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Headquarters, United States Army
Training and Doctrine Command
Fort Monroe, Virginia 23651-1047

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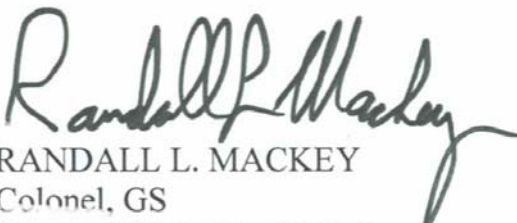
Administration

DISTINGUISHED VISITORS AND SIGNIFICANT EVENTS, HQ TRADOC

FOR THE COMMANDER:

OFFICIAL:

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Summary. This memorandum establishes policies, responsibilities, and administrative procedures governing significant events and distinguished visitors (DVs) to Headquarters (HQ), United States Army, Training and Doctrine Command (TRADOC).

Applicability. This memorandum applies to all HQ TRADOC staff activities and all TRADOC organizations located on Fort Monroe.

Proponent and exception authority. The proponent of this memorandum is the TRADOC Secretary of the General Staff (SGS). The proponent has the authority to approve exceptions or waivers to this memorandum. Proponent may delegate this approval authority, in writing, to a staff chief or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Staff may request a waiver to this memorandum by providing justification that includes a full analysis of the expected benefits and must include formal review by the staff's senior officer. All waiver requests will be endorsed by the senior leader of the requesting staff and forwarded through its chain of command to Chief, SGS (ATCS-XE), 33 Ingalls Road, Fort Monroe, Virginia 23651-1067.

Distribution. This memorandum is distributed solely through the TRADOC Homepage at <http://www.tradoc.army.mil/tpubs/memondx.htm>.

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1. Purpose

This memorandum establishes policies and procedures to assist with executing conferences, ceremonies, and other significant events at Headquarters (HQ), U.S. Army Training and Doctrine Command (TRADOC) and to facilitate hosting DVs to the Command.

2. References

Required and related publications and prescribed and referenced forms are listed in [appendix A](#).

3. Explanation of abbreviations and terms

Abbreviations and special terms used in this memorandum are in the glossary.

4. Responsibilities

a. TRADOC Deputy Commanding General (DCG)/Chief of Staff (COS) will have overall responsibility and approval authority for distinguished visitors (DVs), conferences, and ceremonies at HQ TRADOC and will assign leads, as appropriate, based on the nature of the event.

b. Other DCGs, HQ TRADOC Deputy Chief of Staff (DCS) Offices, and Chiefs of Special Staff will serve as TRADOC lead for visits or events when directed by the DCG/COS or when initiating a visit or event and will provide subject matter expertise when serving in an assist capacity.

c. TRADOC Secretary of the General Staff (SGS), Executive Services Division (ESD) is responsible for protocol aspects of TRADOC events hosted by the Commanding General (CG), DCG/COS, and the Command Sergeant Major (CSM). ESD provides support for foreign visits when hosted by others on behalf of the CG and DCG/COS. ESD also provides advice to the staff and subordinate commands and organizations on protocol technical matters.

d. TRADOC Army Capabilities Integration Center (ARCIC), International Army Programs Directorate (IAPD), will take lead responsibilities for all foreign visits.

e. TRADOC DCS, G-2 (Security Directorate, Foreign Disclosure Office) will provide lead organization with disclosure and clearance process support.

f. The TRADOC lead will accomplish all responsibilities and tasks to include planning, coordinating, and executing the visit.

g. Installation Management Command will provide security, traffic control, parking, and other garrison support for visits and events.

5. Distinguished visitors (DVs)

a. DVs to HQ TRADOC are assigned categories that determine the type and level of support provided. DVs consist of both international and domestic visitors. DVs are different from “authorized guests” for purposes of using official representation funds. Army Regulation (AR) 37-47, paragraph 2-2 provides specific definitions of authorized guests.

(1) Category 1a. U.S. general officers (GOs), civilian equivalents, and senior executives at the three-star level and above.

(2) Category 1b. U.S. GOs, civilian equivalents, and senior executives at the one- or two-star level.

(3) Category 2. Foreign GOs and civilian or positional equivalents.

(4) Category 3. Foreign colonels and civilian or positional equivalents.

(5) Category 4. Other visitors for whom the command may have special interest.

b. DV visit requests are approved during regularly scheduled visit update briefings with the DCG/COS. The DCG/COS visit update briefing will consist of two mandatory pages for each DV visit. The first will include the background information for the visit outlining the who, what, when, where, why, and objective of the visit utilizing the format at figure 1. The second page will be the DV biography.

DISTINGUISHED VISITOR REQUEST
WHO: TYPE: WHEN: OBJECTIVES: (Visitor/TRADOC/DA) BRIEFINGS: WHERE/LOCATION: HOST: ITINERARY: OTHER/NOTES:

Figure 1. Format to report DV visits

c. DV procedures.

(1) TRADOC DCG/COS will review and approve all requests for visitors during regularly scheduled visit update meetings and designate leads for visits, as required.

(2) Other DCGs; HQ TRADOC DCS Offices; and Chiefs of Special Staff will:

(a) Electronically report all proposed category 1a, 2, and 3 DV visits to ESD at (monr.tradocesd@conus.army.mil) for inclusion on the HQ TRADOC DVs and significant events calendar.

(b) Serve as TRADOC lead for visits when directed by the DCG/COS or when initiating a visit. When spouses are part of the visiting party, the TRADOC lead will also assume responsibility for the spouse portion of the visit. Generally, Congressional Affairs Office will take the lead on all congressional or political visits. ARCIC will take the lead on all foreign visits with recommended host determined by CG and DCG availability. When both the CG and DCG are unavailable, ARCIC will recommend a TRADOC lead based on the nature of the visit. The DCG/COS will assign and approve the lead.

(c) Perform those tasks noted in table 1, as well as other normal operational procedures associated with planning and executing visits by DVs.

Table 1.
TRADOC DV checklist

Visit Tasks/Services	Category				
	1a	1b	2	3	4
Prepare invitations and track responses s'il vous plait (RSVPs)	ESD	Lead	ESD	Lead	ESD
Coordinate principals itinerary/agenda	Lead	Lead	Lead	Lead	Lead
Coordinate spousal itinerary/agenda	Lead	Lead	Lead	Lead	Lead
Publish final itineraries/agenda	ESD	Lead	ESD	Lead	ESD
Coordinate briefing attendees	Lead	Lead	Lead	Lead	Lead
Prepare Form 30 for .0012 fund use	ESD	N/A	ESD	ESD	ESD
Recommend mementos/gifts	N/A	N/A	ESD	ESD	ESD
Prepare mementos for presentation	N/A	N/A	ESD	ESD	ESD
Provide ground transportation	ESD	Lead	ESD	Lead	ESD
Coordinate and serve meals and refreshments	ESD	Lead	ESD	Lead	ESD
Prepare seating plans, place cards, menu cards, tent tags, and name badges	ESD	Lead	ESD	Lead	ESD
Coordinate lodging	ESD	Lead	Lead	Lead	ESD
Coordinate photographic support	ESD	Lead	ESD	Lead	ESD
Prepare welcome packets	ESD	Lead	ESD	Lead	ESD
Assign escort officers	Lead	Lead	Lead	Lead	Lead
Brief escort officers	ESD	Lead	Lead	Lead	ESD
Arrange flag displays	ESD	Lead	ESD	N/A	ESD
Prepare readaheads	Lead	Lead	Lead	Lead	Lead
Plan special events	ESD	Lead	ESD	Lead	ESD
Reserve Morelli Auditorium, Command Conference Room (CCR), or other meeting space	Lead	Lead	Lead	Lead	Lead
Conduct route reconnaissance and consider alternate routes	Lead/ESD	Lead	Lead/ESD	Lead	Lead/ESD
Verify contact information	Lead	Lead	Lead	Lead	Lead
Greet and farewell visitors (to include remaining with party during all official/social functions)	Lead	Lead	Lead	Lead	Lead
Arrange office calls	Lead	Lead	Lead	Lead	Lead
Set up for office calls (DCG/COS and CG)	ESD	ESD	ESD	ESD	ESD
Schedule/conduct in process reviews (IPR)	Lead	Lead	Lead	Lead	Lead
Clear briefing materials through DCS, G-2	Lead	Lead	Lead	Lead	Lead
Notify post provost marshal of all visitors	Lead	Lead	Lead	Lead	Lead
Prepare after action report (AAR)	Lead	Lead	Lead	Lead	Lead

(3) TRADOC ESD has responsibility for all protocol aspects of TRADOC events as indicated in table 1. Additionally, ESD will:

(a) Update and publish the HQ TRADOC DVs and significant events roster that is available via the TRADOC webpage using Army Knowledge Online (AKO) login at <https://tradocsecapps.army.mil/events/sgs/SgsDocsRes.htm>.

(b) Prepare funding requests, with the TRADOC lead's input, for all visits requiring the use of official representation funds and seek legal review. Request will be submitted for approval to the SGS.

(c) Maintain a gift locker with an assortment of gifts for presentation to authorized recipients in accordance with AR 37-47, paragraph 3-3.

(d) Update Command Group on itinerary changes confirmed with lead organization action officer (AO).

(e) Coordinate any senior spouse requirements and itineraries.

(f) Notify lead organizations of requirement to attend DCG/COS visit update meetings and of DV request form suspenses.

(4) TRADOC ARCIC, IAPD has lead responsibilities for all international visits and will:

(a) Research foreign visit requests to determine visit focus, host, and briefing topics to include content and expected outcomes; confirm members of visiting party; confirm dietary restrictions and preferences; and provide SGS, ESD with timely confirmation of gift(s) to be presented by the TRADOC host.

(b) Immediately upon receipt of a visit request, provide a completed distinguished foreign visit request (see [fig 1](#)) and biography to ESD for inclusion in recurring visit update meetings with the DCG/COS.

(c) Attend visit update meetings to the DCG/COS and brief all foreign visits.

(d) Provide G-2 Foreign Disclosure Office (ATIN-SD) with visit request approval or disapproval not later than (NLT) the suspense date set by Headquarters, Department of the Army (HQDA).

(e) Determine the foreign DV's language capability. Arrange for interpreters and translation requirements as required by the DCG/COS and/or CG.

(f) Enlist the assistance of the HQ TRADOC Foreign Liaison Officer, as appropriate.

(g) Execute those responsibilities outlined in [table 1](#), as well as other normal operational procedures associated with visits of foreign DVs.

(h) Provide Chief, Staff Actions Division tasking requirements to support foreign visits.

(5) TRADOC DCS, G-2 (Security Directorate, Foreign Disclosure Office) will:

(a) Process all self-invited foreign visit requests assigned to HQ TRADOC on the automated Foreign Visit System. Review and forward category 2 and 3 visit requests to IAPD for appropriate action and provide information copy to ESD.

(b) Inform HQDA (DAMI-CI) of HQ TRADOC DCG/COS visit approval or disapproval.

(c) Provide lead organization AO briefer support with disclosure and clearance process.

(6) U.S. Army Garrison – Fort Monroe will:

(a) Take appropriate measures to ensure security and safety of visitors.

(b) Post visits on the main gate marquee.

(c) Orchestrate garrison support for visits.

(7) TRADOC lead will:

(a) Accomplish all responsibilities and tasks as outlined in table 1 to include planning, coordinating, and executing the visit.

(b) Schedule and conduct IPRs as required to the CG or DCG/COS NLT 14 days prior to visit. ESD will be notified to attend all IPRs.

(c) Ensure briefing materials for foreign visitors are cleared for release through the DCS, G-2 Foreign Disclosure Office.

(d) Prepare an AAR or executive summary as required for the DCG/COS, to include names and positions of visitors, briefings and briefer(s), major points of interest and/or visitor questions, and follow-on actions, problems, and recommendations.

(e) Reserve the Morelli Auditorium or CCR using the procedures in paragraph 7.

(f) Attend scheduled visit update meetings with the DCG/COS and upon notification of the DV's visit, submit required DV request (see fig 1) to ESD for inclusion in the consolidated briefing book. ESD will notify leads of meeting date and time with the DCG/COS, requirement to attend, and suspense dates for DV request forms.

(8) AO/escort officer will:

(a) Prior to visitor arrival:

- Receive escort officer briefing from either the lead or ESD based on the visitor category as outlined in [table 1](#).
- Conduct reconnaissance to ensure familiarization of all routes associated with the itinerary to include buildings, conference rooms, and offices to be visited, as well as ceremonies, if applicable. Determine and recon alternate routes of travel.
- Be familiar with Fort Monroe history and local landmarks.
- Verify contact information.

(b) Upon arrival: Greet visitor(s) and secure luggage.

(c) During visit:

- Escort visitor(s) to briefings, meals, and social functions.
- Ensure visitor's official itinerary is followed and that the visitor is comfortable with the flow of events.
- Immediately notify the lead if visitor(s) requests changes to the itinerary.

(d) Upon departure:

- Remain with the visitor(s) until actual departure and wheels up.
- Notify ESD and lead of visitor's departure and provide outbrief of events.

6. Conferences

Conferences not hosted by the CG, DCG/COS, or the CSM are the full responsibility of the lead organization hosting the conference. ESD will provide transportation support to category 1a visitors attending the conference and will also advise on protocol technical matters. Conferences hosted by the CG or DCG involve shared responsibilities as outlined below:

a. TRADOC lead will:

(1) Prepare invitation lists and invitations.

(2) Schedule IPRs and prepare readahead materials for briefings with the CG and DCG/COS to receive guidance and approval for agenda, briefing slides, and invitees.

(3) Publish and disseminate briefing slides and other administrative guidance with ESD input to briefing participants and attendees. Provide any necessary materials for the conference.

(4) Establish a budget for conference costs.

(5) Coordinate with ESD for lodging, transportation, and meal requirements.

(6) Plan special events as applicable to the nature of the conference.

(7) Reserve conference space if on Fort Monroe or coordinate for an off-site facility. The exception is that ESD will identify and contract facilities for the TRADOC Senior Leader's Conference.

(8) Notify Fort Monroe Provost Marshal if an on-post event, or the Command Provost Marshal Directorate if an off-post event, of any traffic control or security requirements to include directional signs, reserved parking, special pass considerations, security sweeps, and DV security requirements.

(9) Coordinate photographic or audiovisual support, if required.

(10) Provide one person to assist with registration/seating issues.

(11) Provide escort officers, if required.

(12) Prepare the AAR.

b. ESD will:

(1) Provide and coordinate ground transportation for category 1a visitors and guest speakers.

(2) Assist with lodging requirements. Work with contracted facilities, as required.

(3) Establish a registration desk and collect registration fees.

(4) Prepare seating plans, tent tags, and name badges, as applicable.

(5) Attend IPRs.

(6) Arrange flag displays.

(7) Brief escort officers, if required, of duties and responsibilities.

(8) Track RSVPs.

7. Ceremonies

a. Fort Monroe retirement ceremonies (FMRC). FMRCs are normally held on a bimonthly basis starting in January. November, January, and March ceremonies are typically held indoors at the Fort Monroe Post Theatre. May, July, and September ceremonies are normally held outdoors at Continental Park. In the case of inclement weather, outdoor ceremonies are moved indoors to the Post Theatre. The DCG/COS normally hosts the FMRC, and the Garrison CSM serves as the escort. ESD serves as the lead organization for the FMRC with roles and

responsibilities for supporting organizations established in a supplementing memorandum of instruction (MOI) tasked out from DCS, G-3/5/7. Basic responsibilities are outlined in [table 2](#).

Table 2.

Fort Monroe retirement ceremonies tasks and responsibilities

Fort Monroe Retirement Ceremony Tasks	Organization				
	ESD	Garrison	G-3/5/7	Public Affairs Office (PAO)	Command Group
Prepare invitation lists, invitations, and track RSVPs	X				
Reserve the post theatre and Continental Park for rehearsal and ceremony		X			
Supervise execution of ceremony	X				
Place event on post calendar and marquee		X			
Provide audiovisual support		X			
Supervise placement of equipment		X			
Provide medical support		X			
Ensure post theater, Continental Park, and surrounding streets are cleaned		X			
Prepare script	X				
Provide music for event				X	
Brief host and conduct rehearsals	X				
Prepare seating plans and tent tags	X				
Arrange for narrator	X				
Provide backup narrator				X	
Usher DVs to seats	X				
Provide color guard		X			
Supervise set up of field and provide all equipment (outdoor ceremony)		X			
Provide tasking			X		
Arrange flag displays		X			
Provide backup host (DCG) and backup escort (CSM)					X
Prepare and provide programs	X	X			
Prepare AAR	X				

b. Promotion, retirement, and change of command ceremonies. Outside of the provisions in this paragraph, each organization is responsible to execute all aspects of ceremonies in support of personnel being promoted or retiring within their organizations. For retirement, all colonels, civilian equivalents, and below should plan to participate in the bimonthly FMRC. ESD will execute ceremonies for staff members in the office of the TRADOC CG, office of the TRADOC DCG, and office of the TRADOC CSM. TRADOC G-3/5/7 will serve as the lead when the TRADOC CG hosts ceremonies for U.S. GO and senior executive service (SES) members. For other GO and SES members, each organization has lead responsibility to execute the ceremony. ESD will provide protocol advice and guidance and will assist the organization with seating,

invitations, and ceremony sequence of events. Organizations should designate a lead point of contact (POC), other than the honoree, to work the details of the event.

c. Major TRADOC ceremonies. TRADOC G-3/5/7 has overall responsibility for TRADOC change of command, TRADOC assumption of command, and TRADOC DCG (Initial Military Training/Futures/Army National Guard/U.S. Army Reserve) retirement, promotion, and change of command/responsibility ceremonies. Roles and responsibilities of supporting organizations are established in supplementing operation orders issued by TRADOC G-3/5/7. Basic responsibilities are outlined in [table 3](#).

Table 3.
Major TRADOC ceremonies tasks and responsibilities

TRADOC Ceremony Tasks	Organization			
	ESD	Garrison	G-3/5/7	PAO
Prepare invitation lists, invitations, and track RSVPs	X			
Reserve the post theater and Continental Park for rehearsal and ceremony		X		
Supervise execution of ceremony			X	
Place event on post calendar and marquee		X		
Provide audiovisual support		X		
Supervise placement of equipment		X		
Provide medical support		X		
Ensure post theater, Continental Park, and surrounding streets are cleaned		X		
Provide music for event				X
Brief host and conduct rehearsals			X	
Prepare script				
Prepare seating plans and tent tags	X			
Arrange for narrator			X	
Provide backup narrator				X
Usher DVs to seats	X			
Provide color guard (indoor/outdoor) and salute battery (outdoor)		X		
Supervise set up of field and provide all equipment to include bleachers, flags, chairs, and canopies (outdoor ceremony)		X		
Providing tasking			X	
DV category 1a transportation support	X			
Arrange flag displays		X		
Arrange for backup host and escort			X	
Prepare and provide programs		X	X	
Provide traffic control, develop gate access plan, and provide reserved parking		X		
Prepare AAR			X	

8. Procedures for reserving Morelli Auditorium and Command Conference Room (CCR)

Both the Morelli Auditorium and the CCR are scheduled by completing the web-based reservation request form at <http://www.tradoc.army.mil/sgs/scheduler.aspx>. All information on the form must be completed to ensure mission success. Include the host to ensure the correct individual flag (GO/SES flag) is displayed. Completing the reservation request does not guarantee a reservation; however, once the reservation is confirmed, a reservation confirmation email will be sent to the POC's email address identified in the reservation request submission. After an event, cleaning and restoring the rooms to their original condition are the responsibility of the users. Any required audiovisual support must be annotated on the request form. Directorate of Information Management provides audiovisual support for the Morelli Auditorium and additional coordination between the user and Directorate of Information Management is required to ensure appropriate support. CCR audiovisual support is the responsibility of the user and requires coordination with the Office of the CG Telecommunications Supervisor so that appropriate training may be obtained. CCR equipment is not to be operated without the proper training.

Appendix A References

Section I Required Publications

AR 37-47
Representation Funds of the Secretary of the Army

Section II Related Publications

A related publication is a source of additional information. The user does not have to read it to understand these implementation procedures.

AR 380-10
Foreign Disclosure and Contacts with Foreign Representatives

DoD Directive 7250.13
Official Representation Funds

TRADOC Reg 1-11
Staff Procedures

TRADOC Reg 10-5
Organization and Functions, U.S. Army Training and Doctrine Command

Section III

Prescribed Forms

This section contains no entries.

Section IV

Referenced Forms

This section contains no entries.

Glossary

Section I

Abbreviations

AAR	after action report
AO	action officer
AR	Army regulation
ARCIC	Army Capabilities Integration Center
CCR	command conference room
CG	commanding general
COS	chief of staff
CSM	command sergeant major
DCG	deputy commanding general
DCS	deputy chief of staff
G-2	intelligence
DV	distinguished visitor
ESD	Executive Services Division
FMRC	Fort Monroe Retirement Ceremony
GO	general officer
HQ	headquarters
HQDA	Headquarters, Department of the Army
IAPD	International Army Programs Directorate
IPR	in-process review
MOI	memorandum of instruction
NLT	not later than
PAO	Public Affairs Office
POC	point of contact
SES	senior executive service
SGS	Secretary of the General Staff
TRADOC	United States Army Training and Doctrine Command
USAR	United States Army Reserve

Section II

Terms

action officer (AO)

The individual designated by the TRADOC lead with the responsibility for coordinating all aspects of the visit.

assist

TRADOC organizations or staff elements at higher headquarters directed to provide augmentation or other support to a lead for a function, task, or role. The organization aids, complements, or sustains another organization and is responsible for providing the assistance the lead organization requires.

distinguished visitors

Individuals who, based upon rank or position, will receive special consideration during official visits to HQ TRADOC.

escort officer

The individual designated by the TRADOC visit lead to escort visiting DV and keep the AO apprised of significant changes/occurrences during the visit.

host

The individual with the primary role of receiving or entertaining guests and visiting DV in a social and/or official capacity.

lead

The TRADOC organization or staff element having primary responsibility for a function, task, or role a higher headquarters assigns. The organization which receives assistance from another organization(s) or staff element(s), and is responsible for ensuring that the supporting organization(s) or staff element(s) understands the assistance required.

non-United States sponsored foreign visits (self-invited)

Foreign visits to HQ TRADOC which do not involve the expenditure of U.S. government funds other than representation funds.

official representation funds

Funds designated to be used to extend official courtesies to authorized guests as described in AR 37-47, paragraph 2-1.

United States sponsored foreign visits

Foreign visits to HQ TRADOC which involve the expenditure of operational funds in addition to representation funds.

Section III

Special Abbreviations and Terms

This section contains no entries.