

**28 APRIL 2004**



**Personnel**

**PROTOCOL REQUIREMENTS IN SUPPORT OF  
THE AIR UNIVERSITY**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: HQ AU/PC  
(Ms Wanda S. Rushing)  
Supersedes AUI 36-2202, 8 July 2002

Certified by: HQ AU/DS  
(Col Michael Outten)  
Pages: 44  
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This instruction establishes policies, procedures, and responsibilities for arranging and conducting visits of distinguished visitors (DV) to Air University and conducting official ceremonies, and ensures the use of standard formats and procedures for supporting distinguished visitors and conducting ceremonies. It applies to all Air University (AU) organizations and to tenant organizations located at Maxwell Air Force Base (AFB) and Gunter Annex.

**SUMMARY OF REVISIONS**

**This document is substantially revised and should be thoroughly reviewed.** This revision updates the AU Commander's policy on DV lodging (paragraph 1.1.9.1); updates guidance on AU Protocol Actions (paragraph 3.4); establishes new policies for ORF expenditures (paragraph 3.5); establishes AU Commander as the approval authority for all ORF expenditures (paragraph 3.5.3), adds a Glossary of References and Supporting Information (Attachment 1), and incorporates updated attachments (Attachments 2, 3, 4, 5, 6, 7, 8, 10, and 13). A star (★) indicates changed information from the previous version.

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## **1. Distinguished Visitor (DV) Visits - Duties and Responsibilities.**

### ★1.1. AU Protocol:

1.1.1. Office of Primary Responsibility (OPR) for all DV Code 1 through 2 and international DVs. Exceptions to this policy will be at the discretion of the AU Commander.

1.1.2. If DV is visiting Air University to receive an orientation tour, briefings, etc., AU Director of Staff will assign a Staff Officer to work with OPR. Staff Officer assigned will be responsible for coordinating briefings and facilities to be visited. AU Protocol

will retain overall responsibility for the visit, including all coordination with DVs office, drafting and updating itinerary as necessary, and briefing AU Commander or AU Senior Officer involved in visit.

1.1.3. Provides guidance to all AU agencies and organizations on protocol matters and serves as Office of Collateral Responsibility (OCR) for all AU/CC hosted visits, ceremonies and special events or OPR when designated.

1.1.4. Provides support at Base Operations for arrivals and departures of all DV Codes 1–4 (with the exception of the AU Commander).

1.1.5. Provides support at Base Operations for arrival of unexpected DV Codes 1–6 and DV-7 Wing Commanders.

1.1.6. Plans, coordinates, and executes protocol requirements for AU Commander.

1.1.7. Prepares a weekly “Code 6” letter listing all DVs visiting Maxwell and Gunter during the following protocol week. Final Code 6 for the upcoming week and a Draft for the week following are published and distributed for review NLT 1400 on Wednesday. Updates to the Code 6 are sent via e-mail to protocol points of contact as they occur.

1.1.8. Prepares welcome notes for AU Commander’s signature for all DVs lodged on Maxwell AFB.

1.1.9. Makes all lodging arrangements for DVs based on host agency needs as indicated on the AETC IMT 88, **AETC Distinguished Visitor Notification**.

★ 1.1.9.1. The AU Commander’s Policy for DV lodging (Brett Hall) is as follows:

1.1.9.1.1. Distinguished Visitors on official visits with a DV Code of 1-6 and O-6 (Colonel) Wing Commanders will receive priority lodging.

1.1.9.1.1.1. Distinguished Visitor’s aide and security will be lodged in Brett Hall when possible. Additional members of the official party will be lodged in closest proximity based on availability.

1.1.9.1.2. Space Available (Space-A) visitors will be lodged in accordance with Air Force instructions. Lodging priority is given to official travel visitors.

1.1.9.1.3. Family Space-A lodging will be coordinated through the Chief, AU Protocol.

1.1.10. Notifies AU Commander, AU Public Affairs, and HQ Air Education and Training Command (AETC) Protocol of visits by members of US Congress or their staff.

1.1.11. Notifies HQ AETC of all DVs visiting Maxwell and Gunter using the AETC IMT 88.

1.1.12. OPR for AU Commander's memento inventory.

1.1.13. OCR for set-up of the AU conference room for mission briefings and meetings hosted by the AU Commander, or OPR when designated.

1.2. Other AU Organizations and Maxwell-Gunter Tenants:

1.2.1. Serve as OPR for DV Code 3–6 agency-initiated visits, if purpose of DV's visit is to present a lecture to an AU school or organization. If more than one agency is subsequently added to a DV Code 3–6 itinerary, the agency initiating the invitation continues to act as the OPR, coordinating with each OCR involved in the visit. Exceptions to this policy will be at the discretion of the Chief of Air University Protocol.

1.2.2. If DV (any level) is visiting Air University to receive an orientation tour, briefings, etc., AU Director of Staff will assign a Project Officer to work with OPR. Project Officer assigned will be responsible for coordinating briefings and facilities to be visited. OPR will retain overall responsibility for the visit, including all coordination with DVs office, drafting and updating itinerary as necessary, and briefing AU Commander or AU Senior Officer involved in visit.

1.3. Office of Primary Responsibility:

1.3.1. Notifies AU Protocol of all distinguished visitors.

1.3.2. Plans, coordinates, and executes visits and events.

1.3.3. Serves as OCR for AU orientation visits when applicable.

★1.3.4. Completes an AETC IMT 88, as shown at Attachment 2, for any DV Code 6 and above, DV Code 8 (Chief Master Sergeant of the Air Force) and Medal of Honor Recipients and deliver to AU Protocol as soon as initial notification of a visit is received, but no later than (NLT) close of business on the Tuesday before the protocol week the DV arrives. Refer to the Department of the Air Force Protocol Precedence List at <https://www-r.afsv.af.mil/ILV/protocol.htm> to determine appropriate DV Code. Indicate any STU III requirements and if this is the DV's initial visit or a repeat visit. **NOTE:** AETC IMT 88 must be accomplished on all DVs visiting Maxwell or Gunter regardless of which organization they are visiting and whether or not they remain overnight.

1.3.5. Prepare a detailed itinerary as shown at Attachment 3 for every DV visit. Coordinate itinerary and provide preliminary information to those agencies involved in the visit in a timely manner. Itineraries are due to AU Protocol NLT 1200 on Wednesday before the protocol week the DV arrives. **NOTE:** Itineraries should be marked "FOR OFFICIAL USE ONLY." Often, itineraries and arrival and departure times are unknown until very close to the arrival. However, all known information must be submitted. Notification of any updates or changes must be coordinated with AU Protocol as soon as possible.

1.4. International Visitor. Any agency receiving requests or direct notification of a proposed visit by an international visitor should redirect the inquiry to the Director, International Officer School (IOS), in accordance with AUI 16-102, *International Programs*, Section 5. Make no commitment on the part of AU until IOS and AU Protocol have coordinated.

1.5. Unexpected Guests. Normally the command learns of the arrival through the receipt of a flight plan or actual landing at Maxwell AFB. The 42d Air Base Wing Command Post notifies the AU Protocol On-Call Officer. The On-Call Officer should report to Base Operations to greet DV and provide assistance as necessary.

1.6. The AU Commander's Policy for DV Greeters:

1.6.1. DV Code 1–4, arriving at Maxwell Base Operations – must be greeted by general officer, even if visiting non-AU organization.

★1.6.1.1. For DV Codes 1–4, the Project Officer/Protocol Officer for the visit will coordinate with the AU Commander's secretary to determine if the AU Commander is available to greet or depart the DV. If the AU Commander is not available, the Project Officer/Protocol Officer will contact the AU Vice Commander's office to determine his or her availability. If the AU Vice Commander is not available, the next ranking general officer on station will be contacted until a senior greeter (general officer) is confirmed to greet or depart the DV. The Project Officer/Protocol Officer will keep the senior greeter's office informed of all changes or updates.

1.6.2. DV Code 5–6, arriving at Maxwell Base Operations – must be greeted by O-6 minimum; commandant of school to be visited is preferable.

1.6.3. DV Code 1–3, arriving at Dannelly Field (commercial airport) – must be greeted by general officer. If DV is "repeat or frequent" visitor, may be greeted by O-6.

1.6.4. DV Code 4–6, arriving at Dannelly Field – will be looked at on case-by-case basis.

1.7. AU Commander's Expectations. The AU Commander expects all personnel to meet the highest standards for all distinguished visitors and ceremonies. To ensure these standards are met and consistent, refer to the checklists at Attachments 6 and 7 when preparing for visits and ceremonies.

## **2. Official Ceremonies and Events – Duties and Responsibilities.**

2.1. AU Protocol:

2.1.1. Serves as OCR for official ceremonies and events officiated and hosted by AU Commander or other senior officials. Serves as OPR for retirement and change of command of AU Commander. Exceptions to this policy will be at the discretion of the Chief of Protocol, Air University.

2.1.2. Provides guidance to AU agencies and organizations on official ceremonies and events.

2.1.3. Attends pre-ceremony and event planning meetings and offers assistance as required or requested.

2.1.4. Furnishes sample script, sequence of events, invitation, DV Pass, layout, program, or other materials as requested by organization serving as OPR.

2.1.5. Reviews all ceremony and event materials before AU Commander coordination and approval.

2.2. Other AU Organizations and Maxwell-Gunter Tenants:

2.2.1. Serve as OPR for official ceremonies and events, including those officiated and hosted by AU Commander, which are either held at or in honor of a member of their organization or unit.

2.2.2. Notify AU Protocol as soon as possible of date and time for official ceremony or event. AU Protocol will serve as OCR and assign a Project Officer to work with organization or unit project officer or planning committee.

2.2.3. Follow guidelines in Ceremony and Event Checklist at Attachment 7.

**3. Official Representation Funds (ORF).**

3.1. Background. The Air Force uses Official Representation Funds (ORF) to uphold the standing and prestige of the United States by extending official courtesies to certain officials and dignitaries of the United States and foreign countries. Accordingly, AU Protocol maintains the AU Commander's Official Representation Fund (ORF), which is budgeted on a fiscal year basis.

★3.2. Policy. AFI 65-603, *Official Representation Funds-Guidance & Procedures*, 17 Feb 2004, governs the use of ORF and should be referred to for guidance on authorized and unauthorized expenditures of ORF (paragraphs 4 and 5). Additionally, refer to DOD Directive 7250.13, *Official Representation Funds (ORFS)*, 17 Feb 2004, for guidance on authorized and unauthorized expenditures.

3.3. Annual Budget Input. In February of each fiscal year, AU Protocol requests budget inputs from AU organizations in order to prepare an Official Representation Fund Spending Plan for the upcoming fiscal year. AU organizations will provide the following information on the Excel spreadsheet provided by AU Protocol for each projected event when submitting their annual Official Representation Fund requests:

3.3.1. Name, date, and description of the event.

3.3.2. Estimated attendance (following DOD versus non-DOD guidelines outlined in AFI 65-603).

3.3.3. Description of how the funds are to be spent.

3.3.4. Estimated cost for the event.

3.3.5. Organizational point of contact for the event, with phone number.

3.3.6. Indicate whether it is a new event.

★3.4. AU Protocol Actions. AU Protocol consolidates the inputs and submits them through HQ AU/FM/PA and the AU Director of Staff to HQ AETC for approval. Once initial allocation is received from AETC, the ORF Spending Plan is adjusted as appropriate based on the final allocation.

★3.5. Requesting ORF. Expenditure and Obligation of Budgeted Funds. Refer to AFI 65-603 before submitting a request to expend or obligate ORF to determine the legality or propriety of the request. If there is any question about the appropriateness of the expenditure, AU Protocol personnel will contact SAF/AA to obtain written approval or disapproval of the request. If the proposed expenditure is allowed, the following procedures apply:

★3.5.1. To request approval to spend Official Representation Funds, submit an AU Form 53, **Official Representation Funds Expenditure Request/Report**, to AU Protocol as soon as the requirement is known, but no later than 7 duty days before the visit or event requiring the expenditure. Circle "Request" at the top of the form. All blocks on the AU Form 53 must be filled in or it will be returned to the submitting organization for correction. Refer to the sample and detailed instructions at Attachment 8. Where applicable, include a proposed guest list with name and position or title of invitees. Proposed guest list should be broken out into DOD/Non-DOD categories (Attachment 9). Additionally, provide a list of any attendees not being paid for by ORFs. This list should also contain the name, title and whether they are DOD/Non-DOD. AU Protocol will route the AU Form 53 for approval and call submitting office when approved. Make no purchase or commitment on the part of the government before receiving approval notification from AU Protocol. A Government Purchase Card (GPC) cardholder on the AU Protocol account may make purchases after notification that the AU Form 53 is approved. Those organizations that do not have a GPC cardholder on the AU Protocol account must make arrangements with an AU Protocol cardholder to make the purchase. Forty-eight-hour advance notice is required if AU Protocol will be required to make the purchase. Follow all applicable GPC purchase guidelines.

3.5.2. AFI 65-603 requires that a report detailing final costs and actual attendees be submitted following events or visits involving ORF expenditures. To report ORF expenditures, submit an AU Form 53 to AU Protocol no later than 3 days following visit or event. Circle "Report" at the top of the form. Refer to detailed instructions at Attachment 10.

★3.5.3. The AU Commander is the approval authority for all ORF spending requests (AU Form 53, Block 14). If the commander is on leave or temporary duty (TDY), the AU Vice Commander may approve the AU Form 53. If the AU Commander and Vice Commander are scheduled to be off-station for an extended period, the AU Commander may authorize, in writing, the next highest ranking official to approve AU Forms 53 in

their absence. Authorization to anyone other than the commander or vice commander must be done on a case-by-case basis.

3.5.4. When the AU Form 53 has been approved, the following methods of payment will be used as appropriate: Government Purchase Card, AF Form 9, **Request for Purchase**, or SF Form 1164, **Claim for Reimbursement for Expenditures on Official Business**. See detailed instructions for Government Purchase cardholders at Attachment 11.

#### 4. Special Morale and Welfare Funds (SM&W).

4.1. When to Use SM&W Funds. In certain instances, SM&W Funds are authorized when hosting visitors or conducting an official ceremony. Examples for authorized use are: light refreshments and flowers for spouse at promotion ceremonies; light refreshments and flowers for spouse at retirement ceremonies; light refreshments at conferences (majority of attendees must be in TDY status); mementos for Government personnel and spouses. Refer to AFI 34-201, *Use of Nonappropriated Funds (NAFS)*, Chapter 12, and the *Commander's Guide to Special Morale and Welfare Related Expenditures*, published by HQ AETC/SVF, for specific guidance.

★4.2. NAF Form 90. If SM&W funds are authorized, submit a NAF Form 90, **Special Morale and Welfare Funding Request**, to AU/FMN (Bldg 800); AU/FMN will forward through the appropriate approval offices, including the final approval authority, 42 MSG/SVF. When 42 MSG/SVF has completed review and approved or disapproved the NAF Form 90, they will fax the submitting office a copy, or call submitting office for pick-up. See Attachment 12 for specific guidance on submitting NAF Form 90 and an example NAF Form 90 at Figure A12.1.

★4.3. Forms/IMTs Prescribed and Adopted. Prescribed: AU Form 53, **Official Representation Funds Expenditure Request/Report**. Adopted: SF Form 1164, **Claim for Reimbursement for Expenditures on Official Business**; AF Form 9, **Request for Purchase**; AETC IMT 88, **AETC Distinguished Visitor Notification**; NAF Form 90, **Special Morale and Welfare Funding Request**.

DONALD A. LAMONTAGNE  
Lieutenant General, USAF  
Commander

## ★ Attachment 1

**GLOSSARY OF TERMS AND SUPPORTING INFORMATION*****References***

DoD Directive 7250.13, *Official Representation Funds (ORF)*

AFI 34-201, *Use of Nonappropriated Funds (NAF)*

AFI 65-603, *Official Representation Funds-Guidance & Procedures*

AUI 16-102, *International Programs*

*Commander's Guide to Special Morale and Welfare Related Expenditures*, HQ AETC/SVF

***Abbreviations and Acronyms***

**AETC** – Air Education and Training Command

**AU** – Air University

**CMSAF** – Chief Master Sergeant of the Air Force

**DOD** – Department of Defense

**DV** – Distinguished Visitor

**GPC** – Government Purchase Card

**IOS** – International Officer School

**NLT** – No Later Than

**OCR** – Office of Collateral Responsibility

**OPR** – Office of Primary Responsibility

**ORF** – Official Representation Funds

**SM&W** – Special Morale and Welfare

**Space-A** – Space Available Lodging

**SSAN** – Social Security Account Number

**STU-III** – Secure Telephone Unit III

**TDY** – Temporary Duty

***Terms***

**AETC IMT 88** – A required DV Notification Form used to notify AU and AETC protocol offices of a DV visit. AU Protocol makes all lodging arrangements for DVs based on host agency needs as indicated on the AETC IMT 88.

**AU Special Event** – An approved event beyond the official entertainment of a DV such as anniversary events, conferences, banquets, dedications, etc.

**Brett Hall** – The primary location of DV quarters on Maxwell AFB (Bldg 119).

**Distinguished Visitor (DV)** – Any visitor of DV Code 1–6 (brigadier general, SES, GS-16, or State positions) equivalent or above (active or retired), Chief Master Sergeants of the Air Force (active or retired), Medal of Honor recipients (active or retired), nationally or internationally known personalities, foreign dignitaries, corporate vice presidents and above, and prominent government or elected officials to include congressional and senatorial staffers. The Air Force Table of Precedence may be found at <https://www-r.afsv.af.mil/ILV/protocol.htm>.

**Escort Officer** – The primary person assigned to accompany a DV from place to place.

**Host Officer** – The senior AU representative for a DV visit, usually the AU commander or the commander or commandant (or designee) of the organization the DV is visiting.

**Itinerary** – A detailed agenda of the DV's schedule listing the time, place, events and key personnel from arrival to departure.

**Office of Collateral Responsibility (OCR)** – The organization or agency having coordinating responsibilities for a DV event, visit or ceremony.

**Office of Primary Responsibility (OPR)** – The organization or agency having primary responsibility for a DV event, visit or ceremony.

**Official Ceremony/Event** – Air Force or sister-service sanctioned retirement/change of command/promotion ceremony or event. Includes events sponsored by civic leaders/groups.

**Official Representation Funds** – These are appropriated funds allocated to the Air University Commander to extend official courtesies to certain approved individuals as identified in AFI 65-603, *Official Representation Funds-Guidance & Procedures*. Use of these funds must be pre-approved via the AU Form 53, **Official Representation Funds Expenditure Request/Report**.

**On-Call Officer** – Air University Protocol individual on-call for a one-week period, responsible for DV4 and above arrivals/departures and unexpected DV arrivals/departures at Maxwell Base Operations.

**Project Officer** – The primary point of contact for a DV visit or event, and the person responsible for creating, managing, modifying, printing and distributing the DV itinerary.

**Protocol Officer** – If different than the Project Officer, this person, from the Protocol Office, is responsible for the visit details to include meals, lodging, parking, transportation, and providing ceremony guidance (if required).

**Protocol Week** – The protocol week begins on Saturday and ends on Friday of the following calendar week.

**Space Available Lodging (Space A)** – Lodging in base facilities available at time of registration; reservations not accepted.

**Staff Officer** – Individual responsible for coordinating briefings and facilities to be visited when DV is to receive an orientation tour, briefings, etc.

## Attachment 2

## EXAMPLE AETC IMT 88, AETC DISTINGUISHED VISITOR NOTIFICATION

AETC DISTINGUISHED VISITOR NOTIFICATION			
<input checked="" type="checkbox"/> INITIAL NOTIFICATION <input type="checkbox"/> REVISED NOTIFICATION <input type="checkbox"/> VISIT CANCELLED			
1. FULL NAME <i>(Last, First, MI)</i> DOE, JOHN C.	2. GO-BY NAME CHARLIE	3. GRADE AND DV CODE MAJ GEN/DV-5	4. MILITARY BRANCH AIR FORCE
5. COMPLETE DUTY TITLE <i>(No Abbreviations)</i> COMMANDER, 12th TRAINING GROUP		6. ACTIVE OR RETIRED ACTIVE	7. DUTY PHONE (000) 000-0000
8. DUTY STATION RANDOLPH AFB TX	9. MAJCOM AETC	10. CITY AND STATE SAN ANTONIO, TEXAS	11. COUNTRY <i>(If not USA)</i>
12. ACCOMPANIED BY <i>(Grade, Full Name, Duty Title)</i> LT COL GARY GOODFELLOW, CHIEF, COMMANDER'S ACTION GROUP MAJOR I. M. SHARP, AIDE-DE-CAMP			
13. DATE OF ARRIVAL 20040427	14. TIME OF ARRIVAL 0900	15. PLACE OF ARRIVAL MAXWELL BASE OPS	16. MODE OF TRAVEL MIL AIR
17. DATE OF DEPARTURE 20040428	18. TIME OF DEPARTURE 0800	19. PLACE OF DEPARTURE MONTGOMERY REGIONAL AIRPORT	20. MODE OF TRAVEL COM AIR
21. VISITING BASE MAXWELL AFB	22. CITY AND STATE MONTGOMERY AL	23. HOSTING ORGANIZATION AIR WAR COLLEGE (AIR UNIVERSITY)	24. DUTY PHONE FOR HOST POC (000) 000-0000
25. SPECIFIC PURPOSE OF DV VISIT <i>(Spell out all acronyms.)</i> GUEST SPEAKER AT AIR WAR COLLEGE AND AIR COMMAND AND STAFF COLLEGE		26. PURPOSE OF VISIT IS <input type="checkbox"/> OFFICIAL AETC <input type="checkbox"/> OFFICIAL NON-AETC <input type="checkbox"/> LEISURE	
27. DV BILLETED <input type="checkbox"/> OFF BASE <input checked="" type="checkbox"/> ON BASE	28. WELCOME CARD FROM WING/CC <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	29. GOV REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO	30. SEND INFO COPY <input type="checkbox"/> HOST WING <input type="checkbox"/> NAF <input type="checkbox"/> HQ AETC
31. HOST UNIT FOR DV AIR WAR COLLEGE	32. GRADE/NAME OF ESCORT/POC COL JOHN SMITH	33. DUTY PHONE (000) 000-0000	34. DATE 20040420
35. SEND NOTIFICATION TO HQ AETC/CCP 1 F Street Suite 1 (Bldg 900) Randolph AFB TX 78150-4323 OFFICE: X - 4126 (DSN: 487 or COMM: (210) 652) FAX: X - 6653 E-MAIL: <a href="mailto:aetc.ccp@randolph.af.mil">aetc.ccp@randolph.af.mil</a>			
NOTE: Provide itinerary and biographies for all 4-Stars (to include Civilian and International equivalents)			
FOR HQ AETC PROTOCOL USE ONLY			
36. DATE RECEIVED	37. PROCESSED BY/DATE	38. INTERNAL COORDINATION <input type="checkbox"/> CCP <input type="checkbox"/> CCP2 <input type="checkbox"/> CCP3 <input type="checkbox"/> OTHER	
39. ADDITIONAL PROTOCOL COMMENTS			
40. AETC PROTOCOL REFERENCES AETC FORM 163, <b>Distinguished Visitor Checklist</b> AETCPAM 90-101, <i>Protocol Primer</i> AETCI 90-102, <i>Conferences, Workshops, Briefings, and Video Teleconferences</i> AETCI 90-105, <i>Management of Contractor Visits to Headquarters Air Education and Training Command</i> AETCI 90-106, <i>Command Section Action Officer's Guide</i> AETCI 90-401, <i>Notification of Distinguished Visitors to AETC Installations</i> AFI 90-401/AETC Sup 1, <i>Air Force Relations With Congress</i> AETC Protocol Web Site: <a href="https://www.aetc.af.mil/cc/cag/ccp.htm">https://www.aetc.af.mil/cc/cag/ccp.htm</a>			

★ Attachment 3

EXAMPLE ITINERARY TEMPLATE



FOR OFFICIAL USE ONLY  
 ITINERARY FOR  
 GENERAL XXXXXXXXXXXX  
 DUTY TITLE/BRANCH OF SERVICE  
 9-10 AUGUST 2003

**PURPOSE OF VISIT:** Attend Air Force Doctrine Summit II

**HOST:** Lieutenant General Donald A. Lamontagne (Don), Commander, Air University

<u>MEMBERS OF VISITING PARTY:</u>	<u>LODGING BLDG/ROOM AND PHONE NUMBERS</u>
GENERAL XXXXXXXX, USAF + 5	
Col XXXXXXXX, Chief of XXXXX	
Maj XXXXXXXX, Aide-de-Camp	
Maj XXXXXXXX, Commander's Action Group	
Ms. XXXXXXXX, Special Assistant	
TSgt XXXXXXXX, Enlisted Aide	

**ESCORT OFFICER:** (THE PRIMARY PERSON ASSIGNED TO BE WITH THE DV AND GO FROM PLACE TO PLACE WITH HIM/HER)

**PROJECT OFFICER:** (VISIT'S PRIMARY POINT OF CONTACT FOR SETTING UP BRIEFINGS (IF DIFFERENT FROM PROTOCOL OFFICER))

**PROTOCOL PROJECT OFFICER:** (Protocol Officer assigned/responsible for visit details, including creating/managing itinerary, meals, lodging, transportation plan, etc.)

(EXAMPLE): Wanda Rushing, Deputy Chief of Protocol, Air University  
 (W) DSN 493-1513; COMM 334-953-1513; (H) 334-XXX-XXXX; (Cell) 334-799-0440

**PROJECT OFFICER: ENSURE AIR UNIVERSITY AND 42d WING COMMAND SECTIONS ARE NOTIFIED OF BASE ARRIVAL AND DEPARTURE TIME DEVIATIONS. AU/CC: 953-2044 WG/CC: 953-4200**

**THURSDAY,  
 9 AUGUST 2001**

**UNIFORM: Long-sleeve shirt w/tie**

1220 (P) Arrive Maxwell Base Ops  
**MIL AIR, C-20, Mission #: XXXXXX Call Sign: XXXXXX**  
 Greeted By: Lt Gen Donald A. Lamontagne (Don), Commander, Air University (AU/CC)  
 Maj Gen David MacGhee (Dave), Commander, Air Force Doctrine Center (AFDC/CC)  
 Col John A. Neubauer (John), Commander, 42d Air Base Wing (42 ABW/CC)

As of: 7 Aug 2003/1030  
 (P) Denotes Photo Op



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 9-10 AUGUST 2003

THURSDAY,  
9 AUGUST 2001

*ENSURE DAY/DATE ARE @ TOP OF EACH PAGE OF ITINERARY*

**1225** Depart Base Ops for Air Force Wargaming Institute (AFWI)  
 Accompanied by: Lt Gen Don Lamontagne (AU/CC)

1230 Arrive AFWI  
 Greeted by: Brig Gen (Sel) Bobby Wilkes (**Bobby**), Commander, Center for Aerospace  
 Doctrine, Research and Education (CADRE/CC)

1245 Video interview for AFDC doctrine outreach video  
 Conducted by: Maj Patti Frisbie (**Patti**), Public Affairs Officer, AFDC (AFDC/PA)

1300 Air Force Performance Management Program Briefing by Air Force Manpower and  
 Innovation Agency (AFWI Main Conference Room)

**1630** Depart AFWI for quarters  
 Accompanied by: Lt Gen Don Lamontagne (AU/CC)

1635 Arrive quarters  
 At leisure

**1755** Depart quarters (walking) for Officers' Club  
 Escorted by: Lt Gen Don Lamontagne (AU/CC)  
**UNIFORM: Mess Dress**

1800 Arrive Officers' Club  
 Greeted by: Col John Neubauer (42 ABW/CC)

1800 Cocktails (Main Bar)

1845 (P) Heraldic Dinner Group Photo (Officers' Club – English Garden or Ballroom)

1900 (P) Heraldic Dinner (Daedalian Room)

2130 (P) Indoor Field Activities (Main Ballroom)

**2300** Depart Officers' Club for Quarters  
 Accompanied by: Lt Gen Don Lamontagne (AU/CC)

FRIDAY,  
10 AUGUST 2001

*UNIFORM: Short-Sleeve Blue Shirt, Open Collar*

**0655** Depart Quarters for AFWI  
 Accompanied by: Lt Gen Don Lamontagne (AU/CC)

0700 Arrive AFWI  
 Greeted by: Brig Gen (Sel) Bobby Wilkes (CADRE/CC)

As of: 7 Aug 2003/1030  
 (P) Denotes Photo Op

Page 2 of 4



**FOR OFFICIAL USE ONLY**  
**ITINERARY FOR**  
**GENERAL XXXXXXXXXXXXX**  
**DUTY TITLE/BRANCH OF SERVICE**  
**9-10 AUGUST 2003**

**FRIDAY,**  
**10 AUGUST 2001**

	0700	Continental Breakfast (AFWI Lobby)
	0730	Operation Allied Force Review
	0930	Break
	0945	Current Doctrine Issues
<b>1255</b>		Depart AFWI for Officers' Club Accompanied by: Lt Gen Don Lamontagne (AU/CC)
	1300	Arrive Maxwell Officers' Club
	1300	Working Lunch (Old South Room) (DIAGRAM ATTACHED)
<b>1425</b>		Depart Officers' Club for AFWI Accompanied by: Lt Gen Don Lamontagne (AU/CC)
	1430	Arrive AFWI Greeted by: Brig Gen (Sel) Bobby Wilkes (CADRE/CC)
	1430	Discussion/Executive Session
	1530	Guidance/Taskers
<b>1605</b>		Depart AFWI for Maxwell Base Ops Accompanied by: Maj Gen Dave MacGhee (AFDC/CC)
	1610	Arrive Maxwell Base Ops
<b>1615 (P)</b>		Depart Maxwell AFB for Washington DC <b>MIL AIR, C-20, Call Sign: _____</b>

**PROJECT OFFICER: ENSURE AIR UNIVERSITY AND 42d WING COMMAND  
SECTIONS ARE NOTIFIED OF BASE ARRIVAL AND DEPARTURE TIME  
DEVIATIONS. AU/CC: 953-2044 WG/CC: 953-4200**



FOR OFFICIAL USE ONLY  
 ITINERARY FOR  
 GENERAL XXXXXXXXXXXXX  
 DUTY TITLE/BRANCH OF SERVICE  
 9-10 AUGUST 2003

## Primary Visit Points of Contact

Organization	POC (name)	Phone Number(s)
Gen XXXXXXX's Office	Ms. XXXXX, Executive Assistant	DSN XXX-XXXX
Maxwell Base DV Transportation	Ms. Cheryl Glover Ms. Debra Bayley	DSN: 493-5038/5039 COMM (334) 953-5038/5039
AU/CC's Office	Maj Kleinschmidt Ms. Carrie Ferguson	DSN: 493-2044 COMM (334) 953-2044
Maxwell Officers' Club	Mr. Paul Lewis, Manager Ms. Aletha Hatcher, Caterer	DSN: 493-7820/COMM (334) 264-6423 FAX (334) 269-2275
AFWI	Judy Ballance	DSN: 493-1056/COMM (334) 953-1056 FAX (334) 953-2556

ENSURE POC LISTING IS CURRENT FOR EACH VISIT

**★Attachment 4****ADDITIONAL TIPS AND EXPLANATIONS FOR EXAMPLE ITINERARY  
TEMPLATE**

A4.1. When entering a name in an itinerary item, enter the rank (**bold**), (proper abbreviation is fine), full name (**bold**) (First, Middle Initial and Last) and the person's "Go-By name" (**bold**), title (spelled out); then add in parentheses the abbreviation for title ex: (AU/CC). After first entry, use only rank, last name, and abbreviated title. Keep on one line if possible.

A4.2. Include the MIL AIR details (Time, Airplane type, Mission #, Call sign) for arrival and departure.

A4.3. (P) Put this symbol next to places where you will have a photographer present to shoot pictures.

A4.4. To denote a change to an itinerary, using the mouse key, highlight the change using your left mouse key. Then click on the color highlighter arrow button and click the yellow box. Your text area should be highlighted.

A4.5. Reflect Day/Date at top of each page of itinerary.

A4.6. Reflect all **departure** times flush left, in ***bold italics***. Reflect all other times flush right in regular type.

A4.7. Do not list attendees for briefings/meals, etc., on itinerary. Attach a separate page with room layout/attendees/menu (if applicable), cost, etc.

A4.8. Do not change the font size or try to conserve space. It becomes too difficult to read when it is small and squeezed together. Font size for the body of the itinerary is **10**.

A4.9. On page 1, lodging and phone number, enter suite name and 334-240-5600 x (four digit extension of the DV suite assigned for the visiting member). e.g. Montgomery Suite 334-953-2055 x 5622. (Please be careful to not advertise widely this phone information. It is FOUO.)

A4.10. At the "Dress" areas, indicate what the attire will be. If you state "UNIFORM OF THE DAY" then in parentheses, state what that means and for who (e.g., Dress: (sss w/tie for stage participants) or (sss w/o tie for stage participants); sss means short sleeve shirt).

A4.11. For correct abbreviations, please refer to "Til Wheels Are Up" on the AFMC Protocol Website ([www.afmc-mil.wpafb.af.mil/HQ-AFMC/CV/cvp](http://www.afmc-mil.wpafb.af.mil/HQ-AFMC/CV/cvp)), Chapter 7, Titles and Forms of Address. This document is the USAF guide to protocol and is full of valuable information.

A4.12. When listing an acronym several times, make sure you spell it out once, followed by the acronym the first time (e.g., Community College of the Air Force (CCAF)).

A4.13. Notice the page numbers at the bottom of each page. Ensure that the day/date are at the bottom of each page of the itinerary (use Headers/Footers). Manually type in the date and time in the footer.

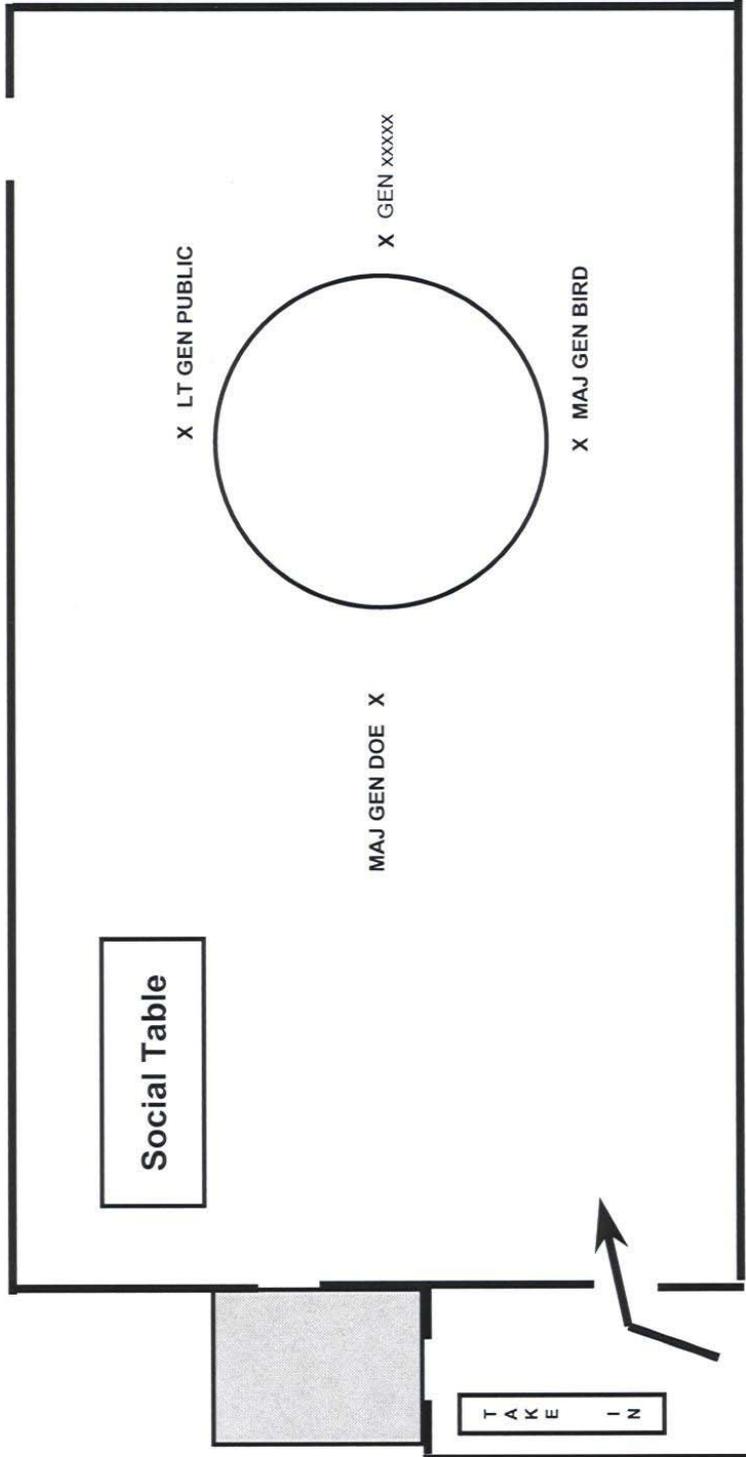
A4.14. On the Primary Visit Points of Contact page, put essential names only. Suggested examples include POC at the DV's point of origin (e.g.. The Pentagon POC), the name of the POC at AFOATS, or SOC etc. Avoid cluttering this page with unnecessary names and numbers.

A4.15. Save your itinerary under a different name (other than AU Protocol Template) in the folder (if applicable) that you create for this visit on the **M Drive: Protocol/Itineraries**.

★ Attachment 5

LUNCH TEMPLATE

**Officers' Club Old South Room**  
Working Lunch, Visit of General XXXXXXXXX  
10 Aug 2001



MENU: Grilled Chicken Salad  
Rolls/Butter/Coffee/Tea  
Cost: \$7.50 ea  
SERVE TIME: 1300

ATTENDEES: (4)

- Gen XXXXXXXXXX
- Lt Gen Don Public, Commander, Air Universit
- Maj Gen Joseph Doe, Commander, Air Force Doctrine Center
- Maj Gen Larry Bird, Commandant, Air War College

\*IF YOU CANNOT FIT ALL ATTENDEES ON LAYOUT, ATTACH SEPARATE SHEET

## ★ Attachment 6

## DV VISIT CHECKLIST

OPR	<b>INITIAL NOTIFICATION – QUESTIONS TO ASK</b>
	- What is the date and time of arrival to and departure from Air University?
	- What is the mode of transportation (Comm Air; Mil Air; POV, etc.) -- (Call Sign (Mil Air) or Flight # (Comm): -- If air, where will flight originate?
	- What is the purpose of DVs visit/special interests/issues?
	- Does DV request courtesy visit/office call with AU/CC/CV?
	- Obtain bio/pertinent information on DV?
	- If DV visiting more than one location on this TDY, what is itinerary prior to arrival at Air University and following departure from Air University?
	- Will DV's spouse accompany? - If yes, what are his/her special interests/wishes for visit?
	- Submit <b>Visit Brief</b> to AU/CC (AU PROTOCOL PERSONNEL ONLY)
	<b>INTERNATIONAL VISITORS ONLY</b>
	- Determine language capabilities, if applicable -- Will any briefings need to be translated? -- Will an interpreter accompany the visitor?
	<b>PRE-VISIT PREPARATION</b>
	- Complete an AETC IMT 88 and send to AU Protocol as soon as possible but not later than COB the Tuesday prior to the week the DV will arrive. (SEE EXAMPLE AT ATTACHMENT 2 TO THIS AUI)
	- Contact OSI, if applicable, for threat assessment (Code 3 and above), especially if traveling off-base
	- Make initial contact with organizations the DV may visit - *If DV will visit Air Force Wargaming Institute (Secure Facility), contact CADRE Protocol at 3-2680 for access requirements.
	- Build draft itinerary (SEE ATTACHMENT 3) -- If spouse is accompanying, prepare separate itinerary if required

	<ul style="list-style-type: none"> <li>- Determine transportation requirements                             <ul style="list-style-type: none"> <li>■ Coordinate with DV Transportation (3-5708)/FAX 3-1119</li> <li>■ Cheryl.glover@maxwell.af.mil and Deborah.bayley@maxwell.af.mil</li> </ul> </li> </ul> <p><i>*MSD/LGTO, Vehicle Operatiions, provides routine customer support from 0500-2100 M-F and from 0700-1900 on weekends (953-5038). Requests for support outside normal operating hours should be sent to the Chief Dispatcher, Cheryl.glover@maxwell.af.mil. Requests will be forwarded to 42 CONS/LGCM for review and approval. While Vehicle Operations makes every effort to support short-notice requirements, they ask that you submit requests for after-hours support as early as possible.</i></p>
	<ul style="list-style-type: none"> <li>- Confirm Lodging reservations with AU Protocol (if applicable)                             <ul style="list-style-type: none"> <li>-- Is STU III capability required?                                     <ul style="list-style-type: none"> <li>--- Go to X:\AU_PC\Users\Forms</li> <li>--- Download "STU III Brief"</li> <li>--- Fax or e-mail to DV's office</li> <li>--- DV must sign certifying he/she has been briefed on operation of STU IIIs</li> <li>--- Have DV fax or e-mail signed form back to you – turn form in to AU/PC Superintendent of Administration (kept on file for one year)</li> </ul> </li> <li>■ Have other special requirements been accommodated?</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>- Determine baggage requirements, make arrangements for baggage detail if necessary</li> </ul>
	<ul style="list-style-type: none"> <li>- Determine if DV will require Early Bird or other newspapers, etc., delivered to room, if remaining overnight</li> </ul>
	<ul style="list-style-type: none"> <li>- Fax DV's office "<b>Maxwell AFB Passenger Terminal Passenger Information Sheet</b>. Form must be filled out completely, and faxed either to Maxwell Passenger Terminal (DSN 493-6114) or Project Officer. Maxwell Passenger Terminal must have letter on file at least one hour prior to DVs departure from Maxwell Base Operations. Reference AETC/LG Ltr, 10 Feb 04.</li> </ul>
	<ul style="list-style-type: none"> <li>- Reserve required conference facilities and make arrangements:                             <ul style="list-style-type: none"> <li>-- Confirm host</li> <li>-- Coffee/Water set-up</li> <li>-- Determine audiovisual requirements</li> <li>-- Seating diagram</li> <li>-- Determine and notify attendees</li> <li>-- Accomplish placecards if appropriate</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>- Will there be a hosted meal(s) for the visitor? Consider the following, if appropriate:                             <ul style="list-style-type: none"> <li>-- Dietary restrictions/preferences</li> <li>-- Location/menu/cost</li> <li>-- Method of payment</li> <li>-- Will the activity be unit funded?</li> <li>-- SM&amp;W Funding -- requires NAF Form 90 (SEE INSTRUCTIONS AT</li> </ul> </li> </ul>

	<p>ATTACHMENT 12)</p> <ul style="list-style-type: none"> <li>-- Official Representation Funds (ORF) Funding -- requires AU Form 53 (SEE INSTRUCTIONS AT ATTACHMENTS 8 AND 10)</li> <li>-- Guest list (Non-DoD/DoD)</li> <li>-- Invitations printed</li> <li>-- Seating diagram</li> <li>-- Placecards</li> <li>-- Order flowers or appropriate centerpiece</li> </ul>
	<ul style="list-style-type: none"> <li>- Determine escort requirements &amp; define escort responsibilities</li> </ul>
	<ul style="list-style-type: none"> <li>- Will the visitor be making any presentations? <ul style="list-style-type: none"> <li>-- Determine audiovisual support required</li> <li>-- Determine classification</li> <li>-- Obtain permission to tape the presentation, in advance if possible</li> <li>-- Brief guest speaker on AU's non-attribution policy</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>- Reserve Base Marquee with Air University Public Affairs (<a href="http://maxgun.maxwell.af.mil/MARQUEES">http://maxgun.maxwell.af.mil/MARQUEES</a>) or call 953-2014)</li> </ul>
	<ul style="list-style-type: none"> <li>- Schedule Base Photographer, if appropriate (AF Form 833) (3-7981)</li> </ul>
	<ul style="list-style-type: none"> <li>- Determine memento requirements <ul style="list-style-type: none"> <li>-- Find out if visitor is going to make presentation to host officer</li> <li>-- If yes, make arrangements to have similar memento on hand for host-officer to present in return</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>- Build transportation plan, if appropriate, including who will be in each vehicle. <ul style="list-style-type: none"> <li>-- If necessary, dry-run planned route with DV drivers for familiarity</li> <li>-- Coordinate with Security Forces (and/or OSI) if necessary.</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>- Build information packages/folders for AU Commander or AU Senior Officer (Staff Summary Sheet if commander's approval is required). Include, as appropriate: <ul style="list-style-type: none"> <li>■ Itinerary (including spouse itinerary, if applicable)</li> <li>■ Transportation Plan</li> <li>■ Bio on DV</li> <li>■ Meal Plans <ul style="list-style-type: none"> <li>--- Menu</li> <li>--- Guest List</li> <li>--- Room Layout</li> <li>--- Seating Plan</li> </ul> </li> <li>■ If DV will be involved in any type ceremony, and either AU Commander or AU Senior Officer will attend as well, include: <ul style="list-style-type: none"> <li>--- Complete Agenda for the event</li> <li>--- Script</li> </ul> </li> </ul> </li> </ul>

	<p>--- Complete list of other guests invited, and who has accepted to attend</p> <p>--- Required dress for AU Commander (and spouse, if appropriate)</p> <p>--- Formal Invitation (even if you have received “verbal” commitment from AU Commander’s office staff)</p> <p>--- Bio on individual being honored (promotee/retiree, etc)</p> <p>--- Pertinent information on immediate family of honoree who will attend ceremony (name, relationship, city of residence, occupation, etc.)</p> <p>--- Diagram of ceremony area, including stage set-up and reserved parking</p> <p>--- Suggested remarks for AU Commander or AU Senior Officer (if they will have a speaking part) (SEE AU PUBLIC AFFAIRS FOR GUIDANCE)</p> <p>- Begin routing of Staff Summary Sheet/package early enough as to arrive in AU/CC’s office (or AU Senior Officer) NLT <b>one week prior</b> to visit, or contact AU Protocol to arrange to brief at Protocol Update. AU Protocol must be included in routing or package will be returned to originator. Submit Staff Summary package electronically unless directed otherwise by AU/ES.</p> <p><b>BE PREPARED TO PRE-BRIEF AU COMMANDER OR AU SENIOR OFFICER AND DV JUST PRIOR TO CEREMONY, IF REQUIRED</b></p>
	<p>Inform organizations involved in visit of changes/sensitive issues</p>
	<p>- Build Point of Contact phone listing for all support organizations and those to be visited (SEE ATTACHMENT 3, SAMPLE ITINERARY)</p> <p>Recommend (as a minimum):</p> <ul style="list-style-type: none"> <li>■ Command Post (with fax numbers - both secure and nonsecure) (3-7333)</li> <li>■ DV Transportation (3-5708)</li> <li>■ AU Protocol (3-2095)</li> <li>■ Base Ops (3-6961)</li> <li>■ Lodging (3-4780)</li> <li>■ Base Photo Lab (3-7981)</li> <li>■ any eating establishment to be used, inflight kitchen</li> <li>■ Security Forces (3-4283)</li> <li>■ OSI (3-7094)</li> <li>■ Schools/Units visited</li> <li>■ 42 ABW Command Section (changes in Base Ops arrival/departure times) (3-4200)</li> </ul>
	<p>- Determine if flags are required at any location</p> <p>-- If so, call AU Protocol Admin to reserve required flags</p>

	<b><i>FINAL VISIT PREPARATIONS</i></b>
	<b><i>One week prior to visit:</i></b>
	Finalize itinerary and forward copies to AU Protocol and all organizations/agencies involved in visit.
	<b>Reconfirm all reservations for lodging/transportation/meals, etc.</b>
	<p>Notify Security Forces if visitor will need access to Base (non-military, non-DoD guests)</p> <ol style="list-style-type: none"> <li>1. Guests are to process thru Bell Street Gate only.</li> <li>2. Alphabetized list of names of ALL individuals 16 years or older expected to need access must be forwarded by Project Officer to 42 ABW Security Forces/Pass &amp; Registration (3-4283) NLT 72 hours in advance.</li> <li>3. Date, time and location of event.</li> <li>4. Name, unit, phone number of military affiliated member sponsoring event/visit.</li> <li>5. Name and phone number of individual who can be contacted during visit/event.</li> <li>6. All persons arriving must have a picture form of ID.</li> <li>7. Drivers of vehicle must have valid driver's license, automobile registration, and proof of vehicle insurance.</li> <li>8. All vehicles must be willing to submit to a vehicle inspection</li> <li>9. Security Forces will issue guest/visitor a one-time pass which should be displayed in windshield of vehicle at all times while on base.</li> </ol> <p><i>NOTE: Some frequent visitors to Maxwell AFB/Gunter Annex are issued DV credentials by 42 Wing Security Forces which are valid for one year. However, DV credentials alone will not gain visitor access to base; requirement still exists to notify Security Forces 72 hours in advance of all visitors.</i></p>
	Confirm approval of AU Forms 53 with AU Protocol (ORF Resource Advisor)
	<b><i>Day prior to visit:</i></b>
	Ensure reserved parking signs are in place, where appropriate.
	Reconfirm Base access with Security Forces, if applicable.
	<b><i>Day of visit:</i></b>
	Obtain room keys from billeting and pre-check rooms. Place information packages/Welcome Notes, etc. in rooms.
	<p>If requested by DVs office, sign out STU III key from AU Protocol .</p> <p>*AU Protocol maintains only SECRET STU III keys for Montgomery/Maxwell/Fairchild/ suites. If TOP SECRET key is needed, DVs accompanying aide/member of his traveling party w/TOP SECRET clearance must obtain TOP SECRET key from 42 ABW Command Post.</p> <p>**All security requirements must be strictly observed when handling STU III keys.</p>

	If required, set up coffee/water.
	If required, set up flags.
	Reconfirm Base Marquee reservation with AU Public Affairs
	<b><i>DURING VISIT</i></b>
	Deliver Early Bird or other required publications to DV (if applicable).
	Ensure escort understands responsibilities.
	Arrange for pick-up/delivery of Classified messages with Command Post.
	<b><i>DEPARTURE</i></b>
	Ensure DVs flag is delivered to accompanying personnel or aircraft, if applicable.
	Deliver meals to aircraft, if applicable.
	Collect any money owed by visitor or accompanying personnel.
	Ensure lodging charges are paid, if applicable.
	Pay any outstanding bills at Officers' Club, etc.
	Forward "AU Form 53, Report of Official Representation Fund Expenditure" to AU Protocol, if applicable, with final guest list, cost, etc.
	Retrieve STU-III key from Aide/DV - return STU-III key to AU Protocol, or ensure DVs Aide/member of traveling party returns TOP SECRET STU-III key to Command Post.
	Complete after-action report (if necessary).

## ★ Attachment 7

## OFFICIAL CEREMONY CHECKLIST

Official Ceremony Checklist		Page 01 of 06 Pages	OPR: AU/PC	a/o TBD
No.	EVENT:	DATE:	Date	Init.
1.	Initial scheduling and notifications:			
	a. Block officiator's calendar (30 min prior to ceremony start time)			
	b. Reserve location for:			
	(1) Pre-reception, if required (change of command - for OUTGOING commander)			
	(2) Pre-ceremony brief (NOTE: Official party and spouses meet there approx. 20 min before the ceremony. Family and other DVs, as appropriate, may be included in this gathering)			
	(3) Ceremony			
	A. Primary location			
	B. Inclement weather back-up (if applicable)			
	(4) Post-reception, if required (change of command - for INCOMING commander)			
	c. Schedule photographer and/or PA coverage:			
	(1) Photo Lab (3-7981). Submit AF Form 833 (NOTE: Ensure photographer remains after ceremony to meet photographic requirements such as reenactments, family pictures, etc.)			
	(2) AU/PA (3-2014)			
	A. Notify of any scheduled "media time"			
	B. Schedule "advertising" time and/or "welcome/farewell" messages for marquees and <i>Dispatch</i>			
	d. Notify 42 ABW Special Programs (3-2793).			
2.	Determine uniform requirements. (NOTE: Uniform for "official party" and invited guests may be different. All key personnel - narrator, escorts, flag bearer, dec aide - should be in the same uniform as the official party)			
3.	Invitations			
	a. Obtain sample wording from AU/PC			
	b. Obtain appropriate stationery from AU/PC (if applicable)			
	c. Allow AU/PC to review <b>prior</b> to printing			
	d. Prepare RSVP list			
	e. Notify AU/PC (via AETC Form 88) of any general officers and/or equivalents who will attend (NOTE: Contact your protocol or exec officer for procedures)			
	f. Include map to ceremony site			
<p><b>NOTE:</b> For retirement ceremonies: Retiring individual pays for invitations to include cardstock (other than general officer stationery, printing (if printed at commercial printing company) and postage. Exception: BITS may be used for invitations to be delivered on base. Invitations may be e-mailed.</p>				

		Page 02 of 06 Pages
		Date
		Init.
4. Determine guest list		
a. AU Commanders/Commandants (if appropriate)		
b. Civilians (“downtowners”)		
c. Family/friends		
<i>NOTE: IF AU/CC IS OFFICIATING, GUEST LIST MUST BE PRE-APPROVED BY HIS OFFICE PRIOR TO MAILING INVITATIONS</i>		
5. Program		
a. Obtain current bios ( <b>NOTE:</b> Officiators bio is not used)		
b. Contact AU/PC for sequence of events		
c. Allow AU/PC to review <b>prior</b> to printing		
6. Obtain sample script from AU/PC		
7. Gather appropriate paperwork/elements/props		
a. Award (medal/citation) ( <b>NOTE:</b> Insure “cheater” clip is attached to medal for presentation)		
b. Official order		
c. Certificate(s)/Letter(s)		
d. For ribbon-cutting:		
(1) Ribbon		
(2) Stanchions		
(3) Scissors		
8. Appoint key personnel and alternate (as applicable). [ <b>NOTE:</b> Project officer will not assume these positions. <b>EXCEPTION:</b> Ceremony briefer]		
a. Narrator		
b. Decorations Aide (Dec Aide)		
c. Flag bearer		
d. Escorts		
e. Ceremony briefer		
9. Schedule dry-run(s) [Indoor <b>AND</b> outdoor] NLT 2 DAYS PRIOR TO CEREMONY:		
a. Reserve location ( <b>NOTE:</b> If ceremony is to be conducted outdoors, schedule dry-run to occur at same as actual ceremony, when possible.)		
b. Notify key personnel		

		Page 03 of 06 Pages	
		Date	Init.
10. Seating Chart	<ul style="list-style-type: none"> <li>a. Contact AU/PC for assistance. "By-name" seating for the following <b>ONLY</b>: <ul style="list-style-type: none"> <li>Mayors and/or Spouse</li> <li>AU/CC and/or Spouse</li> <li>AU/CV and/or Spouse</li> <li>42 ABW/CC and/or Spouse</li> <li>All active-duty and retired general officers AND equivalents</li> <li>Current Chairman, Montgomery Area Chamber of Commerce and/or Spouse</li> <li>Guest of Honor and any family members present</li> <li>Spouses of Official Party members</li> </ul> </li> <li>b. Prepare nametags for chairs (<b>NOTE</b>: Photographer should have reserved seat that will allow easy access for photos)</li> </ul>		
11. Site preparation	<ul style="list-style-type: none"> <li>a. Determine # of required seats</li> <li>b. Arrange room in proper fashion (<b>NOTE</b>: If event to be held in Officers' Club, fax diagram to club NLT 24 hrs. prior. Fax # 269-2275)</li> <li>c. Insure PA system is operational – HAVE <b>DynCorp</b> PERSONNEL CHECK AND DRY-RUN!</li> <li>d. Insure appropriate flags are present. <i>If using Honor Guard, actual members who will participate are required to attend dry-run with flags, etc.</i></li> <li>e. Insure flags are in correct order and right side up (<b>NOTE</b>: G.O. flags: stars w/ single point up -- ★ )</li> <li>f. Place nametags on chairs IAW seating chart</li> <li>g. Restore room after ceremony</li> <li>h. Return borrowed items</li> </ul>		
12. Receiving Line	<ul style="list-style-type: none"> <li>a. Determine location</li> <li>b. Determine who stands in the receiving line</li> <li>c. Appoint "intro aide" and "pull off aide"</li> </ul>		
13. Reception	<ul style="list-style-type: none"> <li>a. Funding: Contact AU Protocol Resource Advisor</li> <li>b. Determine menu (<b>NOTE</b>: For change of command, incoming CC &amp; spouse <b>must</b> be consulted. <b>IF O'CLUB CATERS</b>: Unless specified in contract, club <b>will not</b> provide punch servers or cake cutters)</li> </ul>		

		Page 04 of 06 Pages
		Date
		Init.
<p>14. Miscellaneous requirements:</p> <p>a. Contact Security Forces (3-4117)</p> <p>(1) Determine traffic control requirements</p> <p>Notify Security Forces if visitor(s) will need access to Base (non-military, non-DoD guests)</p> <ol style="list-style-type: none"> <li>1. Guests are to process thru Bell Street Gate only.</li> <li>2. Alphabetized list of names of ALL individuals 16 years or older expected to need access must be forwarded by Project Officer to 42 ABW Security Forces/Pass &amp; Registration (3-4283) NLT 72 hours in advance.</li> <li>3. Date, time and location of event.</li> <li>4. Name, unit, phone number of military affiliated member sponsoring event/visit.</li> <li>5. Name and phone number of individual who can be contacted during visit/event.</li> <li>6. All persons arriving must have a picture form of ID.</li> <li>7. Drivers of vehicle must have valid driver's license, automobile registration, and proof of vehicle insurance.</li> <li>8. All vehicles must be willing to submit to a vehicle inspection</li> <li>9. Security Forces will issue guest/visitor a one-time pass which should be displayed in windshield of vehicle at all times while on base.</li> </ol> <p><i>NOTE: Some frequent visitors to Maxwell AFB/Gunter Annex are issued DV credentials by 42 Wing Security Forces which are valid for one year. However, DV credentials alone will not gain visitor access to base; requirement still exists to notify Security Forces 72 hours in advance of all visitors.</i></p> <p>b. Contact transportation (as applicable) (3-5708)/</p> <p>c. Determine music requirements:</p> <ol style="list-style-type: none"> <li>(1) Schedule band - Band of the Air Force Reserve – Contact AU Public Affairs, 3-2014</li> <li>(2) Pre-recorded music:                     <ol style="list-style-type: none"> <li>A. Ruffles &amp; Flourishes and appropriate March (<b>NOTE:</b> For Army &amp; Air Force, use "General's March; for Navy &amp; Marine Corps use "Flag Officer's March)</li> <li>B. National Anthem</li> <li>C. AF Song (or appropriate service song)</li> </ol> </li> </ol> <p>d. Decoration pillow</p> <p>e. Decoration table</p> <p>f. Parking</p> <ol style="list-style-type: none"> <li>(1) "Reserved" parking signs may be borrowed from AU/PC</li> <li>(2) Reserve parking for those individuals who have "by-name" seating (<b>NOTE:</b> See para 10a.)</li> </ol>		

		Page 05 of 06 Pages
		Date
		Init.
<p>15. If AU/CC is officiating/attending, the following is required NLT one week prior to ceremony: (If attending only, send event brief cover sheet (info only); if officiating, send Staff Summary Sheet for approval – electronically unless otherwise directed by AU/ES)</p> <ul style="list-style-type: none"> <li>--- Complete Agenda for the event</li> <li>--- Script</li> <li>--- Complete list of other guests invited, and who has accepted to attend</li> <li>--- Required dress for AU Commander (and spouse, if appropriate)</li> <li>--- Formal Invitation (even if you have received “verbal” commitment from AU Commander’s office staff)</li> <li>--- Bio on individual being honored (promotee/retiree, etc)</li> <li>--- Pertinent information on immediate family of honoree who will attend ceremony (name, relationship, city of residence, occupation, etc.)</li> <li>--- Diagram of ceremony area, including stage set-up and reserved parking</li> <li>--- Suggested remarks for AU Commander or AU Senior Officer (if they will have a speaking part) (SEE AU PUBLIC AFFAIRS FOR GUIDANCE)</li> </ul> <p>- Begin coordination process in time for event brief/Staff Summary Sheet to arrive AU/CC’s office (or AU Senior Officer) NLT <b>one week prior</b> to visit, or contact AU Protocol to arrange to brief at Protocol Update. If AU Protocol is not included in coordination, package will be returned to originator.</p>		

	Page	06	of	06	Pages
	Date	Init.			
<p>16. If inclement weather plan becomes primary plan, notify:</p> <ul style="list-style-type: none"> <li>a. Official party</li> <li>b. Key personnel</li> <li>c. Command section (if applicable) (3-2044)</li> <li>d. AU protocol (if applicable) (3-2095)</li> <li>e. Wing support personnel (as applicable) (3-4200)                             <ul style="list-style-type: none"> <li>(1) 42 ABW Special Programs (3-2793)</li> <li>(2) Photographer (3-7981)</li> <li>(3) Transportation (3-5708)</li> <li>(4) Public Affairs (3-2014)</li> <li>(5) Communications Squadron</li> <li>(6) Security Forces</li> <li>(7) Base populace (via e-mail or marquee)</li> </ul> </li> </ul>					

## ★Attachment 8

**INSTRUCTIONS FOR AU FORM 53, OFFICIAL REPRESENTATION FUNDS  
EXPENDITURE REQUEST/REPORT, TO SUBMIT A REQUEST****A8.1. WHEN USING FORM TO *REQUEST EXPENDITURE*:**

A8.1.1. Refer to AFI 65-603, 17 Feb 04, and AETC Commander's Guide to Special Morale and Welfare (SM&W) and Related Expenditures, 1 Oct 98, for guidance on authorized use of Official Representation Funds (ORF). If, after reviewing these publications, you believe your expenditure is authorized, follow the procedures below to request permission to spend ORFs.

A8.1.2. Fill out AU Form 53, Request For/Report of Official Representation Fund Expenditure. Circle "Request" on the form. Please fill out separate forms for each event, i.e., if you are going to entertain a DV for breakfast and lunch, submit two separate forms. It is not necessary to submit forms for each person. (See Figure A8.1.)

A8.1.3. Submit AU Form 53 to AU Protocol ORF Resource Advisor NLT **7 working days** prior to the event.

A8.1.4. The following information **MUST** be filled in on the AU Form 53, or it will be returned to the originator for correction.

BLOCK 1: Originator's name, office symbol, and phone number.

BLOCK 2: State the purpose of your request, i.e., "To purchase dinner for Mr. Lee Iococca, Chairman of the Board, Chrysler Corporation, guest speaker, Air War College, 2 Nov 03.

BLOCK 3: Full name, rank and duty title of Guest of Honor. If no formal duty title is appropriate, use function the guest will perform, i.e., Gen Ronald Fogleman, USAF, Retired, Guest Speaker, Squadron Officer College. If guest of honor is a group, in Block 5, state (*example*) "Members, 2003 Maxwell-Gunter-Montgomery Partners – SEE ATTACHED," and attach a complete list of the names, ranks, and duty titles of each member.

BLOCK 4: Self-explanatory. (Usually AU/CC or AU/CV)

BLOCK 5: Self-explanatory.

BLOCK 6: Self-explanatory.

BLOCK 7: LEAVE BLANK – AU Protocol will assign this number.

BLOCK 8: Provide the number of DoD guests who will be paid for with ORFs. NOTE: DoD personnel are active duty military and civilian employees of DoD and Coast Guard, students of the military academies (and AU schools), reservists on active duty, members of the National Guard, former military and civilian employees of DoD not holding a position of prominence in the Non-DoD community, and spouses of those in the preceding categories. Former DoD members, military or civilian, who held the rank or a position equivalent to four stars are the only former DoD members authorized to be hosted with ORF unless they now hold a position of prominence in the non-DoD community eligible for the use of ORF as outlined in AFI 65-603. They and their spouses should be counted as Non-DoD. The total and percentages will be automatically calculated for you. If the guest of honor is a DoD person who is authorized

entertainment from ORF funds in accordance with AFI 65-603, para 5.4, it is not necessary to figure ratios.

BLOCK 9: Self-explanatory.

BLOCK 10: Enter the category of entertainment. If in doubt, consult AFI 65-603, para 4. Ensure the category you mark corresponds with your guest(s) of honor, i.e., if guest of honor is member of local community, DV Category should be "Community Relations." If visitor is from outside your local area, DV Category should be "Public Relations." If the purpose of your request is to purchase mementos, mark the "Other" block, and type in "Memento Purchase."

BLOCK 11: Enter a description of the item(s) you intend to purchase. Enter separate amounts for food, beverages, perishable centerpiece, memento, other. You **MUST** include a quantity and unit price. The Total and Grand Total will automatically be calculated for you.

BLOCK 12: Type in 5743400 304 6447 ED891Q 04 61950 660700. The underlined numbers change with fiscal year. If in doubt, call AU Protocol ORF Resource Advisor.

BLOCK 13: LEAVE BLANK. This block will be signed by a Certifying Officer in the Accounting Liaison Office.

BLOCK 14: Signature block of current Air University Commander, or in his absence, AU Vice Commander.

BLOCK 15: Leave blank on ***REQUESTS FOR EXPENDITURE***.

BLOCK 16: Leave blank on ***REQUESTS FOR EXPENDITURE***.

BLOCK 17: Use this section to list invited guests, if possible. If you have more guests than you can list in this section, type in "GUEST LIST ATTACHED." You may also use this section for further explanation of the purpose of your request, or to further define who your guest of honor is.

**GUEST LISTS**: You **MUST** submit a proposed guest list with your request for expenditure. The guest list should include all guests whose meal will be paid for from Official Representation Funds. The list must include full name, rank, and title. If spouses are invited, it is acceptable to list "Lt Gen Joe Smith, Commander, Air University, and Mrs. Jane Smith."

Guest lists must be broken out into DoD personnel/Non-DoD personnel (see BLOCK 10 above). The guest list will include guest(s) of honor and the host(s). (See Attachment 9)

*NOTE: The number and category (DoD/Non-DoD) of guests you list MUST match the number listed in BLOCK 8.*

Additionally, you must include a list of any personnel invited but not paid for with ORF. These personnel are not counted in your ratios.

A8.1.5. Once AU Protocol receives your AU 53 and checks for accuracy/validity, it will be processed through the appropriate approval authorities. When your AU 53 has been approved, the AU Protocol ORF Resource Advisor will notify you. **IF YOU HAVE NOT RECEIVED NOTIFICATION PRIOR TO YOUR EVENT, PLEASE CALL AU PROTOCOL. DO NOT SPEND FUNDS UNTIL YOU ARE NOTIFIED YOUR AU 53 HAS BEEN APPROVED.**

It is important to stress that the approval process takes time. It is imperative that AU Protocol receive Requests for Expenditure at least 7 working days in advance of the function. If ANY block on the Request for Expenditure form is not filled in, or if there is incomplete/inaccurate information, the form will be returned to the originator for correction.

*AU Protocol will not be responsible for ensuring Requests for Expenditure forms get processed prior to an event if the form is not received at least 7 working days in advance of the function. If received less than 7 days from the event, the originator will be asked to hand-carry the form through the appropriate approval channels.*

A8.1.6. If the Request for Expenditure form is approved, but the originator is not a GPC cardholder, a cardholder from AU Protocol will be required to accompany the event coordinator shopping to purchase required items or make payment (if required), or go to the location where the event will be held to pay the bill. If an AU Protocol cardholder will be required to accompany the event coordinator to purchase required items, 48-hour advance notice is required. Follow all applicable GPC purchase guidelines.

Figure A8.1, Example AU Form 53, Official Representation Funds Expenditure Request

TO: HEADQUARTERS AIR UNIVERSITY OFFICE OF PROTOCOL (AU/PC)		<b>OFFICIAL REPRESENTATION FUNDS EXPENDITURE (REQUEST) REPORT</b>		(1) FROM: AWC/CCP Joni Grant, 3-2492	
(2) PURPOSE OF FUNDS REQUEST To pay for meals and beverages for guests attending dinner in honor of The Hon. Bobby Bright, guest speaker, AWC, 2 Nov 03					
(3) GUEST(S) OF HONOR (Full Name and Title) The Honorable Bobby Bright Mayor of Montgomery			(4) HOST (Full Name and Title) DONALD A. LAMONTAGNE, Lt Gen, USAF Commander, Air University		
(5) PLACE OF FUNCTION (If Applicable) Maxwell Officers' Club, Daedalian Room			(6) DATE/TIME 2 Nov 03/1830		<b>PROTOCOL USE ONLY</b>
					(7) PROTOCOL VOUCHER NUMBER LEAVE BLANK - FILLED IN BY AU PROTOCOL
(8) GUEST RATIOS (Estimate) (Attach Invited Guest List) DOD GUESTS: 4    33.33% NON-DOD GUESTS: 8    66.67% TOTAL: 12    100%		(9) MENU (If Applicable) Prime Rib Baked Potato Steamed Vegetables Tossed Salad Rolls/Butter		(10) DV CATEGORY (Check One) DOD PROTOCOL <input type="checkbox"/> COMMUNITY RELATIONS <input checked="" type="checkbox"/> PUBLIC RELATIONS <input type="checkbox"/> INTERNATIONAL <input type="checkbox"/> OTHER: _____	
<b>(11) ITEMIZED ESTIMATE COST OF EXPENDITURE</b>					
DESCRIPTION		QUANTITY	UNIT PRICE	TOTAL	
Meals		12	\$25.00	\$300.00	
Beverages		24	\$4.00	\$96.00	
<b>GRAND TOTAL:</b>				<b>\$396.00</b>	
(12) ACCOUNTING CLASSIFICATION 5743400 304 6447 ED891Q 04 61950 660700					
<b>CERTIFICATION OF FUNDS AVAILABILITY (ACCOUNTING LIAISON OFFICE)</b>					
(13) NAME & GRADE LEAVE BLANK - WILL BE SIGNED BY CERTIFYING OFFICER IN ALO		SIGNATURE		DATE	
<b>APPROVAL OF EXPENDITURE</b>					
(14) NAME & GRADE DONALD A. LAMONTAGNE, Lt Gen, USAF, Commander, Air University		SIGNATURE		DATE	
<b>REPORT OF ACTUAL EXPENDITURES/FINAL GUEST LIST (**TO BE COMPLETED AFTER VISIT/EVENT**)</b>					
(15) GUEST RATIOS (Actual) (Attach Final Attendee List) DOD GUESTS: _____ NON-DOD GUESTS: _____ TOTAL: _____			(17) REMARKS (Final attendee list may be reflected here if possible)		
(16) FINAL EXPENDITURE COST (Attach Copy of Receipt)					
NOTE: FULL GUEST LIST INCLUDING NAME, RANK, AND DUTY TITLE IS REQUIRED FOR APPROVAL AND ORIGINAL RECEIPT OR VOUCHER IS REQUIRED FOLLOWING FUNCTION OR PURCHASE. REFER TO AFI 65-603 FOR GUIDANCE ON APPROPRIATED FUND USE.					

**Attachment 9****EXAMPLE INVITEE LIST****INVITEE LIST  
DINNER IN HONOR OF  
THE HONORABLE BOBBY BRIGHT, MAYOR OF MONTGOMERY  
2 NOV 03***DoD*

Lt Gen Donald A. Lamontagne, Commander, Air University  
Maj Gen Bentley Rayburn, Commandant, Air War College  
Brig Gen Paul Hankins, Commander, Air Force Officer Accession and Training Schools  
Brig Gen (Sel) Ronald R. Ladnier, Commandant, Air Command and Staff College

*Non-DoD*

The Honorable Bobby N. Bright, Mayor of Montgomery  
Mr. Rod Frazer, Chairman, Enstar  
Mr. Tom Albrecht, CEO, The Barclay Agency  
Mr. Joel Greene, Military and Federal Affairs, Montgomery Area Chamber of Commerce  
Mr. Jim Ridling, Chairman and CEO, Southern Guarantee Insurance Company  
Mrs. Vicki Williams, President, Anchor Mortgage  
Mr. Randy Dixon, Executive Assistant to the Mayor of the City of Montgomery  
Mr. Todd Strange, President, Blount-Strange Holdings, LLC

## ★ Attachment 10

**INSTRUCTIONS FOR AU FORM 53, OFFICIAL REPRESENTATION FUNDS  
EXPENDITURE REQUEST/REPORT, TO SUBMIT A REPORT**WHEN USING FORM TO *REPORT EXPENDITURE*:

A10.1. Fill out AU Form 53, Request For/Report of Official Representation Fund Expenditure. Circle "Report" on the form. If you originally submitted two different forms for one DV visit/event, it is necessary to fill out two separate Reports of Expenditure forms. (See Figure A10.1.)

A10.2. Submit AU Form 53 to AU Protocol ORF Resource Advisor NLT 3 **working days** following the event.

A10.3. The following information **MUST** be filled in on the AU Form 53, or it will be returned to the originator for correction.

BLOCK 1: Originator's name, office symbol, and phone number.

BLOCK 2: State the purpose of your request, i.e., "To purchase dinner for Mr. Lee Iococca, Chairman of the Board, Chrysler Corporation, guest speaker, Air War College, 2 Nov 03.

BLOCK 3: Full name, rank and duty title of Guest of Honor. If no formal duty title is appropriate, use function the guest will perform, i.e., Gen Ronald Fogleman, USAF, Retired, Guest Speaker, Squadron Officer College. If guest of honor is a group, in Block 5, state (*example*) "Members, 2003 Maxwell-Gunter-Montgomery Partners – SEE ATTACHED," and attach a complete list of the names, ranks, and duty titles of each member.

BLOCK 4: Same as on Request form.

BLOCK 5: Same as on Request form.

BLOCK 6: Same as on Request form.

BLOCK 7: Use number assigned to Request form by AU Protocol.

BLOCK 8: Leave blank on Report of Expenditure form.

BLOCK 9: Same as on REQUEST form.

BLOCK 10: Use same category reflected on Request for Expenditure form.

BLOCK 11: Same as on Request form.

BLOCK 12: Type in 5743400 304 6447 ED891Q 04 61950 91515F 660700 - Same as on Request form. (Underlined numbers change with fiscal year)

BLOCK 13: Leave blank on Report of Expenditure form.

BLOCK 14: Leave blank on Report of Expenditure form.

BLOCK 15: Use this block to report ACTUAL ATTENDEES paid for from ORF by DoD/Non-DoD category. From total attendees, figure ratios for DoD/Non-DoD.

BLOCK 16: Use this block to report the total amount of funds expended for this Report of Expenditure form. Attach a copy of the receipt.

BLOCK 17: Use this block to list ACTUAL ATTENDEES paid for from ORF at the event, if possible. If you have more attendees than you can list in this section, type in "ACTUAL ATTENDEES PAID FOR FROM ORF - LIST ATTACHED," and attach a copy of the list of

people who actually attended the event. The same rules apply to this list, i.e., full name, rank, duty title, and DoD/Non-DoD.

*NOTE: The number and category (DoD/Non-DoD) of guests you list MUST match the number listed in BLOCK 15.*

Additionally, attach a list of personnel who attended but were not paid for with ORF.

Figure A10.1, Example AU Form 53, Official Representation Funds Expenditure Report.

TO: HEADQUARTERS AIR UNIVERSITY OFFICE OF PROTOCOL (AU/PC)		<b>OFFICIAL REPRESENTATION FUNDS EXPENDITURE REQUEST <b>(REPORT)</b></b>		(1) FROM: AWC/CCP Joni Grant, 3-2492	
(2) PURPOSE OF FUNDS REQUEST To pay for meals and beverages for guests attending dinner in honor of The Hon. Bobby Bright, guest speaker, AWC, 2 Nov 03					
(3) GUEST(S) OF HONOR <i>(Full Name and Title)</i> The Honorable Bobby Bright Mayor of Montgomery			(4) HOST <i>(Full Name and Title)</i> DONALD A. LAMONTAGNE, Lt Gen, USAF Commander, Air University		
(5) PLACE OF FUNCTION <i>(If Applicable)</i> Maxwell Officers' Club, Daedalian Room			(6) DATE/TIME 2 Nov 03/1830		<b>PROTOCOL USE ONLY</b>
			(7) PROTOCOL VOUCHER NUMBER		
(8) GUEST RATIOS <i>(Estimate) (Attach Invited Guest List)</i> DOD GUESTS: _____ NON-DOD GUESTS: _____ TOTAL: _____		(9) MENU <i>(If Applicable)</i> Prime Rib Baked Potato Steamed Vegetables Tossed Salad Rolls/Butter		(10) DV CATEGORY <i>(Check One)</i> DOD PROTOCOL <input type="checkbox"/> COMMUNITY RELATIONS <input checked="" type="checkbox"/> PUBLIC RELATIONS <input type="checkbox"/> INTERNATIONAL <input type="checkbox"/> OTHER: _____	
<b>(11) ITEMIZED ESTIMATE COST OF EXPENDITURE</b>					
DESCRIPTION		QUANTITY	UNIT PRICE	TOTAL	
Meals		12	\$25.00	\$300.00	
Beverages		24	\$4.00	\$96.00	
				<b>GRAND TOTAL:</b>	<b>\$396.00</b>
(12) ACCOUNTING CLASSIFICATION 5743400 304 6447 ED891Q 04 61950 660700					
<b>CERTIFICATION OF FUNDS AVAILABILITY (ACCOUNTING LIAISON OFFICE)</b>					
(13) NAME & GRADE		SIGNATURE		DATE	
<b>APPROVAL OF EXPENDITURE</b>					
(14) NAME & GRADE		SIGNATURE		DATE	
<b>REPORT OF ACTUAL EXPENDITURES/FINAL GUEST LIST (**TO BE COMPLETED AFTER VISIT/EVENT**)</b>					
(15) GUEST RATIOS <i>(Actual) (Attach Final Attendee List)</i> DOD GUESTS: <u>3</u> <u>42.86%</u> NON-DOD GUESTS: <u>4</u> <u>57.14%</u> TOTAL: <u>7</u> <u>100%</u>			(17) REMARKS <i>(Final attendee list may be reflected here if possible)</i> Lt Gen Donald Lamontagne, Commander, Air University, DoD Maj Gen Bentley Rayburn, Commandant, Air War College, DoD Brig Gen (Sel) Ronald R. Ladnier, Comdt, Air Comd and Staff College, DoD The Honorable Bobby Bright, Mayor of Montgomery, Non-DoD Mr. Rod Frazer, Chairman, Enstar, Non-DoD Mr. Tom Albrecht, CEO, The Barclay Agency, Non-DoD Mr. Jim Ridling, Chairman and CEO, Southern Guarantee Ins.Co., Non-DoD		
(16) FINAL EXPENDITURE COST <i>(Attach Copy of Receipt)</i> \$200.00					
NOTE: FULL GUEST LIST INCLUDING NAME, RANK, AND DUTY TITLE IS REQUIRED FOR APPROVAL AND ORIGINAL RECEIPT OR VOUCHER IS REQUIRED FOLLOWING FUNCTION OR PURCHASE. REFER TO AFI 65-603 FOR GUIDANCE ON APPROPRIATED FUND USE.					

## Attachment 11

### INSTRUCTIONS FOR ORF GOVERNMENT PURCHASE CARD CARDHOLDERS

If originator of AU Form 53, Request for Expenditure of Official Representation Funds, is an ORF Government Purchase Card (GPC) Cardholder, the following instructions apply:

A11.1. If you have been notified by AU Protocol that your Request for Expenditure has been approved, you may purchase necessary items at your convenience. Remember to verify that your vendor will accept the Government Purchase Card (GPC), and tell the vendor it is a TAX EXEMPT purchase. If paying for a dinner at either a local restaurant or the Officers' Club, it will be necessary for YOU, the cardholder, to pay the bill. You are not authorized to let another person use your GPC.

A11.2. Once your purchase has been made, log the purchase in the Customer Automation and Reporting Environment (C.A.R.E – C.A.R.E.usbank.com) Transaction Log following C.A.R.E. guidance. Include the voucher number assigned by AU Protocol ORF Resource Advisor in the COMMENT section for easy reference. (NOTE: It is no longer necessary to maintain a paper-copy Log—only the electronic Transaction Log in C.A.R.E.)

A11.3. Retain the original receipt in your GPC Cardholder Purchase file.

A11.4. In the C.A.R.E. system, it is not necessary to wait until monthly Cardholder Statement is received to reconcile/approve your purchase. Purchase may be reconciled/approved as soon as it appears in the C.A.R.E. system. NLT 3 days following close of billing cycle, cardholder must go into C.A.R.E. system and reconcile/approve any outstanding charges. IF CARDHOLDER DOES NOT RECONCILE/APPROVE PURCHASE WITHIN 15 DAYS OF CYCLE CLOSE, C.A.R.E. SYSTEM WILL LOCK THE CARDHOLDER OUT AND IT WILL BE NECESSARY FOR CARDHOLDER TO NOTIFY BANK TO RECEIVE ACCESS INTO C.A.R.E. SYSTEM.

A11.5. When the cycle you made your purchase in closes, go into the CARE system and reconcile your electronic statement against receipts and the C.A.R.E. Transaction Log. If the statement is accurate, approve it, make a copy of your "Transactions" screen, and forward a copy of the Transactions screen, the approval document (AU 53) and a COPY of your receipts to the AU Protocol ORF Billing Official. Retain a copy of the Transactions screen and the original receipts. The billing official will use these documents to reconcile his electronic billing official statement.

A11.6. A copy of the "Transactions" screen and receipts should be forwarded to your billing official NLT 3 days following the closeout of the cycle.

A11.7. If you did not make any purchases during the month, no action is necessary.

A11.8. If you are absent from your duty station for an extended period due to leave/TDY, it is your responsibility to ensure that your billing official has access to your GPC folder.

**Attachment 12****INSTRUCTIONS FOR PROCESSING NAF FORM 90, SPECIAL MORALE AND WELFARE FUNDING REQUEST**

A12.1. Special Morale and Welfare Funds (SM&W – non-appropriated) are authorized for certain categories of events. Refer to AFI 34-201, Chapter 12, and or Commander's Guide to Special Morale and Welfare (SM&W) and Related Expenditures, 1 Oct 98, published by HQ AETC/SVF, for specific guidance. Contact AU/FMN at 3-4060 for questions concerning authorized expenditures.

A12.2. If SM&W funds are authorized, submit a NAF Form 90 to request approval for expenditure of SM&W funds to AU/FMN NLT 7 days prior to the event/required expenditure.

A12.3. The following instructions apply (See Figure A12.1):

**TO FILL OUT FORM:**

**TO:** Pre-filled block

**FROM:** (Requestor's office symbol)

**FUNDS REQUESTED:** Total amount of funds being requested (i.e., \$50 for light refreshments, \$20 for flowers = total of \$70)

**DESCRIPTION OF HOW FUNDS WILL BE SPENT:** Briefly describe what the funds will be used to purchase, i.e., "Refreshments for reception following promotion ceremony of Col John Doe" NOTE: Reference Table and Rule Number from Commander's Guide to SM&W Expenditures which apply to this expenditure, i.e., Table A, Rule 16)

**DATE AND PLACE OF FUNCTION** (self-explanatory)

**SIGNATURE** – Signature of SM&W organization coordinator

**PROJECT OFFICER/TELEPHONE #** (the name and telephone number of the person who will actually be making the purchase and will need to be authorized advance payment, or receive reimbursement)

**ATTENDANCE:** You are required to report your ANTICIPATED attendance, broken out by Military/DOD Civilian/DOD Guest (usually spouse of Military/DOD Civilian)/Non-DOD Guest ("downtowners" or family members/friends of honoree)

**ITEMIZED COST (DESCRIPTION/COST):** Estimated cost of items to be purchased. It is necessary to break out refreshments from flowers for spouse, memento, etc.

**REQUIRED REVIEW:** Leave blank.

A12.4. When your NAF Form 90 has been coordinated through the appropriate offices, you will receive a call from 42 MSG/SVF telling you whether your form was approved or disapproved. If the form was approved, 42 MSG/SVF will fax you the approved NAF Form 90. Once your NAF Form 90 has been approved, you are authorized to make the purchase anytime prior to the ceremony/event. **DO NOT MAKE ANY PURCHASES UNTIL YOU HAVE BEEN NOTIFIED YOUR NAF FORM 90 HAS BEEN APPROVED! IF YOU EXPEND PERSONAL FUNDS PRIOR TO THE FORM BEING APPROVED, AND FOR SOME REASON IT IS NOT APPROVED, YOU WILL NOT BE REIMBURSED.**

A12.5. Not later than three days following the approved event or purchase, hand-carry your original receipt to 42 MSG/SVF, Bldg 835. You will be called when your reimbursement funds are ready to be picked up. Funds are distributed on Wednesdays and Fridays from 0800-1200.

A12.6. If you received advance payment, NLT 3 days following the approved event or purchase, hand-carry your original receipt, and any unused funds to 42 MSG/SVF, Bldg 835.

A12.7. You will not be reimbursed for **any** amount over the amount authorized on your NAF Form 90.

A12.8. Any payment not picked up within 30 days of the event or purchase will be returned to the MWR Fund and the funds will no longer be reimbursed to the requestor.

A12.9. Advance Payment: Advance payment is USUALLY not authorized for purchases of less than \$100. If purchase will be less than \$100, Project Officer must purchase items from personal funds, and will be reimbursed following the purchase. **DO NOT MAKE ANY PURCHASES UNTIL YOU HAVE BEEN NOTIFIED YOUR NAF FORM 90 HAS BEEN APPROVED! IF YOU EXPEND PERSONAL FUNDS PRIOR TO THE FORM BEING APPROVED, AND FOR SOME REASON IT IS NOT APPROVED, YOU WILL NOT BE REIMBURSED.**

A12.10. If expenditure will be \$100 or more and advance payment is requested, it will be necessary to fill out a Special Morale & Welfare Audit Worksheet. Contact 42 MSG/SVF, 3-3686.

A12.11. If the purchase or event does not take place, all money must be returned to the 42 MSG/SVF within 3 duty days to be returned to the MWR Fund.

A12.12. Submit the advance payment form with your NAF Form 90.

Figure A12.1, Example NAF Form 90, Special Morale and Welfare Funding Request

TO: AU/FMN 42 MSG/SVFR IN TURN	<b>SPECIAL MORALE AND WELFARE (SM&amp;W)                  FUNDING REQUEST</b>	ORGANIZATION: _____ FUNDS REQUESTED \$ _____																														
EVENT FOR WHICH FUNDS ARE REQUESTED: _____ _____ _____																																
DATE AND PLACE OF FUNCTION: _____ _____																																
<b>ATTENDANCE:</b>  MILITARY _____ DOD CIVILIAN _____ DOD GUEST _____ NON-DOD GUEST _____ TOTAL ATTENDEES _____	_____ (Signature) _____ (Date) Phone: _____  I CERTIFY SM&W FUNDS <b>WILL NOT</b> BE USED TO PURCHASE MEALS FOR PERSONNEL IN A PER DIEM STATUS.  FAX # _____  _____ <b>PRINT</b> (PROJECT OFFICER AND TELEPHONE #) _____ (Date)																															
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:60%;">ITEMS TO BE PURCHASED</th> <th style="width:20%;">ESTIMATED COST</th> <th style="width:20%;"></th> </tr> </thead> <tbody> <tr><td> </td><td style="text-align: center;">\$</td><td> </td></tr> <tr> <td> </td> <td style="text-align: center;">\$</td> <td style="text-align: right;"><b>TOTAL COST</b> _____</td> </tr> </tbody> </table>	ITEMS TO BE PURCHASED	ESTIMATED COST			\$			\$			\$			\$			\$			\$			\$			\$			\$	<b>TOTAL COST</b> _____	<p style="text-align: center;"><b>REQUIRED REVIEW</b></p> APPROPRIATED FUNDS <b>ARE / ARE NOT</b> AUTHORIZED FOR THIS REQUEST.	
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THE ABOVE REQUEST IS <b>APPROVED/DISAPPROVED</b> IN THE AMOUNT OF \$ _____.																																
_____ 42 MSG/SV _____ DATE _____ NAF																																

## ★ Attachment 13

## TERMS FOR ATTIRE WITHIN AIR UNIVERSITY

TERM	MALE	FEMALE
<b>Formal</b>	Mess Dress Tuxedo	Long or short dress Cocktail dress
<b>Business Suit</b>	Business Suit	“Sunday” dress; suit
<b>Coat &amp; Tie</b>	Sport jacket & tie	Dress; pants suit; skirt & blouse, optional jacket; dressy slacks & top
<b>Smart Casual</b>	Dress slacks, open collar shirt; Sport coat or blazer optional	Dress; skirt & top; pants & top
<b>Casual</b>	Dockers, Polo shirt	Pants & top; skirt & top; knee-length, loose-fitting shorts, knit top
<b>Casual, Jeans</b>	Jeans Boots or sneakers	Jeans; jean skirt, blouse; T-shirt or sweater; golf shirt Boots or sneakers
<b>Casual, Island</b>	Bermuda shorts T-shirt Sandals, sneakers	Shorts, T-shirt Sandals, sneakers