent visitors. This request is made in writing to 81 TRW/CCP at least five days before the visit. 81 TRW/CCP will forward the request to 81 SVS/SVXA. These messages, in addition to welcoming DVs, inform the base population of high-level visitors. 81 TRW/CCP and 81 SVS/SVXA will work together to resolve competing requests.

3.4. Especially in the case of general officers, the greeting officer will:

3.4.1. Be 81 TRW/CC or 81 TRW/CV unless an appropriate O-6 is identified (see paragraph 1.3).

3.4.2. With the escort officer, greet the DV upon arrival at Base Operations or appropriate commercial transportation terminal and accompany the DV to the first stop on the published itinerary.

3.4.3. Introduce the DV to the escort officer and offer assistance as required.

3.4.4. Be present at the point of departure when the DV departs.

3.5. The escort officer will:

3.5.1. Become fully acquainted with information available to the wing concerning the DV being escorted. (Air Force general officer biographies are available in base Public Affairs.)

3.5.2. Meet the DV.

3.5.3. Escort the DV throughout the visit as required.

3.5.4. Notify XP and the Protocol Office immediately of any significant changes to or deviations from the published itinerary of a visiting general officer, such as location of a meal or departure time. After normal duty hours, inform the on call Protocol Officer through the Command Post.

3.5.5. Arrange for payment of transient facilities fees and checkout with the Inns of Keesler front desk, located at Muse Manor, Bldg 2101.

3.5.6. Ensure flight lunches are provided when required.

3.5.7. When the visitor is a foreign national escorted by a USAF escort officer, obtain all itemized bills incident to the visit for payment by the USAF escort officer, prior to departure.

3.6. The Public Affairs Office (81 TRW/PA) will provide publicity as appropriate.

3.7. When foreign personnel are involved, the International Training Management Division (81 TRSS/TTOI) will:

3.7.1. When requested by higher headquarters, arrange transportation to the next base or city on the itinerary and notify the next base of estimated time of arrival and mode of transportation.

3.7.2. Process any claims for authorized funds due visitors.

3.7.3. Publish any necessary orders.

3.7.4. Arrange visits with international students as scheduled in the itinerary.

3.7.5. Request name tags and other engraving support from Base Visual Information Service Center (requires submission of AF Form 833).

3.7.6. Coordinate on planned itineraries before publication.

3.8. Base Operations will:

3.8.1. Notify 81 TRW/CCP, 81 SPTG/CC, 81 TRG/CC, and 81 TRW/CP of anticipated flight arrival time when in receipt of departure information from departure base.

3.8.2. Coordinate changes or last-minute arrival data with 81 TRW/CCP, 81 SPTG/CC, and 81 TRW/CP using the most accurate and timely information.

3.8.3. Arrange welcome message on the airfield marquee. Base Operations will use their best judgment on how to word the sign unless Protocol gives specific guidance.

3.9. Air Traffic Control will give Base Operations a 15-minute-to-landing call for inbound aircraft carrying a general officer or general officer equivalent (DV code 6 and lower).

3.10. The 81st Communications Squadron will:

3.10.1. Provide photographic support for visitor arrivals and departures when appropriate. Additional requests beyond those coordinated with 81 TRW/PA (para 3.3.3.) require submission of AF Form 833.

3.10.2. Provide photographic services where applicable during the DV's tour.

3.11. The 81st Services Squadron will place welcome messages, as provided by the Wing Protocol office, on base marquees for general officer or equivalent visitors.

3.12. 81 TRW/XP will process the Keesler AFB Form 78 and will coordinate changes/additions to the DV's itinerary when requested by the 81 TRW Commander.

4. Responsibilities and Procedures for Management of Unannounced Visitors:

4.1. Duty Hours. Base Operations will advise the Protocol Office and Command Post (81 TRW/CP) of the name, grade, and expected arrival time of unannounced DVs as soon as the information is received. The Protocol Office will:

4.1.1. For general officers or equivalent visitors, notify the Wing Commander or Wing Vice Commander.

4.1.2. Arrange for a greeting officer, if necessary.

4.1.3. Arrange for billeting, transportation, etc., if needed.

4.2. Nonduty Hours. Base Operations will notify only Command Post with the above information. Command Post will notify the Wing Vice Commander and the on-call Protocol Officer.

4.3. Other. In the event that, during duty or nonduty hours, someone from the Protocol Office cannot be notified, Base Operations will contact the Wing Executive Officer or the Wing Vice Commander as alternates, in turn. If the Wing Executive Officer or Wing Vice Commander cannot be reached, the Support Group Commander will determine if notification of the Wing Commander and other agencies is warranted. During nonduty hours, the Command Post will accomplish these notifications.

5. FORM PRESCRIBED. Keesler AFB Form 78, **Request or Notification of Official Visitor.**

MICHAEL W. BARTLETT, Colonel, USAF
Vice Commander, 81st Training Wing

Attachment
Keesler AFB Form 78, *Sample*

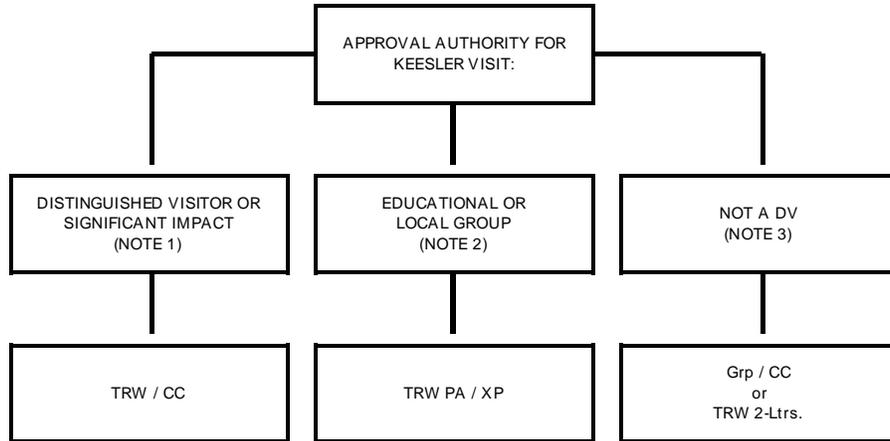
Attachment 1

Keesler AFB Form 78, Sample

REQUEST OR NOTIFICATION OF OFFICIAL VISITOR			
PRIVACY ACT STATEMENT			
AUTHORITY: 10 U.S.C. 8013 AND E.O. 9397 PURPOSE: USE OF SSN IS TO RESERVE LODGING AT THE INNS OF KEESLER DISCLOSURE: VOLUNTARY; HOWEVER, NONDISCLOSURE MAY RESULT IN DENIAL OF RESERVATION			
TO: <input checked="" type="checkbox"/> 81 TRW/XP (IF DV)	TO: <input checked="" type="checkbox"/> 81 TRW/XP (ALL OTHERS)	FROM: 81 TRW/XX	DATE: XX Jan 99
NAME (Include "Go By" Name) Brig Gen John Doe		ORGANIZATION 81 AF/XX	SSN (If requesting qtrs) XXX-XX-XXXX
TITLE AND GRADE Vice Commander, 8th Air Force		POINT OF ARRIVAL Base Ops	DATE / TIME OF ARRIVAL XX Jan 99
VISIT DATES XX - XX Jan 99	MODE OF TRAVEL Mil Air	POINT OF DEPARTURE Base Ops	DATE / TIME OF DEPARTURE XX Jan 99
PURPOSE OF VISIT Site Visit			NUMBER IN VISITING PARTY (List Names in Remarks) 2
NOTIFICATION RECEIVED BY: (Identify Letter / Message / Telecon) (Attach Correspondence) Maj Smith received message (attached)			DATE AND TIME RECEIVED 1000/XX Dec 98
PROJECT OFFICER (Name, Duty Phone, Office Symbol) Lt Col Jones, x 7-XXXX, 81 TRW/XXX		NOTIFICATION CHECKLIST	
GREETING OFFICER (Name, Duty Phone, Office Symbol) (DV Only) Same as above		DID NOTIFYING ORGANIZATION MAKE ARRANGEMENTS FOR THE VISITOR'S TRANSPORTATION? (If Yes, Explain Fully In The Remarks Section Below).	YES <input checked="" type="checkbox"/>
ESCORT OFFICER (Name, Duty Phone, Office Symbol) (DV Only) Same as above		IS NOTIFYING OFFICE REQUESTING DV QUARTERS (06 AND ABOVE) BE ARRANGED BY PROTOCOL OFFICE? (SSN Required)	NO <input checked="" type="checkbox"/>
		IF VISITOR IS AN O-7 OR ABOVE, A GS EQUIVALENT, OR HIGH GOVERNMENT OFFICIAL, DID NOTIFYING ORGANIZATION ATTACH AN ITINERARY? (If Not, Explain Fully In The Remarks Section Below).	YES <input checked="" type="checkbox"/>
		IS VISITOR REQUESTING A COURTESY VISIT WITH 81 TRW/CC?	NO <input checked="" type="checkbox"/>
REMARKS Accompanied by: Col Johnson, 8AF/XXX			
NAME, GRADE, DUTY PHONE OF SUBMITTER XXX Smith, Maj, x7-XXXX		SIGNATURE	DATE ASAP upon notification
ROUTING	SIGNATURE	DATE	COMMENTS
GROUP / CC OR TRW 2-Ltr.			
TRW / CCP (IF DV)			
TRW / XP			
TRW / CCE			
TRW / CV			
TRW / CC			<input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE
PROTOCOL USE ONLY		AETC NOTIFICATION: <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE RECEIVED / INITIALS
FOLLOW-UP ACTION		DISTRIBUTION	

Keesler AFB Form 78, Reverse, Sample

KEESLER AFB's DECISION TREE FOR VISIT REQUESTS



NOTE 1: DVs = 0-6 AND ABOVE, GM-15 AND ABOVE, AND DISTINGUISHED CIVILIANS (0-6 EQUIVALENT) WHO ARE VISITING KEESLER AFB. ALSO ANY VISITOR(S) THAT CAN SIGNIFICANTLY IMPACT THE WING'S MISSION OR RESOURCES.

NOTE 2: FOR EXAMPLE JR ROTC, SCHOOLS, BOY SCOUTS, AND OTHER NON-DV VISITOR(S) REQUIRING MINIMAL RESOURCES (1-3 DAY VISIT).

NOTE 3: FOR EXAMPLE: VISITORS WHO DO NOT MEET DV CRITERIA AND HAVE A SPECIFIC INTEREST, SUCH AS A SPECIFIC COURSE DEVELOPMENT, U & TWs, STAFF ASSISTS TO A WORKCENTER, INSTALLATION OR MAINTENANCE ASSISTANCE, ETC.