

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY SIGNAL CENTER AND FORT GORDON
Fort Gordon, Georgia 30905-5000

USASC&FG Regulation
No. 210-20

15 December 1998

Installations
OFFICIAL VISITORS AND DISTINGUISHED GUESTS

Summary. This regulation establishes responsibilities and prescribes procedures for planning, coordination, conduct, and administration of official visits to Fort Gordon.

Supplementation. Supplementation of this regulation by major commanders is prohibited, unless specifically approved by Commander, United States Army Signal Center and Fort Gordon (USASC&FG), ATTN: ATZH-PR.

Suggested improvements. The proponent of this regulation is the Protocol Office. Users are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, USASC&FG, ATTN: ATZH-PR, Fort Gordon, Georgia 30905-5000 and/or submit DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal) to the installation AIEP coordinator.

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1. Purpose. This regulation establishes responsibilities and prescribes uniform procedures not specifically covered in cited references for the planning, coordination, conduct, and administration of official visits to Fort Gordon, Georgia.

2. References.

- a. AR 1-20, Legislative Liaison.
- b. AR 340-21, The Army Privacy Program.
- c. AR 380-10, Technology Transfer, Disclosure of Information and Contacts with Foreign Representatives.
- d. AR 600-25, Salutes, Honors, and Visits of Courtesy.

* This regulation supersedes USASC&FG Regulation 210-20, 3 April 1998.

3. Definitions.

a. Official Visitors. Those persons, military or civilian, visiting this installation in accordance with (IAW) military orders or at the invitation of the Commanding General (CG) or his designated representative. Official visitors are divided into two categories: Distinguished Visitors and Other Official Visitors.

(1) Distinguished Visitors.

(a) All United States (U.S.) general or flag officers, active and retired, and all other persons entitled to honors as listed in table 2-1, AR 600-25.

(b) Allied officers of all grades, exclusive of student observers or on-the-job trainees.

(c) U.S. Government civilian employees in the Senior Executive Service.

(d) All command sergeant majors in positions higher than that of the Command Sergeant Major, United States Army Signal Center and Fort Gordon (USASC&FG).

(e) All other visiting officials, dignitaries, conferences or groups, military or civilian, U.S. or allied, designated distinguished visitors by this or higher headquarters.

(2) Other Official Visitors. Official visitors to the USASC&FG not included in paragraph 3a(1) above.

b. Unofficial Visitors. Self-invited active duty and retired military personnel and/or their family members who visit Fort Gordon for overnight accommodations while passing through Fort Gordon on, temporary duty, leave or pass status or enroute to a permanent change of station. Students arriving at Fort Gordon for the purpose of attending an Army school at Fort Gordon are not classified as "visitors" for billeting purposes.

c. Project Agency. Usually the Protocol Office, but may be another staff element with primary interest in the visit.

d. Project Officer. The officer, warrant officer, senior noncommissioned officer, or other responsible person designated by the Project Agency to coordinate arrival, billeting arrangements, itinerary, departure, and all other details of a visit to Fort Gordon by one or more official visitors.

e. Escort Officer. Any officer, warrant officer, or other responsible person designated by competent authority to act as an aide, assistant, or guide for an official visitor during a stay at Fort Gordon. The escort officer represents the Protocol Office and Fort Gordon in matters related to the official conduct of the visit.

4. Responsibilities.

a. The Protocol Office is the Fort Gordon staff agency responsible for the planning, coordination, reception, and protocol of all distinguished

visitors and the staff monitorship of all visitors. The Protocol Office is assigned staff responsibilities for:

(1) Upon receipt of notification of an impending visit:

(a) Submitting request for visits of distinguished visitors and civic groups to the Chief of Staff (CofS) and CG for approval, subsequent to securing the concurrence or comments of concerned staff agencies and major commands with an indicated interest in the visit.

(b) Determining the Project Agency for the visit in coordination with the activities concerned.

(c) Providing the Project Agency and other primary concerned activities with maximum known detailed information pertaining to the visit, to include name, rank, and title of visiting party, estimated time of arrival, estimated time of departure, mode of travel, security clearance/classification, and scope or purpose of visit.

(d) Distributing to concerned activities a listing of known and expected visitors.

(e) Ensuring that any visit of allied nationals is coordinated in advance with the Chief of Security Division, Directorate of Public Safety.

(f) Advising Headquarters, U.S. Army Training and Doctrine Command (TRADOC) and other higher headquarters, as required by cited references, of any visit effected through direct communications, where there is no evidence to indicate that Headquarters, TRADOC or the appropriated higher headquarters is cognizant of the visit.

(g) Arranging for the display of color and flags for official and social functions in coordination with the project agency.

(h) Monitoring and assisting the Project Agency and others in the coordination and finalization of all administrative, operational, logistical, and fiscal details incidental to the visit. Where appropriate, ensuring the preparation, coordination, and publication of an itinerary for the visit.

(i) Subsequent to the CG's approval, ensuring that an adequate and descriptive itinerary designed to accomplish the stated purpose of the visit is published, distributed, and coordinated in a timely manner and prior to the visit, wherever feasible.

(j) Providing advice on and resolving all matters pertaining to protocol.

(k) Assisting the Project Agency in arranging for installation receptions, briefings and inspections by distinguished guests and visitors.

(1) Arranging for and coordinating utilization of the command conference rooms as required.

(2) During the course of the visit:

(a) Coordinating unannounced changes in the itinerary desired by the visitor and meeting the unprogrammed personal needs and desires of the visitor, as required.

(b) Monitoring the conduct of the visit.

(3) Action after visit:

(a) Compiling and finalizing visit summaries and after-action reports, as applicable.

(b) Maintaining reference files and statistical data on visits IAW AR 340-21 (Privacy Act of 1974).

b. The Community Operations Division Manager, Directorate of Community Activities, is assigned staff responsibilities for mess arrangements and the conduct of all official functions scheduled with the club facilities and other functions as requested by the designated project officer.

c. The Director of Public Safety (DPS) is responsible for:

(1) Verifying the security clearance of all visitors desiring to discuss or observe classified information or material that may be authorized to allied nationals and U.S. civilians visiting Fort Gordon. Release of information to allied nationals must be under the terms of accreditation and as prescribed in AR 380-10.

(2) Performing security checks on classified information and material presented or requested for shipment to allied nationals.

d. The Directorate of Plans, Training, and Mobilization (DPTM) is responsible for providing Honor/Color Guards as required.

e. The Director of Public Works is assigned staff responsibility for:

(1) Providing transportation and logistical support for official visits, where such requirements are beyond the capabilities of the Project Agency.

(2) Authorizing the utilization of Government messing facilities for civic groups in consonance with existing regulations and as directed by the CG.

(3) Effecting modifications or changes in official visitors' commercial travel arrangements, where required or necessitated, prior to the official visitors' departure from this installation to the next destination.

(4) Billeting of official visitors to Fort Gordon, in coordination with the Chief of Protocol. Preparing certificates of nonavailability of quarters when appropriate.

f. The Director of Resource Management is assigned staff responsibility for preparing, projecting, monitoring, and submitting all reports incidental to visits by representatives of the General Accounting Office and the Army Audit Agency.

g. Commanders of tenant organizations and field operating activities/agencies, directors, personal staff officers, and others as may be designated are assigned responsibilities for:

(1) Preparing itineraries and handling details incidental to the visits of distinguished visitors and such other official visitors to Fort Gordon for which they are assigned Project Agency responsibility.

(2) Ensuring that itineraries and protocol details incidental to the visits of distinguished visitors are coordinated with the Protocol Office and other concerned activities and are subsequently submitted to the CG, through the Chief of Protocol, for approval prior to publication, distribution and implementation.

h. The Public Affairs Officer is assigned responsibility for providing: (1) pictorial and news coverage for distinguished visitors and subsequently publishing and disseminating coverage through appropriate news media channels, as applicable; (2) coordinating with local media to ensure coverage; and scheduling media opportunities as required.

i. The Project Agency is responsible for all arrangements and details incidental to the conduct of these visits. These arrangements include, but are not limited to, the following:

(1) Ensuring that the Protocol Office is cognizant of the visit, to include the visitor's name, grade, title, organization, scope and purpose of visit, estimated time of arrival, estimated time of departure, and mode of travel.

(2) Arranging through the Chief of Protocol, for the reception, billeting, messing, and transportation of the visitor.

(3) Furnishing the visitor with an informational packet, briefing material, statistical data, and such other documents as may be required to properly support and accomplish the stated purpose of the visit.

(4) Briefing the visitor on the scope of activities planned and arrangements provided for comfort and welfare.

(5) Arranging through the Chief of Protocol, for entry, exit or courtesy calls when appropriate or requested by the visitor.

(6) Ensuring that the visitor is properly registered at the billeting office, that accommodations are adequate and presentable, and that all billeting fees are paid prior to or upon departure of the visitor.

(7) Advising the Protocol Office of all unprogrammed requirements or desires of the visitor which are beyond the capability of the Project Agency to provide.

(8) Advising the Protocol Office and other concerned activities of any material deviations or time changes in those visits for which itineraries have been published.

(9) Advising the visitor of any security clearance requirements for the visit.

5. Related responsibilities and administrative procedures.

a. Official Notifications and Clearance.

(1) Normally, on official visits, prior notification is received by this headquarters. In turn, approval or concurrence to visit Fort Gordon is furnished by this command. Approval or concurrence for official visits is initially dependent upon the availability of suitable quarters, messing facilities, and the capabilities of Fort Gordon to properly handle the visit. Activities of Fort Gordon receiving written request for approval of a visit will immediately notify the Protocol Office. Each request will include the name and grade of the visitor, the position and headquarters represented, date and hour of arrival and departure, mode of travel, quarters and messing requirements, and the specific purpose and scope of the visit. Written notification of availability of quarters and messing facilities, and the capabilities of Fort Gordon to handle the visit, the project agency will notify the purposed visitor of Fort Gordon's concurrence or nonconcurrence with the visit.

(2) In those instances where telephonic notification of a visit is received, the activity receiving the call will inform the Chief of Protocol of the visit and request assistance as applicable. If the visit requirements are not within the capabilities of the contacted activity, or there is no clear indication that the visit can be handled without imposition to other concerned Fort Gordon activities, the Chief of Protocol will be contacted immediately and informed of the substance of the call. In turn, the Chief of Protocol will advise the activity contacted of the official response to be made.

(3) All requests for visits by distinguished and allied visitors will be referred immediately to the Chief of Protocol for action.

(4) An invitation from any activity of this installation for a Distinguished Visitor to visit Fort Gordon must be coordinated in advance with the Protocol Office and will be subject to the concurrence of the CofS or CG.

b. Project Officers. Project officers are detailed for all distinguished and allied visitors by the Project Agency.

c. Transportation Requirements. Requests for transportation vehicles for distinguished and allied visitors beyond the capabilities of the Project Agency to provide from its own resources will be submitted through the Protocol Office to the Transportation Motor Pool. Requests for escort officers and drivers beyond the capabilities of the Project Agency will be submitted through the Protocol Office to Central Tasking Office, DPTM.

d. Installation Facility Privileges. Courtesy letters entitling visitors to utilize the Post Exchange, theaters, recreational services, and such other restricted facilities of Fort Gordon, where required and appropriate, will be requested from the Garrison Commander prior to the arrival of the visitor.

e. Temporary Registration of Privately-Owned Vehicles. When an official visitor's mode of transportation is via privately-owned vehicle, project agencies will make appropriate arrangements with the Directorate of Public Safety to provide temporary registration where the period of visit does not exceed 14 days. Visitors remaining longer than 14 days will register their vehicles on a permanent basis, unless provided for otherwise by the Directorate of Public Safety.

f. Fiscal Requirements. All requests for financial assistance or the payment of funds due to official visitors will be referred to the Defense-Military Pay Officer for appropriate action.

g. Medical Care. All requirements for medical attention or treatment of official visitors will be referred to the Commander, Dwight David Eisenhower Army Medical Center (DDEAMC), for appropriate evaluation and action. Upon notification by Fort Gordon of the visit of a Distinguished Visitor and upon approval of the CG, the Commander, DDEAMC will implement the Command Interest Patient Program.

h. Reception. Every effort will be made to ensure the reception of official visitors at points of arrival by members of Fort Gordon of equal rank or stature. Wherever possible, for distinguished guests at the level of Brigadier General or higher, or the civilian equivalent thereof, coordination will be effected with the Chief of Protocol to determine the desirability and feasibility of having the CG meet such visitors.

i. Complaints. Complaints or comments of dissatisfaction expressed or made by official visitors to Fort Gordon will be immediately relayed to the Chief of Protocol for command information and resolution.

(ATZH-PR)

FOR THE COMMANDER:

OFFICIAL:

ROBERT C. ZELAZNY
Colonel, GS
Chief of Staff

SIGNED

BARBARA M. POOLE
Acting Director, Information Management

DISTRIBUTION:

HQ, USASC&FG: C

Major commands: C
Field operating activities/agencies: C
ATZH-PR (10)
ATZH-MH (Archives) (1)
DOIM Files (2)
Svc Sec, DOIM (1)