

USFK REGULATION 1-23

ADMINISTRATION (1)

Distinguished Visitors

14 August 2002

UNCLASSIFIED

**HEADQUARTERS
UNITED STATES FORCES, KOREA
UNIT #15237
APO AP 96205-5237**

**USFK Regulation
No. 1-23**

14 August 2002

**(Effective 15 August 2002)
Administration**

DISTINGUISHED VISITORS

SUPPLEMENTATION. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval of HQ, USFK (FKCP-P) (Protocol Branch), Unit #15237, APO AP 96205-5237.

INTERNAL CONTROL PROCESS. This regulation does not contain management control procedures.

1. PURPOSE. The purpose of this regulation is to establish procedures and responsibilities for managing the visits of official distinguished visitors (DVs) in Korea.

2. APPLICABILITY. This regulation applies to all elements of United States Forces, Korea (USFK) and its tenant organizations.

3. REFERENCES. Required and related publications are listed in appendix A.

4. EXPLANATION OF ABBREVIATIONS AND TERMS. Abbreviations and special terms used in this regulation are explained in the glossary.

5. RESPONSIBILITIES.

a. The Secretary Combined Joint Staff (SCJS), on behalf of the Chief of Staff (CofS), United Nations Command (UNC)/Combined Forces Command (CFC)/USFK, will assign the action agency having primary responsibility for the visit.

b. The Chief, Protocol Branch, serves as the Commander-in-Chief's (CINC's) representative regarding all protocol matters and will--

- (1) Centralize coordination and control of the DVs visiting the UNC, CFC, and USFK.

***This regulation supersedes USFK Regulation 1-23, 8 May 2000.**

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(2) Appoint a protocol action officer to maintain close coordination with the Office of Primary Responsibility (OPR). Ensure the schedule meets the visitor's requirements and follows the CINC's guidance.

(3) Assign the appropriate protocol precedence code for the DV (see appendix B). Military members selected for promotion to the next higher grade will be afforded the DV status of the next higher grade. This includes O-6s selected for promotion to O-7.

(4) Publish a weekly report of all DVs scheduled to visit the UNC, CFC, and USFK.

(5) Provide weekly DV Update to the Commander in Chief (CINC), CofS, and DCS as needed on all DV-3 level visits and above.

(6) Attempt to schedule a minimum of one official social activity, during the course of the visit, dependent on DV's preference. Determine if the DV has any dietary restrictions.

c. The protocol action officer will--

(1) Ensure the tasking memorandum (appendix C) is delivered to the assigned staff action agency.

(2) Perform a responsibility checklist (appendix D) brief with the escort/staff action officer.

(3) Ensure the escort officer completes the Call Checklist (appendix F).

(4) Coordinate billeting for distinguished visitors and accompanying party members.

(5) Coordinate ground transportation, drivers, and aircraft support within Korea for DV's, party members, and luggage to include:

(a) Monitor departure and arrival of aircraft at all destinations in Korea.

(b) Inform escort officer of status of weather decisions (Weather Calls) a minimum of 2 hours prior to his or her DV's flight.

(c) Develop seating charts in conjunction with the escort officer for all ground vehicles, helicopters, and fixed wing aircraft for visitors in the rank of DV-3 and above and those DVs below the rank of DV-3 deemed necessary by the Chief of Protocol.

(d) Facilitate a driver's brief with the escort officer and all drivers supporting the DV's mission. The driver's brief will cover all vehicle and aircraft movements for the DV's fair weather and inclement schedule. At the conclusion of the driver's brief, OPCON drivers to escort.

(6) Coordinate official office calls with U.S. and ROK military and government officials as described below:

(a) Coordinate official office calls with the CINC, United Nations Command (UNC)/Combined Forces Command (CFC)/United States Forces Korea (USFK); Deputy Commander (DCDR), UNC/USFK; Chief of Staff (CofS), UNC/CFC/USFK; Deputy Chief of Staff (DCofS), UNC/USFK; and Deputy Commander in Chief (DCINC), Combined Forces Command (CFC). A decision tree for determining whom to schedule courtesy calls within the command group is shown at appendix E.

(b) Coordinate official office calls with Republic of Korea (ROK) Service Chief General Officers and the ROK Chairman, Joint Chiefs of Staff. In addition, coordinate official office calls with the ROK Minister and Vice Minister of National Defense.

(c) Coordinate office calls with the U.S. Ambassador.

(7) As necessary, coordinate special security requirements for 4-star general officer/civilian equivalents and above. Special security requirements are the use of an armored car, an explosive ordnance disposal and bomb dog sweep of DV's quarters, and special security patrols, when required.

(8) Advise if an honor guard ceremony and/or gift exchange is planned/appropriate.

(9) Coordinate DV's customs and immigration in-processing and out-processing along with baggage handling at Incheon International Airport, Osan Air Base, and other arrival/departure locations as required/appropriate.

(10) Issue a ration control plate (RCP), a USFK FL 1EK (HQ, United States Forces, Korea SOFA Card), and Visitor's Pass for DVs and all members of their party as required. The RCPs are valid for a maximum of 60 days and may be issued to retired military personnel, civilians, and spouses of active duty and retired military personnel as determined by the Chief, Protocol Branch. Protocol action officers are responsible for retrieving all issued DV passes (37EK auto) from either the designated escort officer or the DV. Protocol action officers must ensure the DV pass is accounted for and immediately report any lost or stolen passes to the USFK Provost Marshal's Office, Security Division (Access Control Section).

(11) Issue a USFK Form 223EK (Certificate for Departure) to those DVs and their party members traveling on official travel orders. Visitors on official travel status are exempt from the airport Passenger Service Charge (PSC). If this fee has been included in the price of the visitor's airline ticket, and is later refunded at the airport, the visitor must turn the refund in to a U.S. Government Finance Office.

(12) Coordinate DV tours of the Joint Security Area, Infiltration Tunnel #3 and Observation Post (OP) Dora.

(13) Coordinate optional DV tours of non-appropriated fund or quality of life facilities, e.g., AAFES, the Gallery, and the Chosun Gift Shop.

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(14) Coordinate requirements for Command Group (CINC, DCDR, CofS, DCofS) hosted social events to include the following:

- Reservations
- MP Support
- Seating Diagram
- Menu
- 0012 requests
- Transportation
- Photographer
- Guest list
- Invitations/RSVP's
- Place Cards
- Name tags
- Sequence of events
- Parking/Traffic Control

(15) The protocol action officer will request Official Representation Funds in accordance with (IAW) AR 37-47, or Chairman Joint Chiefs of Staff Instruction CJCSI 7201.01 when appropriate, to support command group social functions. If the social function is in quarters, the host's personal staff will make the arrangements, unless otherwise directed.

(16) Make initial notification of visits to U.S. units through the subordinate command's (7AF, Eighth U.S. Army, 2d ID, 19th TSC) protocol office; visits to ROK military units will be coordinated through the ROK protocol section in the SCJS.

(17) Publish and distribute final visitor itinerary.

(18) As required, provide the escort officer with a cellular telephone when assigned 4-star equivalent visits.

(19) Request Military Police support, as required through G3 Training to 8th Military Police Brigade. Military Police may provide traffic control points, control of parking areas, escort vehicles on the installation(s), K-9 bomb sweeps, and access control through installation gates. Support will routinely be provided to DV Code 1 and, by exception, DV Code 2 and below if manpower is available. Off-post police escorts will be coordinated through the ROK Protocol Office. Personal security details will be coordinated with the Area Provost Marshal. (The Area Provost Marshal will coordinate with the Embassy Regional Security Officer, as appropriate. Coordination must be made with the Area Pass & ID Office to address installation access requirements IAW USFK Reg 190-7).

(20) Coordinate photographic/press coverage with the Public Affairs Office (PAO) and Training Support Activities Korea (TSAK) as appropriate.

(21) Notify J4 of scheduled military special mission aircraft arrival at Incheon Airport and K-16 Air Base to arrange logistics/security support for the aircraft, lodging, and transportation for the aircrew, if remaining in Seoul.

(22) Assist the escort officer with cancellation of billeting, ground transportation requests, and air transportation requests, upon notification of changes or cancellations of events within the DV's itinerary.

d. Office of Primary Responsibility (OPR) will--

(1) Assign a Department of Defense (DOD) uniformed or civilian escort officer upon receipt of the SCJS tasking memorandum IAW minimum grade required based on the DV's precedence code. The escort officer is the command representative ultimately responsible for development, coordination, and execution of the DV's itinerary. The escort officer may delegate duties to a staff action officer during the development and coordination phase of a DV's itinerary; however, they may not delegate escort duties during the execution phase. The OPR will be required to provide additional escort officers if the DV's party consists of more than one DV, the DV brings a spouse, or if it is determined that an additional escort officer is required to support the DV's party.

(2) Ensure the escort officer is available during the planning and execution phases of the visit.

(3) Be responsible for expenses incurred by assigned escort officer if escort duties necessitate travel away from his or her regularly assigned duty station.

e. Escort Officers will--

(1) Contact the protocol action officer, identified in paragraph 4 of the tasking memo, upon receipt of the SCJS tasking memo.

(2) Provide the protocol action officer with a copy of the completed call checklist (appendix F) within 72 hours.

(3) Ensure the DV's office is informed of the requirement to submit a country clearance request to gain approval for visiting USFK. Country clearance requests are routed through the J-1, USFK, to the ADCofS, UNC/USFK, for approval. The escort officer must ensure the DV's office is aware of all requirements necessary to gain country clearance approval for entering Korea (see USFK Reg 1-40).

(4) The escort officer or his designated representative must attend a responsibilities checklist brief conducted by the protocol action officer at the USFK Protocol Office within 72 hours of notification.

(5) Make the detailed arrangements to support the itinerary, after initial notification by the protocol action officer (Milestone calendar cited at appendix G).

(a) Coordinate all aspects of the DV's itinerary with component commands, staff offices/agencies, subordinate activities, and select installations within Korea that the DV should visit.

(b) Provide a detailed conceptual itinerary to the protocol action officer. The conceptual itinerary will outline agencies, functions, official calls (including entrance and exit briefings with the action agency), and dress recommended for the visitor. Also included will be an inclement

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weather schedule and a biography. When a senior DV's (in most cases DV Codes 1, 2, and 3) spouse travels with the official party, a separate itinerary may be required. A conceptual itinerary is due at the following times prior to the arrival of the following DV codes:

- DV-1, 2 -- six weeks prior to arrival
- DV-3, 4 -- five weeks prior to arrival
- DV-5, 6 -- three weeks prior to arrival

(6) Submit an information read ahead, when required, for all events involving command group general officers. The read ahead will include a biography of the DV due to SCJS not later than (NLT) 5 working days prior to the event. Contact SCJS Staff Action Control Officers (SACO), for further guidance. See UNC/CFC/USFK Memo 25-50 for guidance on the preparation of Read Aheads.

(7) Schedule appropriate briefings; reserve briefing rooms; schedule guards for classified briefings (when required); prepare seating charts; obtain names of briefing officers; and invite individuals to attend the briefings.

(8) Ensure the DV's office submits security clearances to the proper USFK agencies when they are required for any briefings and tours within a DV's itinerary.

(9) When planning field trips which involve strenuous activity (e.g. Tunnel 3 tour), verify that the DV does not have a medical condition which would be aggravated by the proposed activity.

(10) Determine travel requirements using surface transportation whenever possible. Advise the protocol action officer as soon as possible of detailed surface and air travel requirements to include helipad numbers and grid coordinates. Use of helicopter transportation will be IAW paragraph 7 of this regulation.

(11) When travel by air by a DV necessitates an exception to policy, the escort officer will be responsible for ensuring only those individuals listed on the memorandum approved by CofS, UNC/CFC/USFK, are allowed to board the aircraft.

(12) As available, obtain a cellular telephone from Protocol Branch when supporting 4-star or equivalent visits. Also obtain an instruction sheet, spare battery, battery charger, and telephone number roster.

(13) Notify activities affected and the protocol action officer of itinerary changes. Equally important, hotel accommodations must be cancelled as required. When notified of a cancellation of any portion of the DV's itinerary, Protocol Branch and all affected agencies must be notified immediately. Cancellation notifications must be made quickly, especially when aircraft are involved. Protocol Branch will cancel any hotel accommodations as necessary upon notification from the escort officer; however, if the action or escort officer cannot contact the Protocol Branch, he or she must ensure reservations are canceled. The escort officer or

protocol action officer will be held responsible and incur all room charges for his or her dereliction for failing to notify or to cancel hotel reservations. (Note: DV and/or accompanying party members may incur room charges if visit is cancelled less than 48 hours out).

(14) Greet the DV and party members at the airport. Three hours prior to the scheduled arrival time, the escort officer must call the airlines to confirm actual arrival time. The escort officer will have vehicles and drivers positioned at the airport one hour prior to the DV's arrival. On the day of the DV's departure from USFK, the escort officer will accompany the DV and party members to the departure Airfield. For Incheon departures, the DVs and their party members must arrive at the airport a minimum of 2 hours prior to the scheduled departure time. The escort officer will remain at the airport until the DV's flight has departed. If the flight is cancelled, assist the DV with alternate travel plans or provide return transportation to quarters. Notify Protocol immediately of cancelled flights and requirements for quarters.

(15) Conduct an entrance brief with the DV on all significant aspects of the schedule as soon as possible after arrival. This can be accomplished at the DV's quarters upon arrival, in the vehicle en route to quarters, or the first location on the itinerary.

(16) Provide a daily situation report to the protocol action officer. This is especially significant if problems are encountered during the visit.

(17) Verify airline reservations and departure time 72 hours before departure. If a DV schedule is such that he or she cannot arrive at Incheon 2 hours prior to departure, the DV must be pre-processed by Protocol Branch. Pre-processing of DVs is done by exception only. Ensure baggage and the following items for the DV and all party members are at the Protocol Branch office at the time coordinated with the protocol action officer:

- (a) Passport (For civilians only).
- (b) Military ID card (All active duty military must have their ID card to exit Incheon).
- (c) Two copies of orders.
- (d) USFK Form 223EK, if required (See para 5c(11)).
- (e) If not on official travel orders - approximately 15,000 won for airport departure tax.
- (f) Luggage keys and/or combinations.
- (g) Airline tickets.

(18) Upon DV's departure, collect and return the RCP(s), DV passes, radio, cell phones, and DV plates to the Protocol Branch office.

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6. REQUIREMENTS FOR DISTINGUISHED VISITORS.

a. DVs who are first time visitors to USFK:

(1) Visitors in the rank of DV-3 and above should receive as a minimum:

(a) Korea Story Brief (OPR: CIG).

(b) JSA Tour (OPR: USFK Protocol).

(c) CINC Office Call (per final CINC guidance.)

(2) Visitor below the rank of DV-3 should receive one of the following briefings as a minimum in addition to a JSA tour:

(a) Korea Story Brief or Command Relations Brief (OPR: C5).

(b) Combined Threat and Balance Brief (OPR: J3 and J2) and UNC/CFC OPLAN 5027 Brief (OPR: C5).

b. If it has been greater than 24 months since the DV's last Korea Story Brief, Command Relations, or Combined Threat and Balance or UNC/CFC OPLAN 5027 Brief, the DV is encouraged to receive these briefings again.

7. AVIATION SUPPORT FOR DISTINGUISHED VISITORS.

a. The following guidelines are in effect concerning use of rotary wing assets to transport DVs and members of their parties:

(1) DVs in the rank of DV-4 and above, and accompanying party members, are authorized rotary wing transport for all movement portions of their itinerary.

(2) Rotary wing support for DVs below the rank of DV-4 and their party members is authorized by exception only. Request for rotary wing support for DVs below the rank of DV-4 will be considered on a case-by-case basis by submitting a memorandum thru Chief, Protocol Branch, to the DCofS, UNC/USFK, for approval. The memorandum should identify the dates, who will be flying, and why rotary wing support is required. Ground transportation will be the principal means of transportation except where distance and time factors clearly affect mission accomplishment. The general rule is that ground transportation will be planned when the mission is within a 2-hour, one-way, driving radius. An exception may be granted if there are multiple stops within this 2-hour radius that materially increase driving time.

b. All DVs are authorized fixed wing transport on peninsula.

c. Requests for flying spares and baggage helicopters are considered on a case-by-case basis but are generally permitted for visitors in the rank of DV-2 and above.

d. Authorization to fly accompanying spouses or other non-authorized personnel is approved on a case-by-case basis by submitting a civilian flight request for approval thru the Administrative Law section of the Judge Advocate to the CofS, UNC/CFC/USFK.

e. Protocol Action Officer will prepare and submit exception to fly requests on behalf of distinguished visitors, their party, and any accompanying USFK civilians acting in an official capacity.

f. CFC/USFK staffs will prepare exceptions to fly for civilian and ROK military accompanying their principal for those missions not involved in the visit of a distinguished visitor.

g. Due to the level of technical and administrative difficulty involved in the coordination of such, military rotary wing support to and from Incheon International Airport is limited to visitors in the ranks of DV-1 and 2.

8. IN-COUNTRY FLAG OFFICERS AND CIVILIAN EQUIVALENT SUPPORT AT INCHEON AIRPORT.

a. In-country flag officers and civilian equivalents will be provided protocol support at Incheon Airport upon arrival and departure associated with official travel. Protocol support includes the following:

(1) Arrivals.

(a) Executive officers/aides must notify the Protocol Branch office NLT 48 hours before the arrival of their principal.

(b) Met at the appropriate gate by the Incheon Protocol Liaison Officer and walked through the Very Important Person (VIP) immigration and customs lines.

(c) The Incheon Protocol Liaison Officer will collect the following documents in order to act as the representative for processing: passport (if used for travel), ID card, travel orders, immigration forms, customs forms, and baggage claim tickets.

(2) Departures.

(a) Executive officers/aides must notify the Protocol Branch office NLT 48 hours before the departure of their principal.

(b) If an on-peninsula DV requests Incheon pre-processing, the items specified in paragraph 5e(18) must be provided to the Protocol Office a minimum of 3 hours prior to the DV's departure time. The Protocol Office will then deliver all items to the Incheon Protocol Liaison Officer.

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(c) The Incheon Protocol Liaison Officer will pre-process all forms and baggage. Additionally, he or she will meet the DV at the pre-determined airport entrance coordinated by the escort and Protocol Liaison Officer.

b. Spouses and dependents will be afforded the same courtesies only if traveling as an official member of the party. As requested, spouses traveling on official orders will be assisted as noted in paragraph 8a above.

c. Based on the Ministry of Transportation's definition of a VIP or DV, spouses and dependent children are not considered VIPs or DVs if traveling alone and are not on official orders.

d. Protocol can not request airline ticket upgrades. Travelers must make their own arrangements.

e. Gate passes are extended as a courtesy from the ROK Government for flag officers and civilian equivalents to go to plane side and greet DVs arriving on official business.

f. Parking in the Incheon DV Parking Areas is limited to those vehicles in use by visitors in the rank of DV-4 and above. To use the DV Parking Area, the escort officer must send a facsimile containing the DV's name, position, vehicle model, color, and license number to the Incheon Protocol Office 48 hours in advance. The fax phone number to the Incheon Protocol Office is available from the protocol action officer.

g. Protocol Airport Support will not be used for any family member or visitor traveling in a non-official capacity.

9. PROTOCOL SUPPORT OF "WARTIME" GENERAL OFFICERS.

a. Wartime General Officers are those officers whose wartime place of duty is designated as a position with Eighth United States Army General Staff or the USFK Joint Staff. Protocol support for those individuals will mirror the support afforded in-country General Officers. In addition to Protocol support outlined in paragraph eight above, the Protocol Branch will coordinate billeting. Other life support will be provided by the unit staff to which the General Officer is assigned.

b. It is the responsibility of the Wartime General Officer's assigned unit to notify the Protocol Branch when support is required.

10. DISTINGUISHED VISITOR STATUS OF SENIOR ENLISTED PERSONNEL. Within USFK, the senior enlisted member of each military service will be afforded the same privileges as those afforded visitors with the rank of DV-4.

11. RETIRED GENERAL AND FLAG OFFICERS AND UNINVITED DISTINGUISHED CIVILIAN VISITORS.

a. Official business. Retired general and flag officers, distinguished civilian visitors, and their traveling parties who are officially invited guests of USFK (for example, on invitational travel orders to attend an official ceremony, or as part of a community relations, public affairs, or similar program) may be granted DV status.

b. Personal travel. As a general rule, retired general and flag officers and uninvited distinguished civilian visitors who visit Korea for purely personal reasons will not be provided official support by the Protocol Branch.

c. Best interest exception. Although retired general and flag officers and uninvited distinguished civilian visitors who visit Korea on personal business will normally not be granted DV status, a visitor's national status and reputation may be so significant that it is in the Government's best interest to extend DV status. If determined to be in the Government's best interest, the Protocol Branch may provide the following:

(1) Assistance at Incheon Airport through customs and immigration upon arrival and departure.

(2) Issuance of RCPs and DV passes.

(3) Scheduling of courtesy calls with the Command Group when requested.

(4) Coordinate billeting.

d. The DV status may be granted if not in violation of Government, Service, or Army Standards of Conduct regulations. AR 360-1 and DOD 5500.7-R, should be consulted for determination of what may be the Government's best interest. Coordination with the Judge Advocate Office is required.

e. Contractor representatives. Retired general and flag officers visiting Korea who are owners or employees of commercial concerns which have or seek business with DOD or whose financial interests are affected directly by DOD decisions will not be granted DV status. Logistical support for these retired officers will be IAW USFK Reg 700-19, or IAW contractual terms, if they or their employer are under contract with DOD.

12. DOD TRANSPORTATION. Use of DOD transportation assets is limited to the support of official travel. Generally, DOD assets may be used for the transportation of DVs and their party between the airport and lodging, restaurants and official activities detailed in their itinerary. Tours of USFK installations are authorized. DOD transportation cannot be used for trips of a personal nature, such as tours of local cultural attractions or shopping areas.

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Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, UNC/CFC/USFK (FKCP-P) (Protocol Branch), Unit #15237, APO AP 96205-5237. This publication is available electronically on the Eight Army homepage at: <https://www-eusa.korea.army.mil>

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Lieutenant General, USA
Chief of Staff

7 Appendixes

- A. References
- B. Department of the Army Precedence List
- C. Tasking Memorandum
- D. Responsibility Checklist
- E. Policy on Command Section Courtesy Call
- F. Call Checklist
- G. Event Calendar for DV Itinerary Planning/Execution

Glossary

DISTRIBUTION:
Electronic Media Only

APPENDIX A

REFERENCES

Section I. REQUIRED PUBLICATIONS

AR 37-47 (Representation Funds of the Secretary of the Army). Cited in paragraph 5c(15).

AR 360-1 (The Army Public Affairs Program). Cited in paragraph 9d.

AR 600-25 (Salutes, Honors, and Visits of Courtesy). Cited in appendix B.

CJCSI 7201.01 (Combatant Commanders' Official Representation Funds). Cited in paragraph 5c(15).

Department of the Army Protocol Precedence List. Cited in appendix B.

DODD 1005.8 (Order of Precedence of Members of Armed Forces of the United States When in Uniform). Cited in appendix B.

DOD 4525.6-M (DOD Postal Manual). Cited in appendix F.

DOD 4515.13-R (Department of Defense Air Transportation Eligibility Regulation). Cited in appendix B.

DOD 5500.7-R (Standards of Conduct). Cited in paragraph 9d.

Title 10, United States Code. Cited in appendix B.

UNC/CFC/USFK Memo 25-50 (Correspondence and Administrative Procedures). Cited in paragraph 5e(6).

UNC/CFC/USFK OPLAN 5027. Cited in paragraphs 6a(2)(b), 6b and appendix F.

USFK Reg 1-40 (United States Forces Korea Travel Clearance Guide). Cited in paragraph 5e(3).

USFK Reg 190-7 (Installation Access Control System). Cited in paragraph 5c(19).

USFK Reg 700-19 (United States Forces, Korea Invited Contractors and Technical Representatives). Cited in paragraph 9e.

Section II. RELATED PUBLICATIONS

AR 1-20 (Legislative Liaison).

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AR 95-1 (Army Aviation: Flight Regulations).

CINCPACINST 4650.4E (U.S. Pacific Command Travel Clearance Guide).

CINCPACINST 5050.19A (Distinguished Visitors (DVs) to HQ USCINCPAC and the Hawaii Area).

CINCPACINST 5840.3E (Military Customs Inspection within the USPACOM).

DODD 5030.49 (DOD Customs Inspection Program).

Ministry of Transportation Reg 941 (Honorable Treatment for VIPs at the International Airport).

ROKAF Reg 19-5 (Kimpo/Incheon International Airport Military VIP Lounge Management).

UNC/CFC/USFK Reg 600-23 (UNC Honor Guard Ceremonies).

UNC Reg 551-4 (Compliance with the Armistice Agreement).

U.S. Air Force Foreign Area Clearance Guide.

USFK Reg 60-1 (Ration Control Policy - Access to Duty-Free Goods).

APPENDIX B

DEPARTMENT OF THE ARMY PRECEDENCE LIST
(As of March 2002)

DV CODE #1

1. President of the United States
2. Heads of State/Reigning Royalty

DV CODE #2

3. Vice President of the United States
4. Governors in own state (See #42)
5. Speaker of the House of Representatives
6. Chief Justice of the Supreme Court
7. Former Presidents of the United States
8. U.S. Ambassadors when at post
9. Secretary of State
10. President, UN General Assembly (in session)
11. Secretary General of the UN
12. President, UN General Assembly (not in session)
13. Accredited Ambassadors of Foreign Powers
14. Widows of Former Presidents
15. Accredited Foreign Ministers and Envoys
16. Associate Justices of the Supreme Court
17. Retired Chief Justices of the Supreme Court
18. Retired Associate Justices of the Supreme Court
19. Secretary of the Treasury
20. Secretary of Defense
21. The Attorney General
22. Secretary of the Interior
23. Secretary of Agriculture
24. Secretary of Commerce
25. Secretary of Labor
26. Secretary of Health and Human Services
27. Secretary of Housing and Urban Development
28. Secretary of Transportation
29. Secretary of Energy
30. Secretary of Education
31. Secretary of Veterans Affairs
32. Administrator, Environmental Protection Agency
33. Chief of Staff to the President
34. Director, Office of Management and Budget
35. U.S. Trade Representative
36. Director, National Drug Control Policy
37. Office of Homeland Security
38. U.S. Representative to the United Nations (in session) (see #59)
39. Chairman, Council of Economic Advisors
40. President Pro Tempore of the Senate

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DV CODE #2 (Cont)

41. United States Senators (by seniority; when equal, by alpha)
42. Former United States Senators (by date of retirement)
43. Governors when not in own state (by state date of entry; when equal, by alpha)
(see #4)
44. Acting Heads of Cabinet Level Departments
45. Former Vice Presidents of the United States
46. United States House of Representatives (by seniority; when equal, by alpha)
47. Former Members of the House of Representatives (by date of retirement)
48. District of Columbia delegate to the House of Representatives
49. Guam delegate to the House of Representatives
50. U.S. Virgin Islands delegate to the House of Representatives
51. American Samoa delegate to the House of Representatives
52. Resident Commissioner from Puerto Rico
53. Deputy Secretaries and Under Secretaries (when Deputy Secretary equivalent)
of the Executive Departments (number two position)
54. Assistant to the President for National Security Affairs
55. Assistants and Counsel to the President
56. Charges d'Affaires of Foreign Powers
57. Former Secretaries of State
58. Former Members of the President's Cabinet
59. U.S. Representative to the United Nations (not in session) (see #38)
60. Director, Central Intelligence Agency
61. Solicitor General
62. Administrator, Agency for International Development
63. Director, Arms Control and Disarmament Agency
64. Director, U.S. Information Agency
65. Under Secretaries of State and Counsels
66. Under Secretaries of the Executive Departments (number three position)
67. U.S. Ambassadors at Large
68. Under Secretary of Defense for Acquisition (for Acquisition Matters only) (see
#76)
69. Secretary of the Army, Navy, Air Force
70. Postmaster General
71. Chairman, Federal Reserve System
72. Chairman, American Battle Monuments Commission
73. Chairman, Council on Environmental Quality
74. Former Secretaries of the Services
75. Chairman, Joint Chiefs of Staff
76. Under Secretary of Defense for Acquisition and Technology (See #68); for
Policy, DOD Comptroller, for Personnel Readiness
77. Retired Chairmen of the Joint Chiefs of Staff
78. Vice Chairman of the Joint Chiefs of Staff
79. Chiefs of Services (by date of appointment) and Commandant of the U.S. Coast
Guard
80. Retired Vice Chairmen of the Joint Chiefs of Staff, Chiefs of Services (4 Star)
81. Commanders-in-Chief, Combatant Commands (by date of appointment) (Note 1):
Director, White House Military Office

DV CODE #2 (Cont)

- 82. Generals of the Army, Fleet Admirals, Generals of the Air Force
- 83. Lieutenant Governors and Acting Governors
- 84. Foreign Non-Accredited persons of Ambassador Rank
- 85. Principal Deputy Under Secretary of Defense for Acquisition
- 86. Secretary General, Organization of American States
- 87. Chairman, Permanent Council of the Organization of American States
- 88. Heads of International Organizations (NATO, SEATO, etc.)
- 89. Administrator, General Services Administration
- 90. Administrator, NASA
- 91. Administrator, National Oceanographic and Atmospheric Administration
- 92. Chairman, Merit Systems Protection Board
- 93. Director, Office of Personnel Management
- 94. Administrator, Federal Aviation Administration
- 95. Chairman, Federal Maritime Commission
- 96. Chairman, Nuclear Regulatory Commission
- 97. Director of Action
- 98. Director of the Peace Corps
- 99. U.S. Ambassadors on official visits in D.C.
- 100. Chief of Protocol, Department of State
- 101. U.S. Ambassadors on official visits in the U.S. outside the District of Columbia
- 102. State Secretary of State (in own State)

DV CODE #3 (FOUR STAR EQUIVALENT)

- 103. Judges, U.S. Court of Appeals, Federal District
- 104. Judges, U.S. Court of Appeals for Veteran Affairs
- 105. Judges, U.S. Court of Appeals, D.C. District
- 106. Cardinals
- 107. Governor of Guam
- 108. Governor of U.S. Virgin Islands
- 109. Chief/Associate Judges of a State Supreme Court
- 110. Mayors of Major Cities (in own city; see #168) (Cities with a population of one million or more)
- 111. Mayor of District of Columbia
- 112. Deputy Director, Central Intelligence Agency
- 113. Deputy Administrator, Agency for International Development
- 114. Deputy Director, U.S. Arms Control and Disarmament Agency
- 115. Deputy Director, U.S. Information Agency
- 116. Deputy Administrator, General Services Administration
- 117. Deputy Administrator, NASA
- 118. Deputy Director, Office of Personnel Management
- 119. Deputy Director of Action
- 120. Deputy Director of the Peace Corps
- 121. Director, Federal Bureau of Investigation
- 122. Deputy Assistants to the President
- 123. U.S. Charges d'Affaires
- 124. Attorney General of a State

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DV CODE #3 (Cont)

125. Principal Deputy Under Secretary of Defense for Policy
126. Director, Defense Research and Engineering
127. Assistant Secretaries of the Executive Departments, General Counsel, Inspector General (by date of appointment); Director, DOD Operational Testing and Evaluation
128. Assistant Secretary General, Organization of American States
129. Assistant Administrator, Agency for International Development
130. Comptroller General of the U.S.
131. Judges, Court of Appeals for the Armed Forces
132. Members, Council of Economic Advisors
133. Active or Designate U.S. Ambassadors
134. Archbishop
135. Under Secretaries of the Army, Navy, and Air Force
136. Ministers of career rank within the U.S.
137. Permanent Representatives to the Organization of American States
138. Vice Chiefs of Services (by date of appointment)
139. Former Vice Chiefs of Services (by date of retirement)
140. Assistant Secretaries of the Services (by date of appointment) and Service General Counsels
141. Generals and Admirals (4-star rank)
142. Retired Generals and Admirals (4-star rank)
143. Director, Selective Service System
144. Chief of Staff Secretary of Defense
145. Assistant Chief of Staff Secretary of Defense
146. The Special Assistant to the Secretary of Defense/Deputy Secretary of Defense
147. Assistants to the Secretary of Defense
148. The Executive Assistant to the Secretary of Defense
149. The Executive Assistant to the Deputy Secretary of Defense
150. Director, OSD Administration and Management
151. Director, OSD Program Analysis and Evaluation

DV CODE #4 (THREE STAR EQUIVALENT)

152. Directors of Defense Agencies (DLA, DMA, NSA, DCA, DARPA, other DOD agencies)
153. Deputy Under Secretaries of Defense (non-statutory); Deputy Director of Defense, R&E; Principal Deputy Assistant Secretaries of Defense; Principal Deputy General Counsel (DOD); Deputy Inspector General (DOD); Principal Deputy Comptroller (DOD); Director of Net Assessment; Director of Defense Procurement; Director, Small and Disadvantaged Business Utilization (DOD)
154. Administrative Assistants of the Army, Navy, Air Force; Director of the Army Staff; Sergeant Major of the Army (Note 2)
155. Treasurer, Comptroller or Auditor of a State
156. Special Assistants to the Secretaries of the Army, Navy, and Air Force
157. Lieutenant Generals and Vice Admirals
158. Retired Lieutenant Generals and Vice Admirals

DV CODE #3 (Cont)

- 159. President of the Senate of a State
- 160. State Senators (in their own state)
- 161. Members, Defense Science Board
- 162. Chairman, American Red Cross
- 163. Bishops of Washington
- 164. Principal Deputy Assistant Secretaries and Principal Deputy General Counsels of the Army, Navy, and Air Force
- 165. Permanent Observers to the Organization of American States
- 166. Former U.S. Ambassadors
- 167. Civilian Aides to the Secretary of the Army
- 168. Mayors of Cities (in own city) (see #110) (populations of less than one million)
- 169. Speaker of the House of Representatives, Delegates or Assembly of a State
- 170. Treasurer of the United States
- 171. Director of the Mint
- 172. Chairman, Federal Communications Commission
- 173. Chairman, United Services Organization, Inc.
- 174. Director, National Institute of Standards and Technology
- 175. Librarian of Congress
- 176. Vice Chairman and Board of Governors, Federal Reserve System
- 177. State Representative, Assemblyman, or Delegate
- 178. Chairman, D.C. Council
- 179. County Judges, District Court Judge (county)
- 180. Deputy Chief of Protocol, Dept of State
- 181. Special Assistants to the President
- 182. Commissioner, U.S. Customs Service
- 183. Commissioner, Internal Revenue Service
- 184. Deputy Assistant Secretaries of Defense; Deputy General Counsels (DOD) Defense Advisor U.S. Mission NATO; SECDEF Reps to International Negotiations; Deputy Comptrollers (DOD); Assistant IG (DOD)
- 185. Deputy Under Secretaries of the Army, Navy, and Air Force; Army Auditor General (by date of appointment)
- 186. Members, Secretary of Defense Boards
- 187. Counselors of Embassies
- 188. Consuls General of Foreign Powers (Legations)
- 189. SES Members (PC-4)
- 190. Chairman, Board of Contract Appeals (CA-1)

DV CODE #5 (TWO STAR EQUIVALENT)

- 191. Major Generals and Rear Admirals (Upper Half)
- 192. Retired Major Generals/Rear Admirals (Upper Half)
- 193. Surgeon General; Deputy Surgeon General of the U.S.
- 194. Director, Federal Emergency Management Agency
- 195. Deputy Assistant Secretaries and Deputy General Counsels of the Army, Navy, and Air Force (by date of appointment)
- 196. City Managers
- 197. OSD Historian

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DV CODE #5 (Cont)

- 198. State Chair, Natl Committee for Employer Support of the Nat'l Guard and Reserve
- 199. U.S. Attorneys
- 200. District Attorneys
- 201. County Sheriffs
- 202. Board President and County Commissioners
- 203. SES Members (PC-5)
- 204. Vice Chairman, Board of Contract Appeals (CA-2)
- 205. Congressional Staffers
- 206. USAR Ambassadors

DV CODE #6 (ONE STAR EQUIVALENT)

- 207. Brigadier Generals and Rear Admirals (Lower Half)
- 208. Retired BG's and Rear Admirals (Lower Half)
- 209. County Clerks
- 210. City Council Members
- 211. Assistant Surgeon General (Public Health Services)
- 212. U.S. Consuls General
- 213. Assistant Chiefs of Protocol, Dept of State
- 214. Secretary of the Senate
- 215. Doorkeeper of the House
- 216. Chaplain of the Senate
- 217. Indorsing Agents for Military Chaplains
- 218. Assistant Deputy Under Secretaries of Defense and Principal Directors
- 219. City Attorneys
- 220. SES Members (PC 6)
- 221. Scientific and Professional (SP); Senior Level (SL) (Note 3)
Members, Board of Contract Appeals(CA-3); Administrative Law Judges (AL)

NOTES:

1. Commanders-in-Chief/retired Commanders-in-Chief: At multi or joint service events ONLY. At Army exclusive events, Army Commander's In Chiefs are ranked by date of rank with other Army 4-stars.
2. The Director of the Army Staff (DAS), Sergeant Major of the Army (SMA), and other service equivalents: Within the Army, the DAS and SMA are normally accorded special status. In the National Capital Region (NCR), the DAS and SMA have precedence over all other LTG's. Outside the NCR, the DAS is ranked with LTG's and the SMA may be positioned after the senior general officer present.
3. SES precedence is established by position held. SES pay does not affect precedence. For those members not in positions identified above, contact the Army Protocol Office, DSN 227-0692 or the SES Office, DSN 227-3549. For non-Army SES members, contact the member's agency/office for precedence.
4. FORMER and RETIRED officials are normally placed with BUT after the actively serving

officials of the same position, UNLESS their precedence is separately listed on the Precedence List. The accepted way to rank several of these former officials is by recency. This means that each official is placed ahead of his or her predecessor. There may be reason to do it the other way with the "oldest" outranking the "youngest," but we follow the norm set by the State Department for handling Former Presidents. DOD 4515.13-R (paragraph 2-4W, defines "retired military" as holding a DD Form 2 (Armed Forces of the United States Identification Card) (blue or gray) and eligible for retired or retainer pay.

5. STATE and LOCAL officials are difficult to rank. There are no fixed rules, but McCaffree and Innis in their book *Protocol*, state that in "planning a seating arrangement [you] should consider the purpose of the function, the level of all guests, and any political significance." Simply try to apply the basic rules of precedence demonstrated in the preceding list and notes, and be consistent.

6. ORDER OF PRECEDENCE - ARMED FORCES. (Title 10, USC 131(b); DODD 1005.8 dated 31 Oct 77 and AR 600-25, when in formation and for flags displayed together.)

- Cadets, U.S. Military Academy
- Midshipmen, U.S. Naval Academy
- Cadets, U.S. Air Force Academy
- Midshipmen, U.S. Merchant Marine Academy
- U.S. Army
- U.S. Marine Corps
- U.S. Navy
- U.S. Air Force
- U.S. Coast Guard
- Army National Guard of the U.S.
- Army Reserve
- Marine Corps Reserve
- Naval Reserve
- Air National Guard of the U.S.
- Air Force Reserve
- Coast Guard Reserve

Other training organizations of the Army, Marine Corps, Navy, Air Force, and Coast Guard, in that order.

Provided that during any period when the U.S. Coast Guard shall operate as part of the Navy, the Cadets, U.S. Coast Guard Academy, the U.S. Coast Guard, and the Coast Guard Reserve, shall take precedence after the Midshipmen, U.S. Naval Academy, U.S. Navy and the Naval Reserve.

7. SOURCES for precedence list - This precedence list is based on the previous edition dated June 1996; The DOD Table of Precedence dated 1 APR 94; *Protocol: The Complete Handbook of Diplomatic, Official and Social Usage*, Revised Edition 1985, by Mary Jane McCaffree & Pauline Innis; and *Service Etiquette*, Fourth Edition 1988, by Oretta D. Swartz. Precedence lists are inherently "unofficial" and subject to change.

APPENDIX C

TASKING MEMORANDUM

MEMORANDUM FOR (Action Agency)

(Date)

SUBJECT: Distinguished Visitor (DV) (Name & DV Code)

1. Reference USFK Reg 1-23, dated _____, subject: Distinguished Visitors.
2. You are the action agency for the visit of (Name & DV Code, Title & Location and Date). The purpose of the DV's visit is to (Purpose Statement).
3. Significant requirements are as follows:
 - a. Appoint a uniformed/DOD civilian staff action officer/escort officer in the grade of (Rank)/equivalent. If the staff action officer cannot fulfill the duties of an escort officer, you are required to assign a replacement officer. You may be required to provide additional escort officers if the DV's party consists of more than one DV, or if the Protocol Branch determines that an additional escort officer is required to support the DV's party.
 - b. Please submit the name and phone number of the action officer to the USFK Protocol Branch within 48 hours of receipt of this memorandum. The action officer will be provided a call checklist via e-mail that must be filled out in coordination with the visiting DV's office and returned to the USFK Protocol Branch within 72 hours of receipt.
 - c. Office calls and/or participation in briefings and conferences with Command Group General Officers will be coordinated and scheduled by the USFK Protocol Branch. Entrance and exit calls are required and should be scheduled with a UNC, CFC, USFK or EUSA staff principal having oversight of, or interest in, the DV's functional area. Additionally, all "first time" DVs to Korea should receive either the Korea Story Brief or the Command Relations Brief, and a tour of the Joint Security Area (JSA). These should be scheduled at the beginning of the DV's itinerary in Korea.
 - d. Coordinate with the visiting party's office to develop an initial itinerary, IAW Ref above, and submit it to the USFK Protocol Branch NLT (Date).
 - e. Develop a final detailed and fully coordinated itinerary, IAW Ref above, and submit it to the USFK Protocol Branch NLT (Date).

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4. The protocol action officer assigned to assist you with this visit (**Protocol Action Officer Name and Phone Number**), will e-mail the assigned escort/action officer with the call checklist and other information.

Encls
Call Checklist
VIP Information

FULL NAME
Colonel, U.S. Army
Secretary Combined Joint Staff

APPENDIX D

DISTINGUISHED VISITOR RESPONSIBILITY CHECKLIST

PROTOCOL	ESCORT OFFICER	N/A	RESPONSIBILITIES
	X		CONTACT DV OFFICE AND COMPLETE THE CALL CHECKLIST (Within 72 hrs of receipt of call checklist.)
	X		CONTACT DV OFFICE WEEKLY AT THE START OF THEIR WORK WEEK BEGINNING 5 WEEKS OUT
	X		REQUEST COUNTRY CLEARANCE MESSAGE FROM DV OFFICE (Within 72 hrs of tasking notification.)
	X		Ensure DVs provide Security Clearance for any classified briefings/tours as required
	X		REQUEST DV's BIO (Spouse Bio if a part of official party and Bios of all accompanying DVs)
A	X		PREPARE THE DRAFT ITINERARY (Due NLT: _____)
A	X		SPOUSAL ITINERARY (If traveling on official orders)
A	X		PREPARATION OF DETAILED/FULLY COORDINATED ITINERARY PLUS INCLEMENT WEATHER ITINERARY (NLT 5 duty days prior to DV's arrival)
X			SUBMIT FINAL DRAFT ITINERARY FOR PRINTING (for DV-1 thru DV-3 visits) NLT 2 duty days prior to arrival (Due NLT: _____)
X			LODGING RESERVATIONS (Protocol makes reservations; action agency is responsible for notifying protocol Office if DV has already made room reservations or if there are changes to room requirements (usually 48 hours prior to the day of arrival); otherwise, action agency is responsible for accrued room charges)

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PROTOCOL	ESCORT OFFICER	N/A	RESPONSIBILITIES
A	X		LODGING PRE-REGISTRATION/KEY PICK UP/LODGING INSPECTION (Inform the DV to notify the action, escort, or protocol action officer immediately if there are any problems with the quarters and ask DV daily if there are any problems.)
X			JSA/TUNNEL/OP Dora TOUR COORDINATION
X			UNOFFICIAL SITE VISIT COORDINATION (Required for visit outside of normal operating hours)
X	A		OFFICE CALLS WITH CINC, DCINC, DCDR, CofS, DCofS, ADCofS (Refer to courtesy call matrix for appropriate level office calls)
	X		OTHER GENERAL/FLAG OFFICER OFFICE CALLS
	X		READ AHEAD FOR COMMAND GROUP OFFICE CALL OR BRIEFING TO CMD GROUP (Submitted to SCJS 5 duty days in advance of office call; courtesy copy to Protocol. For further guidance on Read Aheads, contact SCJS SACO.)
X			SENIOR ROK (MND) AND US EMBASSY OFFICE CALLS (Ambassador) [CINC accompanied]
	X		OTHER ROK AND US EMBASSY OFFICE CALLS
X			BLUE HOUSE OFFICE CALLS
	X		ARRANGE APPROPRIATE BRIEFINGS AND SCHEDULE BRIEFING ROOMS (Coordinate star flags if DV gives an address/speech.)
A	X		COORDINATION WITH SUBORDINATE HQ TO ENSURE THAT THEY ARE AWARE OF DV VISITING THEM (Protocol to protocol offices for initial notification; action agency to protocol for follow up & detailed coordination.)
	X		GIFT EXCHANGE (DV should be briefed that a gift exchange is appropriate when visiting Senior ROK officials.)
X			AIR REQUEST (On peninsula – FIXED OR ROTARY WING)
A	X		COMMUNICATION REQUIREMENTS, to include world wide access, off-peninsula, cell phone (Fund cite required for selected services)
	X		CLASSIFIED DOCUMENT STORAGE
	X		PAO SUPPORT
X			PHOTOGRAPHIC SUPPORT
X			REQUEST GROUND TRANSPORTATION/DRIVER

PROTOCOL	ESCORT OFFICER	N/A	RESPONSIBILITIES
	X		CONTROL GROUND TRANSPORTATION/ DRIVERS
X	A		DRIVERS BRIEFING (1-2 work days prior to arrival) (Date/Time: _____)
	X		DRIVER'S RECONNAISSANCE (must be completed before mission execution)
X			WELCOME PACKETS (Includes Welcome Letter, RCPs, DV Passes, DV Star Plate)
X	A		CUSTOMS/IMMIGRATION PROCESSING (Escort calls airline 3 hours prior to arrival to confirm flight time. Escort should arrive at least 60 minutes prior to DV arrival at appropriate terminal to meet Incheon Liaison).
	X		CHANGES TO ITINERARY (Notify Protocol ASAP of changes to DV's itinerary)
	X		CONFIRM DEPARTURE RESERVATIONS
	X		AIRLINE TICKET/EXCESS BAGGAGE TICKET
	X		LODGING OUTPROCESSING (Pay lodging/ beverage bill, key return)
A	X		IMMIGRATION & CUSTOMS DOCUMENTATION AND LUGGAGE (w/keys or combination) TO PROTOCOL TIME TBD AT DRIVER'S BRIEFING (At Protocol NLT: _____)
X	A		INCHEON OUTPROCESSING (DVs must arrive at least 2 hours prior to departure at the appropriate gate to meet Incheon Liaison)
	X		RETURN RCP, DV PASS, DV License Plate, Cell Phone (if applicable) WITHIN 1 DAY AFTER DV'S DEPARTURE

For DV-1, DV-2, DV-3, and select DV-4 visits, the following are additional responsibilities:

PROTOCOL	ESCORT OFFICER	N/A	RESPONSIBILITIES
A	X		DAILY SITUATION REPORTS (report time leaving and/or when arriving at a location)
X			SECURITY REQUIREMENTS (Bomb sweep, hard cars, security escort, etc.)
X			CAR SEATING/MARCH ORDER
X			AIRCRAFT SEATING CHARTS
X			WEAPONS CLEARANCE
X			DINNER/RECEPTION ARRANGEMENTS (CINC, DCDR, CofS, DCofS)

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X	A		GUESTS LISTS
X			SEATING CHARTS
X			GENERAL/FLAG OFFICER FLAGS

X			MENU SELECTIONS
X	A		INVITATIONS
X			TABLE PLACE CARDS

I have read and understand the contents of the protocol responsibility checklist.

ESCORT OFFICER

DATE

PROTOCOL ACTION OFFICER

DATE

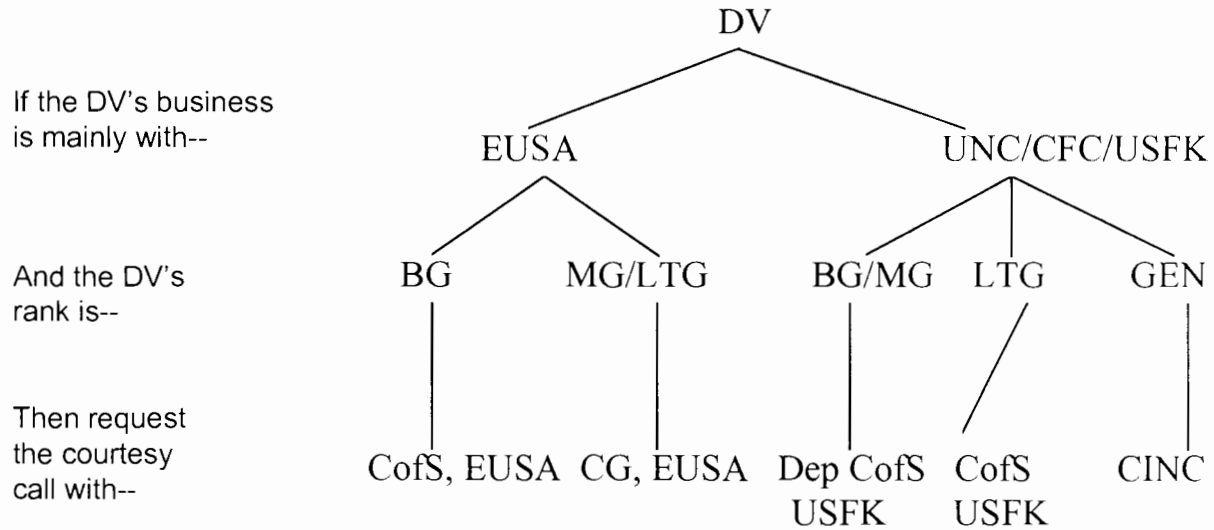
X – Action

A – Assist

APPENDIX E

POLICY ON COMMAND SECTION COURTESY CALLS

Use this "Decision Tree" for determining whom a DV should expect to see for a Command Section courtesy call.



NOTES:

1. Use DV code equivalents for civilian visitors.
2. As a general rule, if the DV is a 3 or 4 star or civilian equivalent, the option for a courtesy call should be presented to the CINC's XO for consideration. The CINC will generally meet with select 3-stars and most 4-stars depending on schedule.
3. All courtesy calls with command section officers will be scheduled by the Chief of Protocol or the Protocol Operations Officer, not the escort officer.

**APPENDIX F
CALL CHECKLIST**

In order to meet the objectives of the Distinguished Visitor (DV) and the United Nations Command/Combined Forces Command/United States Forces Korea (UNC/CFC/USFK) Command Group, the following information is requested. Complete and return this form within 72 hours of receipt.

Full Rank/Name: _____ **Go By/Nickname:** _____

Duty Title: _____

Organization: _____ **DV Code (Civilian):** ____

Duty Station: _____

DV's mailing address: _____

DV contact numbers: **DSN:** _____ **Commercial:** _____

FAX: _____ **E-mail:** _____

Dates of Visit: _____ thru _____

Party Members (List spouse if travelling with DV):

Rank	Full Name	Duty Title, Organization, Duty Station	DV Code

Purpose/Objectives of Visit: _____

Person Contacted in DV Office (Rank/Name/Position/Telephone Number):

FLIGHT DATA

	From/To	Date	Time	Airline/MilAir	Flight #	Location
Arrival						
Departure						

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DV's office notified to initiate Country Clearance request.

Yes _____

Has DV visited Korea before? No _____ Yes _____ Date: _____

The UNC/CFC/USFK Command Group requires all DVs to receive select briefings/tours every 2 years. Indicate if and when the DV received the briefing. The Public Affairs Briefing is for those DVs such as religious endorsing agents, educators, and other civilians who are not cleared for other briefings. In addition, we recommend that all first time visitors tour the Joint Security Area (JSA).

Briefing	Yes	No	If yes (month/year)
Korea Story Brief			
Combined Threat and Balance/OPLAN 5027			
Command Relations Brief			
Public Affairs Briefing (non-mil)			
Joint Security Area Tour			

DV REQUESTED OFFICE CALLS WITH COMMAND GROUP

Command Group Member	Yes	No	Talking Points (required)
CINC			
DCINC, CFC			
DCDR, USFK/CDR, 7 AF			
CG, EUSA/CofS, UNC/CFC/USFK			
DCofS, UNC/USFK			

DV REQUESTED OFFICE CALLS WITH ANY AMBASSADORS OR SENIOR ROK GOVERNMENT OFFICIALS

Visit With	Length	Topics	Remarks

DV REQUESTED ORGANIZATIONAL VISITS

Location	Organization	Yes	No	Purpose
Yongsan (Seoul)				
2 ID/Camp Casey				
2 ID/Camp Red Cloud				
19 th TSC/Taegu				
7 AF/Osan				
7 AF/Kunsan				
Camp Humphreys				
Suwon				
Chinhae/Kimhae				
Pusan				
Other				

DV's ROK interest (list any organization or representative interested in visiting):

Gift Exchange (if appropriate): DV's office briefed that a gift exchange is appropriate if visiting a Senior ROK official (small mementos such as paper weights, plaques, etc., are appropriate).

Briefed on: _____

SPECIFIC SUPPORT REQUIREMENTS

Type of Support	Yes	No	Specific Requirements
Public Affairs/Media			
Communications Support			Note: Fund cite is required for communication support
STU-III			
Direct dial/Global DSN			
Direct dial on-peninsula DSN			
Cell phone			
Other			
Classified Storage			
Weapon Clearance			
Other			

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Billeting: IAW USFK Reg 1-23, USFK Protocol will make appropriate billeting arrangements for the DV and party members. Generally, every effort will be made to billet the party together, on post in the Dragon Hill Lodge (DHL). If rooms are not available, USFK Protocol will make appropriate accommodations at an off post hotel at the current per diem rate. If the DHL is not available, indicate an off-post preference (if any). Rooms not cancelled within 48 hours of arrival will result in room charges accrued to the DV's credit card.

Hyatt		Hilton		Shilla		Other (specify)	
-------	--	--------	--	--------	--	-----------------	--

CREDIT CARD # : (Required) _____

Shops: There are many shops in Yongsan, including exchange outlets, the Gallery, concessions at the DHL, the Chosun Gift Shop (operated by the Seoul American Officer's, Civilian's Spouses Club). Does the DV request an opportunity to shop?

Yes _____ No _____

OTHER BACKGROUND INFORMATION

Professional Interests: _____

Personal Interests: *(Recreational/Cultural/Shopping)* _____

Health Medical Problems: Yes _____ No _____

Daily Schedule Preference Start no earlier than: _____ **Finish NLT:** _____

MEAL PREFERENCE

Meal	Time	Location	Food Preference <i>(Heavy/Light Meal)</i>
Breakfast			
Lunch			
Dinner			

Beverage Preference: _____

Special Dietary Requirements: _____

Does the DV intend to host any social events (lunch, dinner, reception, etc.)?

Is protocol support required/requested? Yes _____ No _____

Tentative event profile: (type event, when, where, invitees, etc.) _____

Timeline for determining guest list, notifying guests, and receiving RSVPs?

Recommended itinerary for Spouse:

Mailing Privileges: U.S. Military and DOD Civilian employees not assigned within the Republic of Korea, who are on business (TDY) or on leave, are authorized to use Military Post Offices (MPO) per Appendix A, Volume 1, DOD Postal Manual, DOD 4525.6-M. DOD civilian employees on TDY or leave and U.S. citizens issued invitational travel orders must have a statement on their leave form or order specifically authorizing the use of MPOs. Accordingly, personal items you receive or purchase while here may be mailed through the MPO at your own expense.

Briefed on: _____

Remarks *(Any Additional Guidance):*

APPENDIX G**EVENT CALENDAR FOR DV ITINERARY PLANNING/EXECUTION****Step One:**

- DV visit identified (call/message from DV's representative or staff initiated visit)
- SCJS/Protocol notified of visit.

Step Two:

- SCJS/Protocol assigns visit to Office of Primary Responsibility (OPR). Normally USFK staff section, but could be Eighth U.S. Army, 7AF, MARFORK, CNFK or other agency.
- Protocol assigns Protocol Action Officer to assist OPR
- Protocol updates CINC Report to reflect new visit
- Protocol adds new visit to Protocol DV Visits Slides for CofS Update (Monday)

Step Three:

- Escort Agency assigns Escort and Action Officer
- Escort/Action Officer conducts mission analysis
 - Contacts DV's point of contact
 - Completes DV Call Checklist
 - Identifies DV requirements and desires/objectives
 - Verifies Security Clearance

Step Four (D - 35 to D - 21 days):

- Escort/Action Officer develops draft itinerary based on DV requirements/requests, mission analysis and proposed Command Themes/Strategy

Step Five (D - 35 days):

- DCS reviews visit strategy/itinerary, for DV-3 and higher visitors, during DV Update Pre-brief
- Strategy and itinerary further refined with DCS guidance.

Step Six (D - 35 days):

- Protocol and Escort brief proposed themes and strategy/itinerary for DV-3 and higher visitors to CINC and C/S at DV Update.

Step Seven (D - 35 until visit execution):

- Corrections made visit strategy/itinerary based on CINC guidance and any changing DV requirements/requests
- Escort contacts DV's point of contact as required; at least weekly
- DV-3 and higher visit briefed at weekly CINC DV Update (normally Wednesday) until execution (Escort required to attend)

GLOSSARY**Section I. ABBREVIATIONS**

CFC	Combined Forces Command
CINC(s)	Commander(s) in Chief
CofS	Chief of Staff
DOD	Department of Defense
DV(s)	Distinguished Visitor(s)
JSA	Joint Security Area
IAW	in accordance with
ID	Identification
MPOs	Military Post Offices
NLT	not later than
OSD	Office of the Secretary of Defense
OPR	Office of Primary Responsibility
PAO	Public Affairs Office
RCP(s)	Ration Control Plate(s)
ROK	Republic of Korea
SCJS	Secretary Combined Joint Staff
UN	United Nations
UNC	United Nations Command
U.S.	United States (of America)
USFK	United States Forces Korea
VIP	Very Important Person

Section II. TERMS

DISTINGUISHED VISITORS (DVs).

a. Distinguished U.S., ROK, and foreign government representatives, including heads of state, ambassadors, cabinet members, and legislative members.

b. U.S., ROK, and foreign military general and flag officers.

c. U.S., ROK, and foreign civilian government employees with ranks equal to or higher than protocol precedence code 6 (See app B).

d. Non-government employees selected for code 6 equivalent status or higher based on their position, e.g., church officials, business executives and entertainers/athletes involved in morale and welfare visits.

OPR/Action Agency. Component command, organization, or UNC/CFC/USFK activity tasked by the Secretary Combined Joint Staff (SCJS) UNC/CFC/USFK with primary visit responsibility.

Staff action officer. Action agency individual who develops, coordinates, and monitors the DV's itinerary. In most cases, the staff action officer serves as the escort officer.

Escort officer. Individual who greets the DV upon arrival, accompanies the visitor throughout the official itinerary, and supervises the departure from Korea. The rank of the escort officer depends on the rank of the DV. Normally, captains escort brigadier general and equivalents, majors escort major generals and equivalents, lieutenant colonels escort lieutenant generals and equivalents, and colonels escort generals and equivalents. However, civilians, warrant officers, and senior noncommissioned officers may be used with the approval of Protocol.

Protocol Action Officer. The protocol action officer is assigned by the Chief of Protocol to coordinate with and assist the OPR's escort/staff action officer in developing, publishing, and monitoring the DV's itinerary.