

**BY ORDER OF
THE COMMANDANT**

AIR UNIVERSITY INSTRUCTION 36-108/AFIT SUPPLEMENT 1

6 JUNE 1996



Personnel

**PROTOCOL REQUIREMENTS IN SUPPORT OF
DISTINGUISHED VISITORS**

COMPLIANCE WITH THIS PUBLICATION IS MANADATORY

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This supplement expands on guidance provided in AUI 36-108, *Protocol Requirements in Support of Distinguished Visitors*, and applies to all organizations within AFIT.

AUI 36-108, 3 October 1994, is supplemented as follows:

1.1. For AFIT, AFIT Protocol will be the central point of contact for Distinguished Visitor notifications to AU and AETC. AFIT organizations may use the AU Form 53 or email to the AFIT protocol officer to provide DV information.

1.3. For AFIT, the primary location of DV quarters at Wright-Patterson AFB is the Visiting Officers' Quarters, Building 826, Area A.

1.4. For AFIT, Contingency Funds are only accessible through AFIT Protocol who will coordinate the request for funds through AU Protocol.

1.5. For AFIT, DVs also include military rank of colonel and civilian equivalents with precedence code of DV-7.

1.9. For AFIT, the AFIT Command Section, in coordination with the AFIT schools and directorates, will determine the appropriate Office of Primary Responsibility (OPR). OPR will, in turn, assign an appropriate project officer, escort officer, and host officer as necessary.

1.12. For AFIT, non-appropriated funds are allocated to the 88 ABW Commander by HQ AFMC for tenant units at WPAFB. AFIT Protocol is the point of contact for access to these funds that are controlled by the 88th ABW.

1.13. ASC Protocol will handle most unexpected guests landing at WPAFB. AFIT will handle any short-notice visitors when there is an AFIT connection.

2.1.1. AFIT Protocol provides guidance to all AFIT organizations and is the AFIT point of contact for coordinations with AU Protocol and AETC Protocol.

2.1.2. AFIT Protocol plans, coordinates, and executes protocol requirements for AFIT Commandant-sponsored events except when a project officer is tasked to coordinate an AFIT event. When a project officer is tasked to coordinate an AFIT event, AFIT Protocol will participate in an advisory role.

2.1.3. AFIT Protocol coordinates on all events involving the Commandant and Vice Commandant.

2.1.4. AFIT Protocol prepares the annual budget for the AU Contingency Funds from AU and for the SM&W Non-Appropriated Funds from the 88 ABW.

2.1.5. AFIT Protocol provides a weekly DV report listing all DVs to be at AFIT over the upcoming two-week period. This document is distributed to AETC Protocol, AU Protocol, AU Executive Officer, AU International Office, AFMC Protocol, ASC Protocol, and AFIT Deans and Directors and their secretaries at least once a week. Report is sent out more often if changes make additional notification necessary.

2.1.6. AFIT Protocol will assist project officers in obtaining proper quarters for visitors.

2.1.7. AFIT Protocol plans, coordinates, and executes AFIT orientation visits for DVs except when a project officer from an AFIT organization is assigned the duty. When a project officer is tasked to coordinate an AFIT event, AFIT Protocol will participate in an advisory role.

2.1.10. AFIT Protocol acts as advisor to the AFIT Commandant and Vice Commandant on all protocol matters.

2.1.11. AFIT Protocol coordinates with project officers and escort officers to ensure that welcome letters from AETC/CC and AFIT/CC are placed in guests' rooms as appropriate.

2.1.14. AFIT Protocol monitors the AFIT Commandant's memento inventory and provides reports, quarterly and upon request, on SM&W memento inventory to AFMC and APF memento inventory to AU.

2.1.17. AFIT Protocol solicits escort officers from AFIT schools and directorates, as necessary, for events such as AFIT Orientations and Board of Visitors' annual visits.

2.2.1. AFIT OPR designates one point of contact to monitor and coordinate activities for their guest speakers and DVs.

2.2.2. AFIT OPR appoints a project officer for all DVs to plan, coordinate, and execute the visit of a DV.

2.2.3. AFIT OPR appoints appropriate individual(s) to greet, escort, and see-off all DVs. Ordinarily, individuals assigned to greet and see-off a DV should be of the equivalent grade of O-6 or higher. The escort may be any grade. AFIT Protocol will coordinate with the project officer and the escort officer for meet-and-greet involvement of the AFIT Commandant or Vice Commandant.

2.3.1. AFIT DV notifications are made to AFIT Protocol as soon as the project officer is aware of the potential visit. Updated information will be given to AFIT Protocol, as necessary. AFIT DV notifications may be made using email to AFIT Protocol or by submission of AU Form 53 to AFIT Protocol.

2.3.2. AFIT project officer prepares an itinerary for every DV. Itinerary will be provided to AFIT Protocol by 1200 on the Thursday before the week that the DV arrives. Project officer will also send copies of the itinerary to all organizations who will take part in the visit.

2.3.3. AFIT project officer notifies AFIT Protocol as soon as possible of any changes to a DV's itinerary or any other changes to the visit.

2.3.4. AFIT project officer coordinates transportation requirements for the DV with base transportation.

2.3.5. AFIT project officer coordinates with all organizations the DV will visit while at AFIT.

2.3.6. AFIT project officer refers to checklist at attachment 1 of this supplement.

3.4. AFIT Protocol is AFIT's sole point of contact to request contingency funds support from AU. Project Officers should coordinate their requirements with AFIT Protocol prior to actual expenditures.

3.7. AFIT Protocol prepares the budget request for contingency funds from AU for AFIT in accordance with AU Protocol requirements for the budget requests.

4. AFIT Protocol requires either AU Form 53 or email notification of DVs visiting the Institute, AFIT schools, or AFIT directorates as soon as the host organization is aware of the impending visit.

4.3. Any agency receiving initial notification of a visit by an international visitor redirects the inquiry to the AFIT International Military Student Officer (AFIT/XOI). Make no commitment on the part of AFIT until AFIT/XOI and AFIT Protocol have coordinated.

5. AFIT project officer prepares an itinerary for every DV. Itinerary will be provided to AFIT Protocol by 1200 on the Thursday before the week that the DV arrives. Project officer will also send copies of the itinerary to all organizations who will take part in the visit.
6. WPAFB VOQ Reservation Office coordinates with AFMC Protocol at WPAFB for scheduling and precedence determination for assignments of DV suites. AFIT project officers should coordinate directly with the VOQ Reservation Office and, if problems are encountered, refer to AFIT Protocol for assistance.

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Attachment:
Project Officers' Checklist

PROJECT OFFICER CHECKLIST

ITEM	COMPLETED	DATE COMPLETED
NOTIFICATION		
- Complete AU Form 53 and send to AFIT Protocol NLT 1200 the Thursday prior to the week DV will arrive. (Data may also be sent to AFIT Protocol by email.) -- Include phonetic pronunciation of the DV's name if required -- Include any personnel accompanying the DV		
- Complete a detailed itinerary of the visit and send to AFIT Protocol NLT 1200 the Thursday prior to the week the DV will arrive.		
- Has the itinerary been sent to and coordinated with all of the organizations the DV will visit?		
ARRIVAL		
- What is the date and time the DV will arrive?		
- What is the mode of travel the DV is taking (for example, ComAir, MilAir, or POV)?		
- What is the flight number or call sign?		
- Where did the flight originate?		
- Is there a need for a baggage detail?		
- If arrival is at Base Ops, where will they park?		
- Is there another DV traveling with your DV (coordination with that DV's host may be needed)?		
- Who will greet the DV (if at Base Ops, should DV be 0-6 or higher)?		
DEPARTURE		
- What is the date and time of the departure?		
- What is the mode of travel?		
- What is the flight number or call sign?		
- Where are they going?		
- Is there a need for a baggage detail?		
- If departure is at Base Ops, where will the plane be parked?		
- Are there any other DV's departing on the same flight (coordination with the DV's host may be needed)?		
- Who will see off the DV (if at Base Ops, 0-6 or higher)?		

LODGING		
- Does the DV or any in their party require billeting?		
- Has billeting been confirmed?		
- Has the DV been checked-in?		
- Has the room been pre-checked to make sure everything is in order?		
- Upon departure has the bill been paid?		
- Are there any special requests (such as handicapped suite)?		
MEALS		
- Will the DV or their party require meals during the stay?		
- Where will they eat?		
- Who will attend with them?		
- Do they have any dietary restrictions or preferences?		
- Has a seating chart been prepared (if required)?		
- Has the seating been approved by the commander or host?		
- How will payment(s) be handled?		
LANGUAGE DIFFERENCES		
- How well does the DV speak and understand English?		
- Is there a translator accompanying the DV?		
- Do briefings and speeches need to be translated in advance?		