

**BY ORDER OF THE COMMANDER
AIR COMBAT COMMAND**



ACC INSTRUCTION 90-110

**16 OCTOBER 2007
Certified Current 1 May 2013
Special Management**

DISTINGUISHED VISITORS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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RELEASABILITY: There are no releasability restrictions on this publication.

OPR: HQ ACC/DSP
Supersedes ACCI 90-110, 3 March 2000

Certified by: HQ ACC/DS (Colonel Brian T. Kelly)
Pages: 13

This instruction implements AFD 90-1, *Policy Formulation*, and establishes responsibilities and provides policy and procedural guidance for visits of distinguished visitors to all elements of Air Combat Command (ACC). It applies to all ACC units. It does not apply to Air National Guard (ANG) or Air Force Reserve Command (AFRC) units and members. Ensure that all records created as a result of processes prescribed in this document are maintained in accordance with AFMAN 37-123 (to be AFMAN 33-363), *Management of Records*, and are disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afirms.amc.af.mil>. Contact supporting records managers as required. Send comments and suggested improvements on AF Form 847, *Recommendation for Change of Publication*, to ACC Protocol (HQ ACC/DSP), 205 Dodd Blvd, Suite 207, Langley AFB VA 23665-2796.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. Revisions include administrative updates to office symbols including e-mail addresses and contact numbers; repositions Terms Explained under Glossary of References and Supporting Information; adds Glossary of References and Supporting Information at **Attachment 1**; specifies honors and ceremonies accorded DVs (DVs are defined in **Attachment 1**) for international visitors; incorporates funds references under Funding for Quarters, Messing, and Transportation; removes references to sending priority messages under Reporting; adds request for DV Code on **Attachment 3**, Checklist for Distinguished Visitors; and provides an updated **Attachment 4**, Visit Plan Sample and **Attachment 5** provides a Visit Itinerary Sample.

1. Policy. Distinguished Visitors (DV) to components of Air Combat Command are a matter of command interest and should be provided every appropriate consideration. All supporting agencies must plan and coordinate DV visits. Refer all requests to visit Nellis AFB activities and ranges to the USAF Warfare Center Protocol Office (USAFWC/CCP), the coordinating agent for all Nellis AFB visits.

2. Responsibilities:

2.1. Commanders/Staff Agency Chiefs. Commanders and staff agencies at all levels will plan for and execute any visit within their area of responsibility. Commanders will appoint an office or officer to control the overall DV program under their command. This should be the Command Section wherever possible. The Director of Staff, or the appointed office or officer, will evaluate the scope of interest of each DV visit and task an appropriate office of primary responsibility to prepare the details of the visit.

2.2. Office of Primary Responsibility (OPR). The OPR is responsible for providing the composition of the visiting party and all schedules of event details, to the DV monitor in a timely manner. The OPR will also coordinate all staff participation and arrange support requirements as determined by the DV monitor.

3. Procedures:

3.1. Notifications. Any staff agency or subordinate unit that receives notification of visits or requests will direct this information to the Director of Staff and will perform the following actions.

3.1.1. Assemble pertinent data and find out scope and purpose. If appropriate, prepare a memo for signature of the Commander or Director of Staff appointing the OPR for the visit. The Commander may choose, due to the nature of the visit, to keep supervision of the visit within the Command Section and task the DV monitor to act as OPR.

3.1.2. Notify ACC Protocol (HQ ACC/DSP) by email (accdsp@langley.af.mil) of the upcoming visit following the format in **Attachment 2**.

3.1.3. Coordinate with the ACC Security Assistance Branch (HQ ACC/A3TS) on all visits by foreign nationals and/or international organizations. This is to ensure the Secretary of the Air Force's International Affairs (SAF/IA) office has approved this visit and appropriate disclosure guidance has been issued.

3.2. Project Officer. Upon notification, the appointed OPR will designate a project officer to coordinate and monitor all aspects of the visit and provide pertinent information to the DV monitor. The project officer can use or modify the checklist at **Attachment 3** to meet local planning needs.

4. Meeting and Hosting Officials:

4.1. Senior officers of the installation, unit and staff agencies directly involved in the visit will normally meet and host DVs. The head of the respective agencies will represent staff agencies having an interest in the visit, at official and social functions required by the visit plan.

4.2. The senior commander will specify the uniform for the visit. All personnel involved in the visit should dress alike, in accordance with AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*.

5. Special Requirements and Guidance for OPRs Visit Preparation:

5.1. If a requirement exists for static display of aircraft, aerial demonstration and orientation flights, the OPR will pass the requirement to the organization's operations and public affairs officer for proper planning, staffing and coordinating, to include higher headquarters (HHQ) approval if required. The OPR will have an alternate plan in case of inclement weather.

5.2. When a DV spouse is not included in the official briefings, ask the spouse of the senior ACC officer to act as the escort or appoint a senior ACC officer as the escort. An itinerary should be prepared by the OPR for the spouse.

5.3. For international visitors, determine their language capability. If they are not fluent in English, the OPR should provide an interpreter, a person who speaks the visitor's language and understands their customs, to serve as translator/escort throughout the visit.

5.4. Provide visitors the opportunity to observe their own religious and dietary customs. Special instructions are normally sent from HHQ in the case of official international visitors. If in doubt, the OPR should check with HHQ or with local sources of information. The visit OPR will find out if there are any dietary restrictions and/or preferences.

5.5. DV Accorded Honors and Ceremonies. The Air Force Foreign Liaison Division (AF/CVAI) will advise the visited organization if honors are desired for international visitors.

5.6. Funding for Quarters, Messing, and Transportation. Provide accommodations commensurate with the DV's position. This does not relieve the visitor from paying for lodging, messing and commercial transportation fees. A U.S. military escort who is responsible for settlement of these details will normally accompany international DVs. For official receptions and dinners, fund on an individual basis and normally within the following areas:

5.6.1. International DVs (Escorted Visits). Funds are normally available to the escort officer on escorted visits directed by the Department of Defense, Department of Army, Navy, or Air Force. Do not use appropriated funds (official representation funds) to supplement funds provided by AF/CVAI.

5.6.2. International DVs (Other Than Escorted Visitors) and Certain U.S. DVs. Use appropriated Official Representation Funds (contingency funds) in accordance with AFI 65-603, *Official Representation Funds--Guidance and Procedures* when hosting on behalf of COMACC or CV.

5.6.3. Determine the type of funds to be used before the visit occurs. Prior coordination is required through the local Comptroller or Services squadron when local official representation funds (AFI 65-603) or special morale and welfare funds (AFI 34-201, *Use of Nonappropriated Funds (NAFs)*) are to be used. Follow this guidance when amenities and mementos are appropriate for presentation.

6. Reporting:

6.1. Headquarters Air Combat Command Notification:

6.1.1. Report to HQ ACC/DSP by e-mail at the earliest date possible, all three-star or equivalent and above visits, as well as the Chief Master Sergeant of the Air Force.

6.1.2. The information reported will be used to brief the ACC Commander and staff. Visit report may be provided to HQ ACC/DSP by e-mail to accdsp@langley.af.mil (preferred), message or facsimile to DSN 575-5238/COMM 757-225-5238. The format is provided in **Attachment 2**. Fax or e-mail information on short notice visits within 48 hours of notification (call to verify receipt of fax). See **Attachment 2**, Sample DV Notification Memo Format.

6.1.3. Do not report visits by ACC personnel.

6.1.4. Do not send duplicate notifications unless original information has changed. If so, indicate what is different on the new message.

6.1.5. HQ AF/CVAI notifications to the ACC Directorate of Staff (HQ ACC/DS) of upcoming visits, do not relieve the OPR of notification procedures to HQ ACC/DSP.

6.1.6. In the event of an unfavorable incident or a significant change to the DV itinerary, the host commander or designated OPR will immediately telephone the HQ ACC OPR (if assigned), HQ ACC/DSP or the ACC Deputy Director of Staff (HQ ACC/DSA). If appropriate, the ACC OPR will inform the Command Section of the incident or change.

JOHN D.W. CORLEY, General, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 34-201 (<http://www.e-publishing.af.mil/pubfiles/af/34/afi34-201/afi34-201.pdf>), *Use of Nonappropriated Funds (NAFS)*

AFI 34-1201 (<http://www.e-publishing.af.mil/pubfiles/af/34/afi34-1201/afi34-1201.pdf>), *Protocol*

AFI 36-2903 (<http://www.e-publishing.af.mil/pubfiles/af/36/afi36-2903/afi36-2903.pdf>), *Dress and Personal Appearance of Air Force Personnel*

AFMAN 37-123 (<http://www.e-publishing.af.mil/pubfiles/af/37/afman37-123/afman37-123.pdf>), *Management of Records*

AFI 65-603 (<http://www.e-publishing.af.mil/pubfiles/af/65/afi65-603/afi65-603.pdf>), *Official Representation Funds-Guidance and Procedures*

AFPD 90-1 (<http://www.e-publishing.af.mil/pubfiles/af/90/afpd90-1/afpd90-1.pdf>), *Policy Formulation*

Abbreviations and Acronyms

ACC—Air Combat Command

AF/CVAI—Air Force Foreign Liaison Division

DV—Distinguished Visitor

HHQ—Higher Headquarters

HQ ACC/A3TS—ACC Security Assistance Branch

HQ ACC/DS—ACC Director of Staff

HQ ACC/DSA—ACC Deputy Director of Staff

HQ ACC/DSP—ACC Protocol

OPR—Office of Primary Responsibility

SAF/IA—Secretary of the Air Force International Affairs Office

USAFWC—USAF Warfare Center Protocol Office

Terms

Distinguished Visitor (DV)—DVs include any visitor of Code 6 (brigadier general, senior executive service or state positions) equivalent or above, nationally or internationally known personalities, international dignitaries, international visitors, prominent corporate vice presidents and above and prominent government or elected officials. Ref: AFI 34-1201, *Protocol*.

DV Monitor—The agency or individual (e.g., protocol, executive support officer, etc.) responsible to the respective commander for monitoring all visits by distinguished persons to this command. The DV Monitor is responsible for preparing and distributing the final visit plan to any involved staff agencies.

Office of Primary Responsibility (OPR)—The organization designated by the commander as having primary interest or functional responsibility for a DV visit.

Support Facilities—All agencies on the installation that will support a DV (e.g., transportation, lodging, officers' club, etc.).

Visit Plan—A plan which covers all details of the schedule of events, composition of the visiting party, and staff participation. It should also include support requirements such as honors, security, transportation, social arrangements, lodging, escorts, and any special instructions. This plan, which incorporates the OPR inputs, specifies all DV arrangements, to include support requirements and special instructions at [Attachment 4](#).

Visitor's Itinerary—A DV schedule prepared for reference and guidance during the visitor's stay. Unlike the visit plan, the itinerary is a condensed and concise schedule of events involving the DV. It usually indicates date, time, place and dress for specified activities. It does not include specific instructions to support agencies.

Attachment 2**DV NOTIFICATION FORMAT**

A2.1. Notification. Use the following format to notify ACC Executive Support of DVs.

A2.2. Message Address. Address messages to HQ ACC/DSP or e-mail information to (accdsp@langley.af.mil).

A2.3. Format. The appropriate format is as follows:

FROM: 366 WG MT HOME AFB ID//CC//

TO: ACC LANGLEY AFB VA//DS/DSP//

INFO: 12 AF DAVIS MONTHAN AFB AZ//CC//CCP//

UNCLAS

SUBJ: DV NOTIFICATION: RANK/NAME/DATE

1. VISIT INFORMATION:

a. RANK/NAME: LT GEN WILLIAM E. THOMPSON, BILL

b. DV CODE 4

c. BRANCH OF SERVICE: USAF

d. TITLE AND COMMAND: 1 AF/CV

e. CITY/STATE/ (COUNTRY, INF INTERNATIONAL VISITOR):

f. CONVERSATIONAL NAME/NICKNAME:

g. SPOUSE'S CONVERSATIONAL NAME (IF ACCOMPANYING): LINDA

h. ADDITIONAL DV/NON-DV PASSENGERS:

i. ETA/MODE OF TRAVEL: 15 DEC/POV

j. ETD/MODE OF TRAVEL: 18 DEC/POV

k. PURPOSE OF VISIT: LEISURE

l. LODGING: ON BASE

m. CC OR CV ON STATION: 366 WG/CC, BRIG GEN SMITH

2. POC: 366 WG/CCP, CAPT JONES, DSN 728-4536/FAX 728-6387

Attachment 3**CHECKLIST FOR DISTINGUISHED VISITORS**

Visitor Name and Rank/DV Code:

Title:

1. Purpose of Visit
2. Host: Staff Involvement
3. ETA: Date, Time, Mode
4. ETD: Date, Time, Mode
5. Arrival/Departure Honors
6. Luggage Detail
7. Photographer
8. Uniform for Visit
9. Transportation
10. Briefings
11. Security Requirements
12. Tours
13. Orientation Flights
14. Static Display
15. Recreational Activities
16. Spouse's Itinerary
17. Lodging
18. Funding
19. Press Coverage (Public Affairs will control all news releases or media ops)
20. Proposed Social Functions
21. Messing/Dietary Restrictions

Attachment 4

**VISIT PLAN SAMPLE
FOR OFFICIAL USE ONLY**

**DISTINGUISHED VISITOR PLAN
OFFICE OF EXECUTIVE SUPPORT, HEADQUARTERS AIR COMBAT COMMAND
LANGLEY AIR FORCE BASE, VIRGINIA**

**MR. THOMAS E. JONES (DV-4)
DEPUTY INSPECTOR GENERAL FOR AUDITING, DEPARTMENT OF DEFENSE
WEDNESDAY, 13 APRIL 2007**

As of: 11 Apr, 1740

Project Officers:	Dress:
Capt Smith, DSP, 757-764-5044, Cell: 757-897-3646	Military: Uniform of the day
Mr. Sandy Tomlin, DoDIG, 757-872-4716	Civilians: Casual (slacks/open collar shirt)
Mr. Mike Joseph, Cell: 757-344-8237	

General Keys will host Mr. Jones on 13 April 2007 at Langley AFB, Virginia. The purpose of the visit is to familiarize Mr. Jones with the ACC mission.

ACC HOST: General Ronald E. Keys (Ron), Commander, Air Combat Command

INCLEMENT WEATHER PLAN: N/A

VISITORS (3):

NAME (Go-by name)	TITLE	LODGING
Mr. Francis Jones (Gene)	Deputy IG for Auditing, DoD	N/A
Mr. Mike Joseph (Mike)	DoD IG Program Director	N/A
Lt Col Janet Jones (Janet)	Aide	N/A

<i>Wednesday, 13 April 2007</i>	<i>Dress:</i> <i>Military: Uniform of the Day</i> <i>Civilian: Casual (slacks/open collar Shirt)</i>
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Gate Marquees: "ACC and 1FW Warmly Welcome Mr. Francis E. Jones"

Up: 0700 Down: 1600

Prep Schedule:

- 1230 Base in place: Ms. Jones*
- 1240 TSgt Martin delivers office call tray (refreshments for 4)
Capt Smith in place to greet (across the street from COMACC entrance, ACC/DV parking space in front of 204 Dodd Blvd)*
- 1255 Coffee/water set up complete in CC Con Rm (TSgt Martin)*

1245 MR JONES ARRIVES 205 DODD BLVD VIA POV (DRIVEN BY MR. JOSEPH AND ACCOMPANIED BY LT COL JONES); PROCEEDS TO CC'S OFFICE (OR DV LOUNGE)

- DSP Greeter/Escort: Capt Smith

Note: Guests will park in ACC DV parking space in front of 204 Dodd Blvd. Mr. Joseph's POV (GMC Pick-Up Truck, tan) has a base decal and will not require an escort from the base gate.

1300 OFFICE CALL COMMENCES, CC'S OFFICE

- Attendees: General Keys (Ron), COMACC
Mr. Jones (Gene)
Mr. Joseph (Mike)
Lt Col Jones (Janet)

Prep Schedule: 1300 Briefers in place, CC Conf Rm

1330 OFFICE CALL CONCLUDES

Prep Schedule: 1335 TSgt Martin removes office call tray from office

GENERAL KEYS AND MR. JONES PROCEED TO CC CONF RM

- Accompanied by: Mr. Joseph (Mike)
Lt Col Jones (Janet)

1335 ACC COMMAND BRIEF BEGINS

- ACC Host: General Keys (Ron), ACC/CC
- Guest of Honor: Mr. Francis Jones (Gene)
- Attendees: Mr. Mike Joseph (Mike)
Lt Col Jones (Janet)
- Agenda 1340 Welcome Remarks by General Keys
1345 ACC Command Briefing

Briefers:

Maj Bond (Joe), ACC/CCX, 4-7077

Capt Stone (Kathy), ACC/CCX, 4-7077

1430 Briefing Concludes

1430 BRIEFING CONCLUDES

MR. JONES DEPARTS 205 DODD BLVD VIA POV

- Accompanied by: Mr. Joseph (Mike)
Lt Col Jones (Janet)
- DSP Departer: Capt Smith

Attachment 5

VISIT ITINERARY SAMPLE
FOR OFFICIAL USE ONLY

DISTINGUISHED VISITOR ITINERARY OFFICE OF EXECUTIVE SUPPORT, HEADQUARTERS AIR COMBAT COMMAND LANGLEY AIR FORCE BASE, VIRGINIA
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MR. THOMAS E. JONES (DV-4)

DEPUTY INSPECTOR GENERAL FOR AUDITING, DEPARTMENT OF DEFENSE

WEDNESDAY, 13 APRIL 2007

As of: 11 Apr, 1740

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ACC HOST: General Ronald E. Keys (Ron), Commander, Air Combat Command

INCLEMENT WEATHER PLAN: N/A

VISITORS (3):

NAME (Go-by name)	TITLE	LODGING
Mr. Francis Jones (Gene)	Deputy IG for Auditing, DoD	N/A
Mr. Mike Joseph (Mike)	DoD IG Program Director	N/A
Lt Col Janet Jones (Janet)	Aide	N/A

<i>Wednesday, 13 April 2007</i>	<i>Dress:</i> <i>Military: Uniform of the Day</i> <i>Civilian: Casual (slacks/open collar Shirt)</i>
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OFFICE (OR DV LOUNGE)

- DSP Greeter/Escort: Capt Smith

1300 OFFICE CALL COMMENCES, CC'S OFFICE

- Attendees: General Keys (Ron), COMACC
Mr. Jones (Gene)
Mr. Joseph (Mike)
Lt Col Jones (Janet)

1330 OFFICE CALL CONCLUDES

GENERAL KEYS AND MR. JONES PROCEED TO CC CONF RM

- Accompanied by: Mr. Joseph (Mike)
Lt Col Jones (Janet)

1335 ACC COMMAND BRIEF BEGINS

- ACC Host: General Keys (Ron), ACC/CC
- Guest of Honor: Mr. Francis Jones (Gene)
- Attendees: Mr. Mike Joseph (Mike)
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- Agenda 1340 Welcome Remarks by General Keys
1345 ACC Command Briefing
Briefers:
Maj Bond (Joe), ACC/CCX, 4-7077
Capt Stone (Kathy), ACC/CCX, 4-7077
1430 Briefing Concludes

1430 BRIEFING CONCLUDES

MR. JONES DEPARTS 205 DODD BLVD VIA POV

- Accompanied by: Mr. Joseph (Mike)
Lt Col Jones (Janet)
- DSP Departer: Capt Smith