

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE INSTRUCTION 36-2901

24 APRIL 2015



Personnel

**GENERAL OFFICERS VISITING THE
WASHINGTON DC AREA**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive 36-29, *Military Standards*. It outlines the directive requirements for the Headquarters Air Force Protocol Office (AF/CVAP) and Air Force District of Washington Protocol Office (AFDW/CCP) to provide support for visiting active duty Air Force general officers (GO) to the Washington, DC area. Arrangements for Senior Executive Service (SES) members, Individual Mobilization Augmentees (IMAs), Air National Guard (ANG), and US Air Force Reserve GOs are handled by the offices they are visiting. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but all supplements must be routed to the Office of Primary Responsibility (OPR) listed above for coordination prior to certification and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. This instruction requires collecting and maintaining information protected by the *Privacy Act of 1974*, System of Records Notices (SORN) F033 AF B, *Privacy Act Request File*, and F036 AF PC Q, *Personnel Data Systems (PDS)*, apply.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. The rewrite clearly delineates the revised responsibilities of the offices of HQ AF/CVAP, AFDW/CCP and all Air Force Active Duty General Officers visiting the Washington, DC area. Changes include updates of appropriate telephone, room numbers and addresses.

1. Visit Notification. All active duty Air Force GOs visiting the Washington, DC area will notify AFDW/CCP.

2. Responsible Agency. AFDW/CCP is the primary designated agency responsible for managing the Visiting Generals Program. AF/CVAP will assist in providing Pentagon office space and parking requirements for Visiting General Officers (VGOs) conducting business in the Pentagon.

3. Air Force Active Duty General Officers' Responsibilities.

3.1. Each active duty Air Force GO or their staff will notify AFDW/CCP of an anticipated visit to the Washington, DC area. This includes visits to all Air Force and outside agencies, regardless of whether the GO visits the Pentagon. For example, GOs attending a conference at the Jacob E. Smart Building at Joint Base Andrews, Maryland or visiting Fort Meade, Maryland, must also coordinate their trips with AFDW/CCP.

3.2. It is the Air Force Vice Chief of Staff's (AF/CV) policy that visiting GOs use on-base distinguished visitor quarters (DVQs). AF/CVA, on behalf of the AF/CV will enforce the policy on the use of government quarters with the intent to ensure GOs utilize DVQs when on-base lodging is available. If the VGO believes using a commercial hotel would be advantageous to the government, their office must submit a request in writing to stay off base to the approving authority, the office of AF/CVA, before making reservations in commercial hotels. The request and justification should be sent via email through AFDW/CCP, who will in turn provide DVQ availability/recommendations to AF/CVA.

3.3. The visiting generals will provide AFDW/CCP with the following information:

3.3.1. Dates, times, and mode of travel for arrival and departure.

3.3.2. Name and rank of accompanying staff officers.

3.3.3. Purpose of official visit.

3.3.4. Point of contact and telephone number in the Washington area.

3.3.5. Lodging requirements.

3.3.6. Transportation requirements.

3.3.7. Complete itinerary.

3.4. The visiting generals will provide AF/CVAP with the following information for all Pentagon parking needs for rental cars or U-Drive-It (UDI) vehicles.

3.4.1. Driver's name and rank, vehicle license plate number and state, registration number for government vehicles, and arrival and departure time for parking clearance.

4. HQ AFDW/CCP Responsibilities.

- 4.1. AFDW/CCP notifies protocol offices, lodging desks, and 11 LRS, at Joint Base Anacostia-Bolling and Joint Base Andrews of arrival, departure, and related requirements of visiting active duty GOs to include transportation and lodging.
- 4.2. AFDW/CCP will provide on-call assistance for requests made after duty hours.
- 4.3. AFDW/CCP will forward all off-base lodging requests to AF/CVA with pertinent information on DVQ availability.

5. HQ AF/CVAP Responsibilities.

- 5.1. AF/CVAP will maintain and schedule three offices for visiting generals to use while at the Pentagon. AF/CVAP coordinates with the visiting general or their support staff to schedule offices on a first-come first-serve basis. These offices are used for a short term and not for GOs PCSing in to or out of the Washington, DC area.
- 5.2. AF/CVAP will provide the Pentagon Parking office with pertinent information on rental or U-Drive-It vehicles when Pentagon parking is requested by the GO or his or her support staff.

6. Location, Telephone Number, E-mail and Office Hours for AF/CVAP and AFDW/CCP.

6.1. AF/CVAP is located in Room 4D914, the Pentagon. Mailing address: Air Force Protocol, HQ AF/CVAP, 1670 Air Force Pentagon, 4D914, Washington DC 20330-1670. Email: usaf.pentagon.af-cva.mbx.af-cvap-rsvp@mail.mil

6.1.1. Telephone Numbers: (703) 6978341; DSN 2278341.

6.1.2. Fax Machine: (703) 6146654; DSN 2246654.

6.1.3. AF/CVAP is open daily from 0700-1700. For after-hours emergencies, please call the Air Force Watch at (703) 697-6103; DSN: 227-6103.

6.2. AFDW/CCP is located in the William A. Jones III Building, 1500 Wes Perimeter Road, Suite 5790, Joint Base Andrews, MD 20762-7002. Mailing address: Same Email: usaf.jbanafw.afdw-staff.mbx.af-protocol-visiting-gen-prgrm-bafb@mail.mil>

6.2.1. Telephone Numbers: (240) 6126456; (240) 612-6459; (240) 612-6457 or DSN (612-XXXX)

6.2.2. AFDW/CCP is open daily from 0730-1700. For after-hours emergencies, please call the on-call AFDW protocol NCO at (202) 409-4003.

STEPHEN L. HOOG, Lieutenant General, USAF
Assistant Vice Chief of Staff
Director of Staff

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References:***

AFPD 36-29, *Military Standards*, 29 Oct 2009

AFMAN 33-363, *Management of Records*, 1 Mar 2008

Abbreviations and Acronyms:

AF/CV—Air Force Vice Chief of Staff

AF/CVA—Air Force Assistant Vice Chief of Staff

AF/CVAP—Headquarters Air Force Protocol Office

AFDW/CCP—Headquarters Air Force District of Washington Protocol Office

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

ANG—Air National Guard

CSAF—Chief of Staff of the Air Force

DVQ—Distinguished Visitor Quarter

GO—General Officer

IMA—Individual Mobilization Augmentee

OPR—Office of Primary Responsibility

SecAF—Secretary of the Air Force

SES—Senior Executive Staff

SORN—System of Records Notices

UDI—U-Drive-It

VGO—Visiting General Officer