



Command Policy

**NOTIFICATION OF DISTINGUISHED VISITORS
TO AETC INSTALLATIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Lt Col Murrell Stinnette)

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This instruction implements AEPD 90-4, *Relations With Congress*. It establishes procedures and responsibilities for official visits of distinguished visitors (DV) to AETC, including Air University, 2AF, 19AF, wings, and tenant units on AETC bases.

This publication does not apply to Air National Guard (ANG) and Air Force Reserve Command (AFRC) units. Maintain and dispose of records created as a result of processes prescribed in this publication in accordance with AFMAN 37-139, *Records Disposition Schedule* (this will become AFMAN 33-322, volume 4).

SUMMARY OF REVISIONS

References distinguished visitors acting in the capacity as a contractor or contractor representative (paragraph 1). Reflects the current notification/approval process for international visits (paragraph 2.6.2). Requires AETC Command Chief Master Sergeant notification of all active and retired Chief Master Sergeant of the Air Force visits (paragraph 3.2.4). Requires explicit notification if a visit will include an orientation flight (paragraph 3.3.3). A ★ indicates revision from the previous edition.

★1. Distinguished Visitor (DV) Visits. DVs visits to AETC are a matter of command interest and must receive every consideration to ensure visit requirements are managed in a courteous and professional manner. HQ AETC/CCP will inform the AETC Commander of all proposed and scheduled DV visits. Additionally, all visits by members of the United States Congress or their staff must be immediately reported to the AETC Command Action Group (HQ AETC/CCX). HQ AETC/CCX will ensure compliance with (including after-action reports) AFI 90-401, *Air Force Relations With Congress*. The provisions of AETCI 90-105, *Management of Contractor Visits to Headquarters Air Education and Training Command*, also apply to requested visits by distinguished visitors acting in the capacity as a contractor or contractor representative.

2. Terms Explained:

2.1. Distinguished Visitor. Any visitor of DV Code 6 (brigadier general, SES, GS-16, or State positions) equivalent or above (active or retired), AETC wing commanders, 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.

2.2. DV Monitor. The person (usually the wing executive officer or protocol officer or NCO) responsible for monitoring visits of DVs to an AETC base or unit who must notify HQ AETC/CCP. **NOTE:** HQ AETC/CCP is the DV monitor for HQ AETC.

2.3. Final Package. The visitor's schedule, approved by the wing commander, provided to the DV as a guide for his or her stay. The itinerary gives a concise schedule of events planned for the visit including times, dates, places, briefers and briefing topics; tour locations with the names of escorts and greeters at each location; dress for specified activities; and biographies of staff members the DV will meet. It does not include specific instructions to the support agencies. It should provide the basics of what the DV would see and hear, an approximate timetable and whom he or she will meet.

2.4. Office of Primary Responsibility (OPR). The agency determined by the commander as having the primary interest or functional responsibility for a DV's visit. On notification of a proposed or scheduled visit, the OPR obtains available information about the visit, establishes a time schedule for completing planning actions, ensures suitable arrangements are made, and adequate guidance provided to officers designated to meet the DVs.

2.5. Support Facilities. Base agencies, such as transportation, billeting, officers club, and base operations, which support a DV's requirements.

2.6. Types of Visits:

2.6.1. Command Visits. Visits by persons other than those identified in paragraph 2.1 when the visitor or purpose of the visit is considered of sufficient significance to warrant HQ AETC Command Section interest. Visits approved by Secretary of the Air Force, Office of International Affairs (SAF/IA), but not covered by paragraph 2.1, fall under command visits.

★2.6.2. Foreign Visits. All foreign visits designated to AETC installations are received by HQ AETC Foreign Disclosure Office (AFSAT/CCD) via the foreign visit system (FVS), with the exception of Chief of Staff of the Air Force (CSAF) sponsored visits. CVAI notifies MAJCOM commanders of CSAF sponsored visits directly. AFSAT/CCD forwards all foreign DV visits to HQ AETC/DS for approval. If the DV visit is for HQ AETC, the DS will appoint an OPR. Release of information and documentation to foreign visitors will be in accordance with AFI 16-201, *Disclosure of Military Information to Foreign Government and International Organizations (U)(Secret)*.

3. Responsibilities:

3.1. The AETC/DS or its appointed office will evaluate the scope of interest of each DV and task the OPR to prepare the details of the visit.

3.2. The OPR will:

3.2.1. Designate a project officer to coordinate and monitor all aspects of the visit.

3.2.2. Immediately provide the composition of the visiting party and details of the schedule of events to the DV monitor.

3.2.3. Provide a brief after-action report upon request to the DV monitor on completion of the visit.

★3.2.4. Notify AETC Command Chief Master Sergeant's Office, DSN 487-4848 or COMM (210) 652-4848, of all active and retired Chief Master Sergeant of the Air Force visits.

3.3. The DV monitor will:

3.3.1. Establish procedures to receive information on DVs from his or her base.

3.3.2. Coordinate with the HQ AETC Command Section or its appointed office concerning the DV visit.

★3.3.3. Fax (DSN 487-6653 or COMM (210) 652-6653) or e-mail (aetc.ccp@randolph.af.mil), AETC Form 88, **Distinguished Visitor Notification**, to HQ AETC/CCP within 24 hours of notification. (See Attachment 2 for helpful hints on preparing AETC Form 88.) Call HQ AETC/CCP to ensure receipt of AETC Form 88. (Send all other fax transmittals for HQ AETC/CCP to DSN 487-6653 or COMM (210) 652-6653.) Explicitly annotate if the visit will include an orientation flight. Refer to AFI 11-401, *Flight Management*, for additional requirements/procedures on requesting orientation flight approval. In instances where a flight is approved during the course of the visit, immediately notify AETC/CCP so that senior staff may be informed. **NOTE:** In the event of an unfavorable incident or a significant change to the itinerary, immediately notify HQ AETC/DS or CCP. If appropriate, the commander should inform the HQ AETC Command Section of the incident.

3.4. Staff agencies or subordinate units will:

3.4.1. Provide support as required or requested.

3.4.2. Notify the HQ AETC Command Section and/or DV monitor of DV visits to the functional area.

3.4.3. Send proposed itineraries for visiting three- and four-star generals (and any equivalents) as early as possible. Forward all subsequent updates of original itineraries.

3.5. The project officer will:

3.5.1. Coordinate staff participation and arrange support requirements as required or requested. (Use AETC Form 163, **Distinguished Visitor Checklist**, or a locally developed checklist and AETCPAM 90-101, *Protocol Primer*.)

3.5.2. Prepare and distribute the final plan to involved staff agencies and/or specific staff persons.

3.5.3. Prepare the visitor's itinerary and welcome package. Provide a welcome package to each member of the DV's party.

3.5.4. Set up a VOQ room (if applicable); and assist in arrival and/or departure (transportation, luggage, etc.).

4. Meeting and Hosting Officials. Senior officials of the installation, units and staff agencies directly involved in the visit will normally meet and host DVs. Heads of the respective agencies having an interest in the visit should represent their staff agencies at official and social functions required by the visit plan.

5. Special Requirements and Guidance for OPRs and Project Officers:

5.1. If the DV's female spouse accompanies the DV, the female spouse of a senior officer usually acts as her escort. For a DV's male spouse, a male senior officer usually acts as his escort. The OPR will prepare an individual itinerary for a spouse.

5.2. For international visitors, determine their fluency in English. If the DV is not fluent in English, identify an individual who speaks the DV's language and understands the DV's customs to serve as translator and escort throughout the visit. If no translator is available at the base and one is not accompanying the DV during the visit, call HQ AETC/CCP for assistance or guidance. **NOTE:** AFSAT can provide a "CULTURGRAM" which includes detailed information on a country's dietary and religious customs and courtesies. AFSAT is the initial coordination agency for all Security Assistance Training Program (SATP) visits to AETC bases.

5.3. Provide accommodations commensurate with a DV's position. The arrangements for payment of billeting, messing, and commercial transportation normally rest with the military escort responsible for settling these details.

6. Forms Prescribed. AETC Form 88.

7. Forms Adopted. AETC Form 163.

ERIC J. ROSBORG, Colonel, USAF
Director of Staff

2 Attachments

1. Glossary of References and Supporting Information
2. Helpful Hints for Preparing AETC Form 88

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 90-4, *Relations With Congress*

AFI 16-201, *Disclosure of Military Information to Foreign Government and International Organizations (U)(Secret)*

AFMAN 37-139, *Records Disposition Schedule* (this will become AFMAN 33-322, volume 4)

AFI 90-401, *Air Force Relations With Congress*

AETCI 90-105, *Management of Contractor Visits to Headquarters Air Education and Training Command*

AETCPAM 90-101, *Protocol Primer*

Abbreviations and Acronyms

ANG—Air National Guard

AFRC—Air Force Reserve Command

CSAF—Chief of Staff of the Air Force

DV—distinguished visitor

OPR—office of primary responsibility

Attachment 2

HELPFUL HINTS FOR PREPARING AETC FORM 88

| Block | Explanation |
|--------------------------------|--|
| NAME | Full name of the DV. If he or she is a foreigner, enclose the last name in parentheses, for example, General Ignacio Manuel (Quintana) Arevalo. |
| GRADE/ DV CODE | Grade (rank) of DV and DV code, if civilian; for example, John H. Doe (DV-5). |
| GO-BY NAME | If the salutation is different than the go-by name, so state. In addition, add the conversational name or nickname. |
| TITLE | Examples include: Chief of Staff, Japanese Air Self Defense Force; Retired, USAF (NOTE: Be sure to add the specific service); Senator (R-NC); General Manager, McDonnell-Douglas; Air Attaché, British Embassy; etc. |
| DUTY STATION/ CITY/STATE | Include the country, if not USA. |
| ACCOMPANIED BY | Spouse's conversational or go-by name (if spouse is accompanying DV). Also the number traveling in party. Prepare a separate form for each accompanying DV. |
| DATE AND ETA | Date and approximate local time of arrival, and mode of travel (mil air, commercial air, POV, GOV, etc.). Flight numbers, call signs, etc., are not necessary. |
| DATE AND ETD | Same as ETA, but with departure information. |
| VISITING BASE/ ORGANIZATION | Identify base and/or organization the DV is visiting. |
| PURPOSE OF VISIT | Enter explicit, but not complicated, information. Identify only key issues and key places or units. Define acronyms. Also annotate if the visit will include an orientation flight. |