

**BY ORDER OF THE COMMANDER  
ARNOLD ENGINEERING  
DEVELOPMENT COMPLEX**



**AIR FORCE MATERIEL COMMAND  
INSTRUCTION 34-101**

**ARNOLD ENGINEERING DEVELOPMENT  
COMPLEX  
Supplement**

**25 JULY 2014**

**Certified Current On 23 March 2015  
Services**

**REPORTING AND MONITORING  
DISTINGUISHED VISITORS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available on the e-Publishing website at  
[www.e-Publishing.af.mil](http://www.e-Publishing.af.mil)

**RELEASABILITY:** There are no releasability restrictions on this publication

---

OPR: AEDC/PA

Certified by: AEDC/PA  
(Jason Austin)

Supersedes: AFMCI 34-101\_AEDCSUP,  
28 September 2007

Pages: 3

---

**AFMCI 34-101, is supplemented as follows:** This instruction establishes procedures for reporting and making protocol arrangements for distinguished visitors (DV). Criteria for DV designation are described in AFMC Instruction 34101, *Reporting and Monitoring Distinguished Visitors*, **paragraph 1** Visited organizations will extend protocols commensurate with the DV's grade and position and manage visits in a courteous and professional manner. This supplement applies to AEDC Department of Defense (DoD) employees, both military and civilian. Ensure that records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 36-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>

Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF IMT 847 through the appropriate functional chain of command.

***SUMMARY OF CHANGES***

Changes to this publication are administrative, to include updates to Org changes and to reflect AEDC name change. The word “groups” was replaced with “divisions” throughout the instruction to reflect the organizational change at AEDC.

**1. AEDC divisions:** Will report all DVs visiting their division to the AEDC protocol office as soon as the division is aware of the visit. The division will report DV information on the AEDC Form 889, *Distinguished Visitor Notification Report*, located on the AEDC publication web site.

**2. The AEDC Commander or his designated representative:** Will appoint a project officer who will complete visit arrangements and coordinate visit activities with AEDC protocol and other appropriate offices.

RAYMOND G. TOTH, Colonel USAF  
Commander

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

*Prescribed Forms*

AEDC889, *Distinguished Visitor Notification Report*