

Host Unit Information Briefing

2004 Reserve Officer Exchange Program

Lieutenant Colonel Xxxx Xxxx,
Commander

June X, 2004

Agenda

- Purpose
- Unit Overview
- Customs and Courtesies
- Annual Training (AT) 2004
- Key Events
- Safety Information
- Emergency Information
- Questions

Purpose

- Welcome the Exchange Officer
- Introduce the Exchange Officer to Unit/Personnel
- Provide an Overview of the Unit/AT Mission
- Answer Questions and Concerns

Unit Overview

- History
- Type Unit (Unique Attributes)
- Mission
- Recent/Current Operations
- Personnel
- Equipment
- Miscellaneous

Unit Mission

Chain of Command

Customs and Courtesies

- U.S. Rank Structure
 - Officer Leadership
 - NCO Leadership
- When and Who to/not to Salute
- Addressing other Personnel
- Walking/Riding with Senior Personnel
- Introductions to Senior Personnel

2004 Annual Training Schedule

Date /Time/Event/Uniform/Equipment/POC

Typical Day

- Wake Up
- Physical Training
- Breakfast
- Training
- Lunch
- Training
- Dinner
- Free Time/Mission Requirements

Key Events Schedule

- Arrival/Dinner/Reception w/Sponsor (Day 1)
- Information Briefing (Day 2)
- Office Calls (Day 2)
- Unit Training (Day 2 thru 14)
- Visiting Foreign Officer Briefing (by Day 10)
- Farewell (Gift Exchanges Optional, i.e., Crests, Caps, Rank Insignias, etc.) (by Day 14)

Safety Information

- Travel in Pairs
- Avoid Certain Areas After Dark
- Secure Your Valuables
- Keep Proper Identification
- Know Important Telephone/Emergency Numbers
- Avoid Carrying Large Amounts of Cash
- Protect Yourself from Heat Injuries
- Stay Hydrated
- Be Aware of Certain Insects and Animals
- Be Aware of Endangered Species Restrictions

Emergency Information

- Sponsor's Name and Telephone Number
- Unit's Name and Telephone Number
- Service Points of Contact Telephone Number
- Duty Officer Telephone Number
- Medical Facility Location and Telephone Numbers
- Embassy Telephone Numbers

Questions?