

Department of the Army
U.S. Army Intelligence Center
and Fort Huachuca
Fort Huachuca, Arizona 85613-6000

*FH Memorandum 1-3

15 April 1999

Administration

UNITED STATES ARMY INTELLIGENCE CENTER AND FORT HUACHUCA VISITORS

Summary. This is an update of FH Memorandum 1-3, 12 August 1998, USAIC&FH Visitors.

Applicability. This memorandum is applicable to all elements of U.S. Army Intelligence Center and Fort Huachuca (USAIC&FH), Fort Huachuca, Arizona.

Suggested improvements. The proponent of this memorandum is the Protocol Office, USAIC&FH. Users may send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, USAIC&FH, ATTN: ATZS-PR, Fort Huachuca, AZ 85613-6000.

1. Purpose.

This memorandum establishes procedures and responsibilities for hosting U.S. visitors in the grades of 07 and above and all foreign visitors to the USAIC&FH.

2. References.

a. AR 670-1, Wear and Appearance of Army Uniforms and Insignia, is a required publication.

b. DA Form 2028 (Recommended Changes to Publications and Blank Forms) is a referenced form.

3. Explanation of abbreviations and terms.

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

*This memorandum supersedes FH Memo 1-3, 12 August 1998.

4. Responsibilities.

a. The Chief of Staff, for the Commander, approves all foreign visits and has final approval authority for itineraries for all foreign visitors and U.S visitors in the grades of 07 and above.

b. The Protocol Office will--

(1) Serve as the official point of contact with visitor(s) and/or visitor's office staff.

(2) Arrange for quarters, transportation, luncheons, dinners, social functions, seating arrangements, menus, escort officer, and driver when appropriate.

(3) Prepare, publish, and distribute approved itineraries.

(4) Maintain information copies of all official correspondence and notes pertaining to the visitor.

(5) Coordinate office calls within the USAIC&FH and other activities at Fort Huachuca, as appropriate.

(6) Brief escort officer and driver regarding appropriate duties.

(7) Obtain biographies and arrange with the USAIC&FH Public Affairs Office (PAO) for local news coverage.

(8) Prepare visitor information packets.

(9) Coordinate visit and briefing classification with the U.S. Army Training and Doctrine Command (TRADOC) National Disclosure Policy Office.

(10) Serve as the USAIC&FH central point of contact for conference information.

c. Escort Officers will--

(1) Utilize the Action/Escort Officer Checklist provided by the Protocol Action Officer. (See Appendix A.)

(2) Review and become familiar with the itinerary and biographical data of the VIP; and follow directions provided by the protocol officer.

(3) One day prior to visitor's arrival, and not later than close of business, go with the driver to the Protocol Office, building 62711, and check the vehicle(s) to be used for the visitor(s). They will check the mechanical condition of the vehicle, cleanliness of the vehicle (inside and outside), fuel, off-post dispatch, and star plate with cover when applicable. Problems with vehicle(s) will be reported to the Protocol Office immediately.

(4) Make a complete check of routes to be traveled, as shown on the itinerary, and locate building entrances, parking areas, briefing rooms, etc. Arrange for specific person(s) to greet the visitor upon arrival at each location.

(5) Obtain quarters key and visitor folder; check quarters in advance.

(6) Ensure the driver is in proper uniform and conforms to USAIC&FH standards of dress and conduct.

(7) Review the itinerary with the visitor upon arrival. If the visitor requests major changes in itinerary, the escort officer will contact the protocol officer and the directorate(s) involved and provide them with the information concerning the changes requested by the visitor.

(8) Accompany the visitor at all times, keeping the visitor on schedule and ensuring prompt execution of the itinerary.

(9) Contact the protocol officer for services or personal needs requested by the visitor which the escort officer cannot provide.

d. The driver will--

(1) Utilize the Driver Checklist provided by the Protocol Action Officer. (see Appendix B)

(2) Be responsible for duty throughout the duration of the visit and maintenance of the vehicle.

(3) Conform to USAIC&FH standards of dress and conduct.

FH Memo 1-3

(4) Ensure that assigned vehicle(s) is/are clean and in good mechanical condition at all times. Obtain off-post dispatch, star plate, star plate cover, and fuel for the vehicle(s).

(5) Work directly for the escort officer, becoming familiar with the itinerary, driving routes, entrances, and parking areas to be used.

(6) Assist in ensuring an organized, efficient, and pleasant visit.

e. All USAIC&FH elements/echelons will--

(1) Notify the Protocol Officer of all anticipated visitors in the grades of 07 and above and provide rank/grade, complete name, duty title, organization, purpose of visit, inclusive dates of visit, departments to be visited, and point of contact with phone number.

(2) Advise the Protocol Officer of planned conferences and provide the beginning and ending dates; location of conference (building/room numbers); agenda; approximate number/rank of attendees; security level of conference subjects; and point of contact within the appropriate office to coordinate activities with the Protocol Office.

(3) Provide the Protocol Officer with information copies of all pertinent correspondence for pending visits and departmental itinerary. Outgoing correspondence information should list the Protocol Office as the point of contact for billeting.

(4) Notify the Protocol Officer of any special requirements for official or unofficial visitors; such as quarters, transportation, itinerary, visitor packet, USAIC&FH Command Briefing, etc.

4. Foreign Visitors.

a. Release of information.

(1) The release of all Classified Military Information (CMI) in any form (oral, graphic, and written) to foreign visitors must be approved by Headquarters (HQ), Department of the Army (HQDA) and HQ, U.S. Army Training and Doctrine Command (TRADOC).

(2) The release of Controlled Unclassified Information (CUI)(oral, graphic, and written) to foreign visitors must be approved by the Foreign Disclosure Officer of the original proponent activity responsible for the information.

(3) Unclassified Information (oral, graphic, and written), originating within the Intelligence Center and for which the Intelligence Center is the proponent, may be released to foreign visitors, upon the approval by the USAIC&FH Foreign Disclosure Office. Requests for such information will be routed through the escort officer to the USAIC&FH Protocol Office, to the USAIC&FH Foreign Disclosure Officer.

(4) Request for CMI is processed via the following channels:

(a) Requests from foreign countries to receive CMI is submitted by diplomatically accredited military attaches on behalf of their government via the established security support channels.

(b) Requests from U.S. Army activities to release CMI to foreign visitors will be submitted for approval to HQDA through the Foreign Disclosure Officers channels.

(5) The USAIC&FH Protocol Office will instruct U.S. Army personnel selected to act as escort officers for foreign visitors to contact the USAIC&FH Foreign Disclosure Officer for special instructions prior to assuming their duties. Escort officers will provide the USAIC&FH Foreign Disclosure Office the titles/topics of all briefings to be given to the foreign visitors.

b. Self-invited foreign visitors.

(1) The self-invited visitor program is a key element in the reciprocity program. This is a means of obtaining equal treatment for U.S. attaches. The Deputy Chief of Staff for Intelligence (DCSINT) will identify visits which are politically sensitive or require delicate handling, and will ensure that the commander has the necessary information prior to the visit.

(2) All self-invited foreign visitors are cleared through the HQ TRADOC National Disclosure Policy Office. TRADOC National Disclosure Policy Office personnel will advise security personnel of itinerary requests and authorized security clearances for the foreign self-invited visitor.

c. Deputy Chief of Staff for Intelligence (DCSINT) Counterpart Tour Program.

(1) Several tours, at the discretion of the DCSINT, are scheduled annually. These funded tours are normally 7 to 10 days in continental United States and include visits to DCSINT, the Central Intelligence Agency, the Intelligence and Security Command, and the USAIC&FH. The DCSINT briefing topics normally consist of organization and functions; threat, based on geographic areas of interest; terrorism; DCSINT-directed functions and topics based on specific request of the guest.

(2) From this initial visit, DCSINT will advise of specific points of interest, questions raised, and any additional topics the DCSINT feels should be briefed at the USAIC&FH.

(3) Videotaping/seminars are not normally required for these visitors; however, DCSINT will advise when video coverage is necessary. All briefings/discussions must be cleared by the TRADOC National Disclosure Policy Office as to content and security classifications.

d. Defense Intelligence Agency Counterpart Tour Program. The program is comparable to DCSINT Counterpart Tour Program, paragraph 4b above. It also requires TRADOC National Disclosure Policy Office approval.

Appendix A

**ACTION/ESCORT OFFICER (AEO)
CHECKLIST**

1. **Protocol Briefing:**

___ Receive a briefing from the Protocol Action Officer. This should be accomplished within 24 hours after receiving notice that you are an AEO. Ensure the following areas are covered during the briefing:

___ Draft itinerary provided by Protocol officer.

___ Copy of visit request.

___ Name of visitor and number of visitors in party.

___ Time, place, and method of arrival of visitor.

___ Time, place, and method of departure of visitor.

___ Special areas of interest to the visitor.

___ Billeting arrangements for visitor and members of his/her party.

___ What transportation has been arranged for the visit, quantity, type?

___ Where and when will the transportation be available?

___ Who is the driver? _____

Unit: _____ Duty Phone _____

Home Phone _____

___ Uniform for the AEO and the driver.

___ Will the visitor be greeted by other than the AEO?
If so, who?

**ACTION/ESCORT OFFICER
CHECKLIST (continued)**

____ Home phone of Protocol Action Officer.

2. Immediately after first briefing:

____ Contact security office, X8-2104/2 and receive security guidelines about the visit.

____ Coordinate the draft visitor's itinerary and bring it to the Protocol Action Office for preparation for submission to command group.

____ Itinerary items submitted to Protocol Action Officer will include: DATE TIME NAME OF BRIEFING NAME AND TITLE OF BRIEFER.

____ Get in touch with the driver at the earliest possible time.

3. The duty day before the visit, the Protocol Action Officer, AEO, and driver will have a final meeting.

ACTION ITEMS:

____ Ensure that you get copies of final itinerary for yourself, your driver, and the visitor(s). Also obtain welcome packet(s) for the visitor(s).

____ Coordinate with Protocol Operations NCO for cellular telephone(s). Cellular is needed for trips outside of Sierra Vista.

____ Conduct a recon with the driver of all the areas included in the final itinerary to ensure both you and the driver are knowledgeable of routes, building numbers, etc. At each building, determine which door will be used to enter and exit the building. Discuss where to position the vehicle for departure. Also, ensure you determine where the visitor will go once inside the building.

____ Make visual contact with the point of contact at the different agencies that you will be visiting to ensure you know who will greet the visitor upon arrival to each place he/she will visit.

____ Make sure the driver knows when and where to report on the day of the visit. Always allow sufficient time but do not cause the driver to arrive hours in advance, just ensure he/she is available.

**ACTION/ESCORT OFFICER
CHECKLIST (continued)**

___ Travel to Tucson International Airport if applicable.

___ Pick up times/places.

___ Evening or weekend work applicable.

BILLETING

___ Pick up keys from billeting office. (As directed by Protocol Action Officer)

___ Visit the quarters where the visitor(s) will stay. Confirm the reservations. If the VIP is staying at Hazen House, you must learn the procedures for checking in and out of Hazen House; where to pick-up keys, desk services, how to pay for the room, etc. You will have to go to the room prior to the visitor's arrival and ensure the room is clean and everything is working properly (telephone, electrical fixtures, air conditioners, etc.).

****Also check bar stock.**

___ Luggage handling.

MILITARY COURTESY

(IAW Army Officer's Handbook)

___ Seating arrangements for inside the vehicle with the driver, especially if the visitor is bringing his/her aide or there are other members in the party.

___ Discuss military courtesy (opening and closing doors, saluting, etc.)

UNIFORM

___ Ensure both you and the driver present the proper military appearance.

___ If in Battle Dress Uniform, ensure uniforms are **pressed**. No **unserviceable uniform** or **wrinkled** pockets, etc. Hair should be neatly groomed in accordance with regulation. Boots highly shined. For **Class B's** or **A's**, ensure uniforms are **pressed--no hanger lines** in **pants** or **wrinkled** shirts. (Uniform must be in accordance with AR 670-1.)

Remember you are the visitor's first impression of Fort Huachuca.

**ACTION/ESCORT OFFICER
CHECKLIST (continued)**

____ Ensure the driver gets a star plate for the vehicle, if required.

____ Coordinate time and place for meal hours.

____ Ensure driver has time to consume regular meals. If he/she is not on separate rations and has to miss a meal, ensure his/her missed meal is recorded and submitted to his/her PAC.

____ Make a last-minute check on arrival information to ensure that arrival time has not changed. You should be able to get this information from the Protocol Action Officer.

4. During the visit:

____ Ensure that the vehicle is clean at all times.

____ Meet the visitor(s) at the arrival site. NOTE: Often if the visitor is a high-ranking officer, the Commanding General or another member of the command group will greet him/her.

____ If the visitor brings an aide, confer with the aide on the division of roles between you and him/her for opening doors, handling baggage, keeping the visitor on his/her itinerary, etc.

____ Upon arrival at quarters, show the visitor to his/her suite or room. Be prepared to brief him/her on all facilities available on and off post (especially restaurants).

____ Ensure the driver knows where and when to report for the next item on the itinerary.

____ Escort the visitor through the itinerary. If the visitor is early or late, notify the POC at the next station or the Protocol Action Officer as soon as possible.

____ Schedule a time when the driver can eat meals. Usually this is done when the visitor is at lunch or dinner. Be alert to the requirement to coordinate late meals with the driver's unit if the need arises.

____ Check to ensure the vehicle is properly positioned for departure. Never assume a vehicle is where you left it or that the driver automatically knows where to park for

**ACTION/ESCORT OFFICER
CHECKLIST (continued)**

departure. Ensure the engine is running and the heater or air conditioner is on. Ensure that driver is positioned at each location approximately 20 minutes prior to departure time.

___ Confirm the visitor's departure plans. If departing by commercial air, confirm reservations. If visitor is departing by military air, confirm the arrangements with the Protocol Action Officer.

___ If the itinerary allows for a free evening, determine the visitor's desire for supper. Be prepared to suggest dining facilities and make yourself, the driver, and the vehicle available to take the visitor to a place of his/her choice.

“NOTE: Usually, an unscheduled free evening will be accounted for in the planning phase, and the Protocol Action Officer will brief you on your role during the evening.”

___ You are not responsible for entertaining/hosting during official events/functions, e.g., lunch and dinner. Your attention should be on the next scheduled event and the smooth execution of the itinerary.

5. End of Visit:

___ Assist the visitor in checking out of billeting. It is usually necessary for the visitor to check himself out when paying with a personal check. When an aide accompanies the visitor, the aide will usually handle the check-out (discuss this before hand).

___ Determine when and where baggage is to be picked up and how it will be transported to the departure site.

___ Determine if someone in addition to yourself will farewell the visitor. NOTE: If the Commanding General or another member of the command group will farewell, the Protocol Action Officer will inform you.

___ After the visitor departs, backbrief the Protocol Action Officer on the visit.

Appendix B

DRIVER CHECKLIST

1. **Before the visit:**

_____ Ensure that you get copies of the **final itinerary** for **yourself**.

_____ Conduct a **dry run** with the **Escort Officer** of all the areas included in the final itinerary to ensure both you and the **Escort Officer** are knowledgeable of routes, building numbers, etc. **Discuss where to position the vehicle for departure.**

_____ Make sure you know when and where to report on the day of the visit. **Always allow sufficient time** but do not cause yourself to arrive hours in advance; just ensure you are available.

_____ Daily uniform.

_____ Pick up times/places.

_____ Evening work if applicable.

_____ Travel to Tucson International Airport if applicable.

_____ Weekend work if required.

_____ Meal hours if applicable.

_____ Discuss with the **Escort Officer** who will open the door, saluting, etc.

MILITARY COURTESY

_____ Seating arrangements for inside the vehicle with the **Escort Officer**, especially if the visitor is bringing his/her aide or there are other members in the party.

_____ Discuss military courtesy (opening and closing doors, saluting, etc.)

DRIVER CHECKLIST (continued)

UNIFORM

____ Ensure **you** present the proper military appearance.

____ If in Battle Dress Uniform, ensure uniforms are **pressed**. No **unserviceable uniform** or **wrinkled** pockets, etc. Hair should be neatly groomed in accordance with regulation. Boots highly shined. For **Class B's** or **A's**, ensure uniforms are **pressed--no hanger lines** in **pants** or **wrinkled** shirts. (Uniform must be in accordance with AR 670-1.)

Remember you are the visitor's first impression of Fort Huachuca.

____ Ensure **you** received a plate for the vehicle if necessary (general officers only).

____ Coordinate time and place for meal hours.

____ Ensure **you** have time to consume regular meals. If he/she **you are** is not on separate rations and have to miss a meal, ensure **your** his/her missed meal is recorded and submitted to **your** his/her PAC.

____ Make a last minute check on arrival information to ensure that arrival time has not changed. You should be able to get this information from the **Escort Officer**.

2. **During the visit:**

____ Ensure the vehicle is clean at all times.

____ If the visitor brings an aide, confer with the **Escort Officer** on the division of roles between you and him/her for opening doors, handling baggage, keeping the visitor on his/her itinerary, etc.

____ Ensure **you** know where and when to report for the next item on the itinerary.

B-2

DRIVER

CHECKLIST (continued)

_____ Schedule a time with the **Escort Officer** when you can eat meals. Usually this is done when the visitor is at lunch or dinner. Be alert to the requirement to coordinate late meals with **your** unit if the need arises.

_____ Check to ensure the vehicle is properly positioned for departure. Ensure the engine is running and the heater or air conditioner is on. Ensure that you are positioned at each location approximately 20 minutes prior to departure time.

_____ If the itinerary allows for a free evening. Be prepared to make yourself and the vehicle available to take the visitor to a place of his/her choice.

NOTE:

Usually, an unscheduled free evening will be accounted for in the planning phase, and the Protocol Action Officer will brief you on your role during the evening.

3. **End of Visit:**

_____ Coordinate with the **Escort Officer** where and when baggage is to be picked up and how it will be transported to the departure site.

Glossary

Section I Abbreviations

HQ

Headquarters

HQDA

Headquarters, Department of the Army

DCSINT

Deputy Chief of Staff for Intelligence

TRADOC

U.S. Army Training and Doctrine Command

USAIC&FH

U.S. Army Intelligence Center and Fort Huachuca

VIP

Very Important Person

Section II

Terms

Escort officer

Individual requested and briefed by the Protocol Office staff to ensure that all aspects of the visit are conducted smoothly and efficiently.

Official visitor

Person on orders or invitation for official business at USAIC&FH.

Protocol officer

Individual responsible for planning, coordinating, and arranging all VIP and designated official visits.

Unofficial visitor

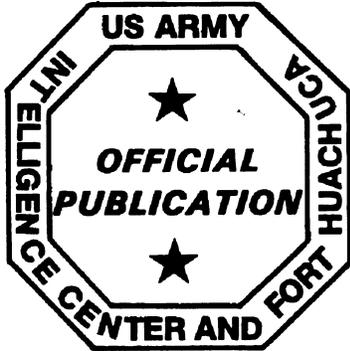
Person not stationed at Fort Huachuca, who is on leave status, en route to another station without orders to USAIC&FH, or retired, not employed by the U.S. Government.

Very Important Person

Flag officer; equivalent-ranking civilian; elected local, state, or federal government official; special guest of the Commander or Deputy Commander; and others below the grade of brigadier general who, by virtue of their position, should be afforded special treatment.

FH Memo 1-3

(ATZS-PR)



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