

**BY ORDER OF THE COMMANDER
MACDILL AIR FORCE BASE (AMC)**

**MACDILL AIR FORCE BASE
INSTRUCTION
35-200**



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Protocol

DISTINGUISHED VISITORS (DV)

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements Air Force Instruction (AFI) 34-1201, *Protocol*. This publication applies to all 6th Air Refueling Wing units assigned to MacDill Air Force Base. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). 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 Air Force (AF) Forms 847 from the field through the appropriate functional chain of command. This publication may not be supplemented or implemented any further. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See Air Force Instruction (AFI) 33-360, *Publications and Forms Management*, **Table 1.1** for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include: updated phone numbers and organizational titles, updated definition of a DV to match

current AFI, updated formatting to match current AFI requirements, updated Order of Precedence in its entirety to match current Department of Defense (DoD) order of precedence, and updated Sample Itinerary.

1. Roles and Responsibilities. This instruction establishes responsibilities and procedures for hosting distinguished visitors (DV) at the 6th Air Refueling Wing (6 ARW) and outlines the administration and execution of the Wing DV Greeter Program.

2. Explanation of DV. Any visitor who is:

2.1. DV Classification: DV-6 through DV-1. (A copy of the DV code chart is at [Attachment 2](#). To convert DV codes to equivalent general/flag officer rank, subtract the DV code from the base number of 7, e.g., $7 - DV6 = 1\text{-star}$; $7 - DV3 = 4\text{-star}$).

2.2. Definition: A DV is defined as (1) any general or flag officer; (2) any government official with rank equivalent to a brigadier general or higher; or (3) any foreign military officer or civilian designated a DV by the Under Secretary of the Air Force for International Affairs (SAF/IA). At times, persons of lower rank but appointed to or filling certain positions, may be accorded DV status. The purpose of the visit will determine if the distinction of DV should be accorded. The commander determines the DV distinction on an individual basis. When DVs visit MacDill Air Force Base (AFB) in conjunction with anticipated 6 ARW/CC involvement, project officers will treat them according to this directive.

3. General.

3.1. It is the policy of the 6 ARW/CC that every DV arriving and departing MacDill AFB will be greeted at the flightline by a wing representative. See [Paragraph 5](#) for further information on the MacDill AFB DV greeter program.

3.2. Contact Wing Protocol (6 ARW/CCP) to discuss appropriate mementos, welcome basket, and uniform for the visit.

4. 6 ARW/CCP will:

4.1. Review itineraries associated with DV visits. A sample itinerary is included at [Attachment 3](#).

4.2. Advise project officers of DV administrative procedures and assist as necessary.

4.3. Advise wing agencies regarding protocol matters.

4.4. Control lodging reservations for DV quarters at MacDill Inn.

4.5. Publish a daily military air DV arrival/departure schedule for 6 ARW/CC and DV greeters.

4.6. Publish a DV greeter schedule.

4.7. Provide Wing Admin the projected DV visits at MacDill AFB for the weekly Wing Staff Meeting.

4.8. Oversee housekeeping and upkeep of DV Lounge at Hangar 3.

4.9. Input DV names on flightline welcome marquee.

4.10. **ALL WING AGENCIES:** Upon notification of or request for a visit to MacDill AFB, the functional agency receiving the first contact will prepare an AF Form 1768, Staff Summary Sheet (SSS), to obtain 6 ARW/CC approval for the projected visit. Include 6 ARW/CCP as a coordinating office on the AF Form 1768. The determination for SSS routing shall be made based on the urgency of the request.

5. Offices of Primary Responsibility (OPR)/Project Officers: The Group Commander whose area is the functional focus of a visit is the OPR. The OPR will appoint a project officer from within his/her group to work the details for the visit. Normally, 6 ARW/CCP and/or the Wing Executive Officer (6 ARW/CCE) will be the OPR for visits by 18 AF/CC/CV and HQ AMC/CC/CV and other higher headquarters visitors who are here specifically to meet with the Wing Commander. Using the visit checklist at [Attachment 4](#) as a guide, the project officer will:

5.1. Ensure 6 ARW/CC approval has been obtained.

5.2. Contact the visitor's office and request the DV's specific area of interest and details surrounding visit; i.e., dates, arrival/departure times, mode of transportation, number in party, lodging and transportation requirements, dietary restrictions, etc.

5.3. Reserve conference rooms and other facilities to support the visit. Arrange for audiovisual equipment, seating plans, conference room name plates, pens, writing pads, briefing dry runs, security, refreshments, etc. If a meeting involves the 6 ARW/CC or Vice Commander (6 ARW/CV) and it is held in the Wing Conference Room, 6 ARW/CCP will set up the room with name plates and refreshments. The project officer must provide 6 ARW/CCP with the correct information on attendees.

5.4. Arrange for lodging. Project officers should contact 6 ARW/CCP (813-828-2056) to arrange lodging in DV quarters for general officers, colonels and civilian equivalents (e.g., Senior Executive Service, GS-15 and above), and E-9s. Reservations for other members of the traveling party below the above grades will be made through the MacDill Inn reservation section (813-828-4259). Complete name, social security number, organizational address, purpose of visit, and length of stay are required. If names and exact number of visitors are unknown during early planning stages, provide an estimate number of rooms required and update as planning progresses.

5.5. Arrange for officer of appropriate rank to meet and depart the ranking guest.

5.5.1. Arrival via military air: 6 ARW/CCP will include the arrival on the daily Transient DV Airlift sheet with a suggested greeter (either the Wing CC, CV, or duty greeter). The visit OPR (group commander) will also meet the aircraft and the project officer will be in place to oversee arrangements made for the visit.

5.5.2. Arrival via commercial air: OPR/project officers will arrange for an appropriate escort to meet DVs arriving at Tampa International Airport. A general officer would normally be met by an O-6. If the DV prefers to rent a car and travel to the base on his/her own; work with the DV's office to make arrangements for meeting at the base.

5.6. Arrange ground transportation. To obtain staff car, DV van, etc., for visits involving general officers, contact the 6 ARW/CCP who will request the appropriate vehicle(s) for the visit through the 6th Ground Transportation Operations Center protocol support. If a driver is

requested to support the visit, a transportation plan with a complete itinerary is required. Normally, the OPR/project officer will drive the DV.

5.7. Coordinate reserved parking. Determine where reserved parking will be needed and contact 6 ARW/CCP with the name of the visitor(s) and the number of parking signs required. Project officers will pick up and return the signs to 6 ARW/CCP.

5.8. Advise 6 ARW/CCP if there is a function where the DV will be the host or guest speaker. CCP will determine if a personal flag is available and appropriate to post.

5.9. Coordinate baggage handling and transportation between flightline and lodging.

5.10. Schedule meetings with the Wing Commander through the 6 ARW/CC's secretary or executive officer (813-828-4444). Coordinate attendance of all interested staff agencies for briefings and tours and provide names of attendees to 6 ARW/CCE and CCP.

5.11. Provide an initial itinerary within 1 week of visit notification and all subsequent updates to the Wing Command Section and 6 ARW/CCP. The final itinerary must be submitted at least 2 days prior to the visit. The itinerary will include all pertinent information including arrangements for transportation, lodging, meals, and uniform requirements. When the itinerary has been approved at the appropriate level (Group Commander and/or Wing Commander), forward it to the DV's office for their approval.

5.12. Pre-registration at MacDill Inn. The day of the visit, pre-register the DV at the lodging office and provide room keys to the visitor upon arrival. Check-in time is 1400 and check-out time is 1100. If early check-in or late check-out is requested, coordinate with 6 ARW/CCP as soon as the requirement is known to determine if the request can be accommodated.

5.13. Miscellaneous. 6 ARW/CCP will assist project officers, as needed, to include seating plans, name tags, advice on meals, function set-up requirements, etc. If the Wing Commander or Wing Vice Commander hosts a meal or social function, 6 ARW/CCP will coordinate the arrangements.

6. DV Greeter Program. The program is designed to ensure general/flag officers and equivalent civilians receive a proper greeting and courtesies when arriving/departing MacDill AFB via military air and to provide assistance as necessary. The duty period begins at 0700 on Monday and ends at 0700 the following Monday.

6.1. O-6s assigned to the 6 ARW will be scheduled by 6 ARW/CCP for DV greeter duty in one-week increments. The duty greeter will be available to meet all arriving and departing DVs.

6.2. The Wing Commander or Wing Vice Commander will normally meet 3- and 4-star visitors, depending on their schedules. The duty greeter will meet all other visiting general/flag officers unless advised otherwise.

6.3. 6 ARW/CCP will:

6.3.1. Develop a 2- to 3-month DV Greeter schedule based on projected leave and TDY of duty greeters.

6.3.2. Publish a daily Transient DV Airlift schedule and send it via e-mail to all pertinent agencies.

6.3.3. With prior notice of a DV arrival, coordinate any special arrangements that are requested, such as meals, billeting, and transportation.

6.4. The duty greeter will:

6.4.1. Meet arriving and departing DV flights. Most DVs at MacDill will be hosted by the Wing, US Central Command, or US Special Operations Command, and a senior representative from the hosting organization will be on scene as well as all required transportation and support elements.

6.4.2. If a DV arrives at MacDill and has no host organization, usually a refueling stop, escort the visitor to the DV lounge and provide other assistance as required (e.g., transportation, billeting, meals), if prior arrangements have not been made.

7. Notification of Arriving Aircraft: Base Operations will notify the Wing Command Post and 6 ARW/CCP when a DV's aircraft is 30 minutes out and again when the aircraft is 20 miles out. The Command Post will notify the Wing Commander and/or the DV greeter with the same information.

8. The point of contact for this instruction is the 6 ARW Protocol Office, 6AMWCCP@us.af.mil, 813-828-2055.

STEPHEN P. SNELSON, Colonel, USAF
Commander, 6th Air Refueling Wing

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

AFMAN 33-363, *Management of Records*, 01 March 2008

AFI 33-360, *Publications and Forms Management*, 01 December 2015

AFI 34-1201, *Protocol*, 09 June 2017

Prescribed Forms

None

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AF—Air Force

AFB—Air Force Base

AFBI—Air Force Base Instruction

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFRMS—Air Force Records Information Management System

AMC—Air Mobility Command

ARW—Air Refueling Wing

CC—Commander

CCE—Commander's Executive Officer

CCP—Protocol Office

CV—Vice Commander

DOD—Department of Defense

DS—Director of Staff

DV—Distinguished Visitor

GS—General Services Employee

IAW—In Accordance With

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

SAF/IA—Under Secretary of the Air Force for International Affairs

SSS—Staff Summary Sheet

Attachment 2

DEPARTMENT OF DEFENSE ORDER OF PRECEDENCE

A2.1. The following is the 2019 Department of Defense Order of Precedence (10 May 2019) provided by the Office of the Secretary of Defense Protocol Office Additional guidance can be found in AFI 34-1201, [Chapter 7](#), Precedence:

Table A2.1. Department of Defense Order of Precedence (2019)

DV CODE 1
The President of the United States
Heads of State of Foreign Countries and Reigning Royalty
DV CODE 2
The Vice President of the United States
Secretary of Defense
Deputy Secretary of Defense
Secretary of the Army
Secretary of the Navy
Secretary of the Air Force
Chairman of the Joint Chiefs of Staff
Under Secretary of Defense for Research and Engineering
Under Secretary of Defense for Acquisition and Sustainment
Under Secretary of Defense for Policy
Under Secretary of Defense for (Comptroller)/Chief Financial Officer of the Department of Defense
Under Secretary of Defense for Personnel and Readiness
Under Secretary of Defense for Intelligence
Vice Chairman of the Joint Chiefs of Staff
Chief of Staff of the Army, Commandant of the Marine Corps, Chief of Naval Operations, Chief of Staff of the Air Force, and Chief of the National Guard Bureau
Commandant of the Coast Guard
Combatant Commanders
General Counsel of the Department of Defense
Director of Cost Assessment and Program Evaluation

Inspector General of the Department of Defense
Director of Operational Test and Evaluation
Chief Information Officer of the Department of Defense
DV CODE 3
Chief Judge of the U.S. Court of Appeals of the Armed Forces
Judges of the U.S. Court of Appeals of the Armed Forces
Under Secretaries of the Army, Navy, and Air Force
Deputy Under Secretaries of Defense
Assistant Secretaries of Defense
Chief of Staff to the Secretary and Deputy Secretary of Defense
Vice Chief of staff of the Army, Assistant Commandant of the Marine Corps, Vice Chief of Naval Operations, and Vice Chief of Staff of the Air Force
Vice Chief of the National Guard Bureau
Vice Commandant of the Coast Guard
Assistant Secretaries and General Counsels of the Army, Navy, and Air Force
Generals and Admirals (4-star)
Directors of the National Security Agency and National Reconnaissance Office
Inspectors General of the National Security Agency and the National Reconnaissance Office
Special Inspector General for Afghanistan Reconstruction
Deputy Chief of Staff to the Secretary of Defense
Chief of Staff to the Deputy Secretary of Defense
Special Assistants to the Secretary of Defense
Assistant to the Secretary of Defense for Public Affairs
Director of Net Assessment
Deputy Chief Management Officer of the Department of Defense
Directors of Defense Research and Engineering in the Office of the Under Secretary of Defense for Research and Engineering
Defense Advisor to the U.S. Ambassador to NATO and Senior Civilian Representative of the Secretary of Defense in Europe
DV CODE 4
Directors of Defense Agencies

Directors of Department of Defense Field Activities
Principal Deputy General Counsel of the Department of Defense, Senior Deputy General Counsel of the Department of Defense, Principal Deputy Director of the Cost Assessment and Program Evaluation, Principal Deputy Inspector General of the Department of Defense, Principal Deputy Director of Operational Test and Evaluation, and Principal Deputy Chief Information Officer of the Department of Defense
Principal Deputy Assistant Secretaries of Defense
Deputy Assistant Secretaries of Defense; DOD Deputy General Counsels; Defense Advisor US Mission NATO; Secretary of Defense Representatives to International Negotiations; Deputy Comptrollers; and Assistant Inspector Generals
Deputy Under Secretaries of the Army, Navy, and Air Force
Principal Deputy Assistant to the Secretary of Defense for Public Affairs
Directors of the Office of the Chief Management Officer Directorates, Deputy Chief Financial Officers, Deputy Comptrollers, Directors of Defense Intelligence within the Office of the Under Secretary of Defense for Intelligence, and Managing Director of the Defense Innovation Unit
Deputy Under Secretaries of the Army, Navy, and Air Force
Deputy General Counsels of the Department of Defense, Deputy Director of the Cost Assessment, Deputy Director for Program Evaluation, Deputy Inspectors General of the Department of Defense, Deputy Directors of Operational Test and Evaluation, and Deputy Chief Information Officers of the Department of Defense
Deputy Assistant Secretaries of Defense and Deputy Assistants to the Secretary of Defense
Lieutenant Generals and Vice Admirals (3-star)
Principal Deputy Assistant Secretaries and Principal Deputy General Counsels of the Army, Navy, and Air Force
The Auditors General of the Army, Navy, and Air Force
Members of the Senior Executive Service in Tier 3 positions
DV CODE 5
Major Generals and Rear Admirals (2-star)
Deputy Assistant Secretaries and Deputy General Counsels of the Army, Navy and Air Force
Members of the Senior Executive Service in Tier 2 positions
DV CODE 6
Brigadier Generals and Rear Admirals (Lower Half) (1-star)
Members of the Senior Executive Service in Tier 1 positions

Personnel in Senior Executive Service-equivalent positions
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A2.2. Senior Executive Service (SES) precedence is determined by position held. If not otherwise in a higher ranking position, the following generally applies:

Table A2.2. Senior Executive Service (SES) precedence

SES 6s rank just after Generals
SES 5s rank just after Lieutenant Generals
SES 4s and 3s rank just after Major Generals
SES 2s and 1s rank just after Brigadier Generals

A2.3. Additional Military and Civilian Rank Equivalent information can be found in AFI 34-1201, [Attachment 10](#), Military and Civilian Rank Equivalents.

Attachment 3
SAMPLE ITINERARY

Table A3.1. Sample Distinguished Visitor Itinerary

<i>CURRENT AS OF: xxxxx</i>
<i>ITINERARY FOR THE VISIT OF LT GEN GEORGE WASHINGTON</i>
VICE COMMANDER
AIR MOBILITY COMMAND
(DATE)
Official Party: <i>Lt Gen George Washington AMC/CV</i>
<i>Lt Col Thomas Jefferson AMC/CVE DSN 576-XXXX</i>
POC: <i>Major James Madison, 6 ARW/CCE, DSN 968-XXXX, 813-828-XXXX</i>
<i>Cell XXX-XXX-XXXX</i>
E-mail: _____
Protocol: <i>James Monroe, 6 ARW/CCP, DSN 968-2056, 813-828-2056</i>
<i>Cell 813-XXX-XXXX, Pager 813-XXX-XXXX</i>
Quarters: <i>Lt Gen Washington: Waterman Suite; 813-828-XXXX, ext XXXX</i>
<i>Lt Col Jefferson: Room 5107; 813-828-XXXX, ext XXXX</i>
<u>TUESDAY/(date)</u>
Uniform: Duty Uniform
Arrive MacDill AFB via C-21, DV Spot 1
Met by: <i>Brig Gen Jackson (Andy) 6 ARW/CC</i>
<i>Col Harrison (Will) 6 OG/CC</i>
<i>Col Tyler (John) 6 MSG/CC</i>
Note 1: <i>Luggage taken to quarters by Wing Protocol</i>
Note 2: <i>Self-drive vehicle positioned at quarters for later use</i>
Briefly walk through Hangar 3 for briefings on Superbowl events/new squadron location/MILCON Projects/Issues (Met by: <i>Lt Col Polk (Jim) 91 ARS/CC</i>)
Official party departs Hangar 3 for tour in wing staff car
<i>Lt Gen Washington Brig Gen Jackson</i>
<i>Col Harrison</i>

<i>Col Tyler</i>
Runway
MSA
Drive by Gym
1200 Enroute to Officers' Club via wing staff car
1215 Lunch at Officer's Club
Daedalian Room (\$8.50: Smoked Turkey Wrap w/pasta salad)
<i>Lt Gen Washington Brig Gen Jackson</i>
<i>Col Harrison</i>
<i>Col Tyler</i>
<i>(list full names and duty positions for all attendees)</i>
1315 Depart Officer's Club via wing staff car for Wing Headquarters
<i>Lt Gen Washington Brig Gen Jackson</i>
1330 Briefing/Discussion in Wing Conference Room
<i>Lt Gen Washington Brig Gen Jackson</i>
<i>Col Harison (Will) 6 OG/CC</i>
<i>Col Tyler (John) 6 MSG/CC</i>
<i>Lt Col Taylor (Zack) 6 ARW/DS</i>
<i>CMSgt Fillmore (Milly) 6 ARW/CCC</i>
1430 Depart for tour via wing staff car
<i>Lt Gen Washington Brig Gen Jackson</i>
<i>Col Tyler</i>
Pelican Pier
New Housing
Enlisted Club (Met by: <i>CMSgt Fillmore (Milly) 6 ARW/CCC</i>)
Drive by New Gates (Dale Mabry/MacDill)
PharmaCARE (Met by <i>Col Pierce (Franklin) 6 MDSS/SGSP</i>)
1630 Arrive quarters. At leisure
1800 Depart for dinner at Jackson's in Tampa via DV van
<i>Lt Gen Washington Brig Gen Jackson</i>

<i>Mrs Jackson</i>
2000 Depart Jackson's enroute to MacDill quarters via DV van
<i>Lt Gen Washington Brig Gen Jackson</i>
<i>Mrs Jackson</i>
2030 Arrive quarters. At leisure.
<u>WEDNESDAY/(date)</u>
0730 Depart quarters enroute to golf course for breakfast via wing staff car
<i>Lt Gen Washington Brig Gen Jackson</i>
Note: <i>Luggage picked up at quarters and taken to aircraft by Wing protocol</i>
0745 Arrive golf course. Order breakfast at counter
0830 Depart golf course enroute to flightline for departure via wing staff car
0840 Arrive flightline (DV Spot 1)
Met by: <i>Lt Col Buchanan (Jim)</i> and Wing Protocol
0850 Depart MacDill via C-21 to Scott AFB
Farewell by: <i>Brig Gen Jackson</i>

Attachment 4

PROTOCOL CHECKLIST FOR INCOMING DISTINGUISHED VISITORS

Table A4.1. Protocol Checklist for Incoming Distinguished Visitors

	<u>DV VISIT CHECKLIST</u>
<u>COMPLETED</u>	<u>ACTION</u>
<i>UPON NOTIFICATION: Wing/CC hosted visit</i>	
	Make room reservations for primary visitor and any other personnel in group (813-828-4259 for non-DVQ rooms)
	Arrange transportation requirements (if military, be sure to include instructions for star plates (# of stars; and Service: Army - Red; Air Force & Navy - Blue; Marine - Red) (DV Trans/813-828-5282, submit transportation request to OpsDispatchSupport@us.af.mil).
	Arrange for u-drive vehicle for DV. Either have it positioned at DV lounge or at DV quarters, depending on specific transportation plan for the visit (send u-drive vehicle request to OpsDispatchSupport@us.af.mil, 813-828-5282)
	Make sure DV Worksheet is completed with all needed information (i.e., diet restrictions/preferences; preferred names, credit card number, local POC name).
	If another organization is primary for the visit, get in touch with the local POC and coordinate details of visit; i.e., who takes care of what portion
	Send out initial notifications to all people involved in the visit.
<i>IN PREPARATION FOR THE VISIT:</i> <i>How far ahead these things are done will depend on the amount of notification time we have. Try to get them done as soon as possible and no later than three days prior to the visit. For those items in this list which do not include explanations, see the appropriate resource material for instructions.</i>	
	Determine if escort officer is needed/assigned; if so, keep in contact with them as to current status.
	Coordinate security requirements with SP's (813-828-2565) (normally for 4-star only)

	Determine who will greet/farewell; be sure it is on their calendar, particularly if they are not otherwise involved in the visit.
	Determine whether Honor Guard Cordon is required at aircraft; if DV is authorized honors, check with individual's office for his/her preference--most do not want planeside honors - If needed, request through Services/Honor Guard section (813-828-5190)
	Determine whether Baggage Detail is needed for arrival and departure flights. - If needed, request through 6 ARW/DS - Make sure you provide the number of people needed, dates and times - Make sure tasked people know when, where, and for how long they will be needed
	Notify Public Affairs (PA) of "Welcome" and "Farewell" for front gate. Notify Services for "Welcome" messages on O'Club and Enlisted Club marquees. If arriving mil air, Protocol will enter information on flightline marquee; double-check sign is working and correct information prior to arrival of DV.
	Determine if a welcome basket will be needed
	Determine if a memento will be given
COMPLETED	ACTION
<ul style="list-style-type: none"> a. Create working agenda b. Create rough draft of formal agenda c. Determine what briefings will be given d. Determine what tours will be given e. Determine meals needed 	
<i>DETERMINE WHAT BRIEFINGS WILL BE GIVEN.</i>	
	Reserve Wing conference room with WG/CC secretary (813-828-4444)
	Determine parking needs and make up signs
	How many people per briefing (coffee/water setups)
	Who will be attending each briefing, who will be giving each briefing. Make up name plates for conference table
	Use Conf Table diagram, determine seating arrangements; <i>NOTE:</i> When visiting DV is senior to Wing/CC, normally place DV at head of conference table; Wing/CC to the right

	Determine uniform for attendees and briefers.
<i>DETERMINE WHAT TOURS WILL BE GIVEN.</i>	
	If you will be traveling to various places, figure out route, travel time, and transportation for all concerned (dry run)
	Who will be driving? Be sure they know the route(s).
	Is a security escort needed?
	Reserve parking at every stop.
	Determine seating within cars, order of cars.
	Are flags needed at each location visited (i.e., General's, US and Air Force Flags)?
<i>DETERMINE WHAT MEALS WILL BE ARRANGED</i>	
	Time and place of meals.
	Cost of meals – including service charges, delivery charges, etc.
	Plan menu; take note of any special restrictions. - How will they pay for meals?
	Who will be attending?
	Determine uniform (or civilian clothes) for attendees.
	Room diagrams/seating arrangements.
	Determine what, if any, flags are required
	Place cards (handwritten or typed)
	Make reservations/arrangements with the on base venue or Restaurant based on what type of meal it is according to the appropriate reference
	Transportation requirements
<u>COMPLETED</u>	<u>ACTION</u>
<i>72 HOURS IN ADVANCE:</i>	
	Prepare full agenda with information on transportation, billeting and meals; copies for Wing/CC, CV, exec and secretary, CCP, and any other participants (DS,GP/CCs, POC as places to be visited, etc); include bios and any background papers needed/available NOTE: Will likely be change up to the last minute; continue to keep everyone updated

	Prepare a Visit Book for the visiting DV – depending on amount of material, use 3 ring binder or folder w/cover and DV's name. Include agenda, bios of base people, briefing slides, etc.
	Get welcome note from WG/CC (if visitor is accompanied by his/her spouse, be sure note is addressed to both).
24 HOURS IN ADVANCE:	
	Confirm Billeting.
	Finalize transportation requirements (what, where, when).
	Confirm counts/arrangements for meals; set up requirements; place cards.
	Confirm the number of people at each briefing; name plates.
	Verify parking setup and ensure signs are made
	Check with driver (if applicable) to ensure he knows all routes.
	Confirm Flag, Baggage, and Honor Guard Details.
	Double check supplies for coffee set-ups.
3-5 HOURS IN ADVANCE (OR MORNING OF THE VISIT):	
	Inspect billeting room(s), place welcome note(s) and package(s).
	Place welcome basket in room, if applicable
	Place memento in room, if applicable
	Place flags (“as needed”) where required.
	Check DV lounge and restrooms: clean; lights working; refrigerator stocked; coffee/tea supply
	Place parking "Reserved" signs where required.
45 MINUTES IN ADVANCE:	
	Check flightline welcome marquee for correct spelling; if applicable, make sure spouse is included.
	If previously arranged, ensure Honor Guard/Baggage detail personnel are present.
	Ensure requested transportation is in place; keys in vehicles; correct “star” plate on vehicle
	Turn on lights in DV Lounge. (make coffee if you think it may be needed; usually only in the morning)
	Ensure SP's are ready if they are to block off the runway or provide an escort.

	Notify greeters (give their names to Command Post, they'll also keep them in the loop)
	Stay in touch with both Command Post and Base Ops. Ensure all personnel involved are aware of any arrival time changes.
	Have umbrellas available, if necessary.
UPON ARRIVAL:	
	Baggage handled; taken to quarters.
	DV is taken to first activity/quarters.
DURING THE VISIT: <i>As each visit is different, use your working agenda as your checklist; it should be prepared according to the resource guidelines. Be flexible to changes.</i>	
45 MINUTES PRIOR TO DEPARTURE:	
	Ensure baggage at quarters is loaded into the car, or already at Base Ops.
	Check farewell sign (spelling) at Base Ops.
	Turn lights on at DV Lounge. Make coffee if you think it will be needed; usually only in the morning
	Notify whoever is farewelling (they are probably already with the visitor at his final activity)
	Have umbrellas available, if needed.
	Make sure the Billeting has been paid for and the keys are in the room or have been turned in.
AT DEPARTURE:	
	Baggage is loaded onto plane.
	Visitor departs the base.
FOLLOW-UP:	
	Check to see everything is out of the room.
	Make sure keys are in all u-drive vehicles/notify Trans of location of vehicles for pickup.
	Clean up all coffee setups/wash dishes.
	Settle all Club bills.
	Pick up parking signs and flags.
	Get feedback on visit; pass on info on any mistakes or problems that occurred, or things that could've been better.

Attachment 5

WORKSHEET DISTINGUISHED VISITORS**Table A5.1. Worksheet Distinguished Visitors**

1. PURPOSE OF VISIT	
2. ETA, PLACE AND MODE OF TRAVEL	
3. ETD, PLACE AND MODE OF TRAVEL	
4. ARRIVAL/DEPARTURE HONORS	
5. BAGGAGE DETAIL	
6. PHOTOGRAPHER	
7. STAFF INVOLVEMENT	
8. UNIFORM REQUIREMENTS	
9. TRANSPORTATION	
10. SECURITY REQUIREMENTS	
11. MEMENTO	
12. BRIEFINGS	
13. TOURS	
14. ORIENTATION FLIGHT	
15. RECREATIONAL ACTIVITIES	
16. ITINERARY	
17. SPOUSE'S ITINERARY	
18. QUARTERS	
19. VISIT BOOK (ITINERARY, VISIT INFO, ETC)	

20. SOCIAL FUNCTIONS	
21. MEALS (MENUS, LOCATIONS, COST, DIETARY RESTRICTIONS, ETC)	
22. PRESS COVERAGE (PA)	
23. EARLY BIRD; NEWSPAPERS	