DISTINGUISHED VISITOR (DV) CHECKLIST

	AO	CCP	NOTIFIED	FOLLOW UP	COMPLETED
PRIOR TO THE VISIT					
Contact DV's office and obtain the following:					
a. Point of contact at DV's home base/location	**P**	**A**			
b. Travel itinerary, to include arrival/departure times and places (complete flight information for flights in/out of Incheon Airport)	**P**	**A**			
c. List of people in traveling party to include rank, full name, go-by name, title, SSAN, DOB, organization, and office symbol. For 4-star GO visits or higher, collect initial detailed information over SIPRnet. Discuss details (in person) with need-to-know individuals only.	**P**	**A**			
d. Reason for visit (be specific); Office call requests (limit three guests); who should DV see before going; Specific desired briefings, meetings, or tours	**P**	**A**			
e. Special diet requirements, preferred drinks (coffee/tea, soft drinks, juices)	**P**	**A**			
f. Request current biography for all members in the rank of O-6 and above or civilian equivalent. Has the guest been to Osan or the peninsula before? If so, what did he/she do?	**P**	**A**			
g. Is spouse traveling too? Obtain name and any special desires (i.e. shopping, sightseeing, socials, etc). Get a leadership spouse for escorting.	**P**	**A**			
h. Immediately request security clearances be sent in plain language to: SSO/7 AF (784-6074). This is particularly important for DVs requesting a HTACC/KCOIC tour.	**P**	**A**			
i. Request photocopies of all ID Cards (Military only) and Passports (Civilians only) for expedient immigrations processing. Request passports be readily available upon arrival for stamping by immigrations personnel.	**A**	**P**			
j. Find out STU III requirements for visit.	**P**	**A**			
k. Find out transportation requirements - send to 51 LRS Vehicle Dispatch 784-4266/2773, fax 5465	**A**	**P**			
l. Inquire if any members of the party will bring a weapon.	**P**	**A**			
m Provide your name, DSN number, e-mail address, and fax number. Request they update you with any changes as they become known	**P**	**A**			
Arrange billeting - call Protocol for DV Quarters	**A**	**P**			
Determine beggage detail requirements - call Protocol to set up	**P**	**A**			
Set up office calls with 7AF/CC/CV, 784-7001 and 51FW/CC/CV 784-5101	**P**	**A**			
All other office calls	**P**	**A**			
Set up tours with appropriate offices					
a. All DVs visiting 7AF must receive at a minimum the ACC Mission brief and a tour of the KCOIC and HTACC (if they have the appropriate clearances) if they have not received one within the last 12 months.	**P**	**A**			
b. Coordinate with AO's Group Commander to determine focus of visit¡¦what briefings, meals, meetings, office calls, facilities need to be included and who should brief and/or attend.	**P**	**A**			
c. Contact each organization to be toured; call org secretary to ensure calendars are annotated and conference rooms are booked. 7AF Conference Room (784-6915); 51FW Conference Room (784-5101) HTACC briefings held in H-217, schedule with ACC/PJ (784 -6014)	**P**	**A**			

	AO	CCP	NOTIFIED	FOLLOW UP	COMPLETED
d. Notify SFS for expedient VIP entrance to HTACC/KCOIC. Submit Entry Authorization Letter (EAL) (784-4645)	A	P			
Determine greeting and departing officials. If 7AF/CC is greeting, inform AFOC aide (784-4326) so AFOC/CC can greet if desired	A	P			
Prepare Itinerary (first draft to Protocol within 3 days) Include the full name/duty title of all briefing and tour moderators	P	A			
Determine Dress Code requirements for each meal and day of visit	P	A			
Determine Invite Requirements for Hosted Meals	A	P			
Accomplish Pro-Rata Sheet for payment of meals	A	P			
Arrange for classified storage as required	P	A			
Request Ration Control Card, if DV desires.	A	P			
Arrange for Base Flags to be posted (3-stars and above) if applicable, send request to - Osan AB Honor Guard (784-8496, ask for NCOIC, Base Honor Guard)	A	P			
Photographic Support (as applicable) 784-5800	P	A			
Marquee Welcome Signs (51 SVS Marketing and Publicity 784 -5609)	P	A			
Fruit Basket/Welcome Cards - 7 AF/51 FW CC	A	P			
Contact OSI for threat Assessment - DV 3 & up	A	P			
Fill out Arrival/Departure cards for Immigrations. Clear Immigration and customs prior to visit, if all military members. For civilians - physical passport is required upon arrival of member.	A	P			
Reconfirm all tours/briefings NLT 24 hours Prior to DVs arrival	P	A			
DAY OF VISIT					
Confirm DV arrival time through the DV's POC Incheon/USFK/or Base Ops 2 hours prior to scheduled time. If DV is flying (mil air), track flight times through Base Operations.	A	P			
Contact transportation to ensure vehicles are arranged and will be pre-positioned as necessary or ready for scheduled pick-up (784 -4266).	A	P			
Pick up room keys from billeting and inspect rooms (use DV Quarters checklist) for cleanliness and serviceability (1-2 hours prior to arrival).	A	P			
Deliver DV Suite sign, fruit basket, and welcome inside of DV Quarters	A	P			
Greet DV at Base Ops or Incheon (or ensure someone is greeting DV) - Check DV lounge - set up sign on marquee at red carpet.	A	P			
Complete appropriate military customs and Korean Immigration AD cards.	A	P			
Escort DV the entire visit.	P	A			
Notify next stop on itinerary if you are ahead/behind schedule. Carry all pertinent phone numbers	A	P			
DAY OF DEPARTURE					
Confirm departure time (2 hours prior to departure)	P	A			
Keep DV Greeter informed of departure time	A	P			
Open DV lounge and ensure DV's name is on marquee sign	A	P			
Pick-up DV at quarters (or last place visited) for departure - (ensure luggage is delivered to base ops and loaded onto aircraft.)	A	P			
Collect ration card, if one was issued	P	A			

REMARKS: