

DEPARTMENT OF THE ARMY  
Headquarters, United States Army Training Center and Fort Jackson  
Fort Jackson, South Carolina 29207

REGULATION  
NUMBER 1-2

1 June 2005

Administration  
OFFICIAL VISIT

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1. PURPOSE. This regulation assigns responsibilities and prescribes procedures for all official visits to Fort Jackson.

2. GENERAL.

a. Official visits are defined as those visits by General Officers, civilians of equivalent grades, officials representing State and local governments, and other invited guests of the command. Overall responsibility for official visits rests with the Chief of Staff.

b. Visits and tours by off-post, non-affiliated groups or individuals are designated unofficial and will be cleared and coordinated by the Public Affairs Office, Community Relations Branch IAW AR 360-1.

3. PROCEDURES.

a. Invitations for distinguished visitors must be extended under signature of the Commanding General. Visits by distinguished visitors desiring to visit the installation must be approved by the Commanding General.

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b. The Executive Services Office (ESO) will receive Command Group guidance, and act as Fort Jackson's primary point of contact (POC) for the visitor's office. The Chief of Staff will designate a local functional area POC. The functional area POC will be the staff agency or Major Support Command most closely related to the functional area of the visitor. There may be visits where there is no functional area expert POC. In that case Executive Services will have total responsibility for the itinerary.

c. The ESO will arrange for billeting, transportation, meals, and office calls within the Command Group, and review previous itineraries. A draft itinerary based on Command Group guidance and previous visits will be forwarded by ESO to the functional area POC. The functional area POC will develop and coordinate all itinerary events for the functional area.

d. The functional area POC will forward a list of coordinated events to ESO. The ESO will prepare the itinerary and forward the itinerary marked DRAFT to the Chief of Staff.

e. Command Group members may request briefings. The ESO is the action agency and will conduct the briefing. The functional area POC will attend these briefings as requested and provide backup information as necessary.

f. Itineraries will not be (re)published (for changes) until approximately 48 hours prior to the visit. Changes will be handled in the same manner as the original itinerary. The functional area POC will coordinate and task for changes in the functional area, and ESO will coordinate all other changes. All recipients of the original itinerary will make pen and ink changes to the initial copy of the itinerary. Command Group notifications will be accomplished via electronic mail.

g. Upon approval by the Chief of Staff, a copy of the draft itinerary will be provided to all directorates, brigades, the 120<sup>th</sup> AG Bn (Reception), and any activity appearing on the itinerary. This same distribution will be forwarded for the final itinerary.

## 4. RESPONSIBILITIES.

### a. Functional Area Point of Contact.

- (1) Prepare itinerary for the functional area.
- (2) Coordinate details/changes of visit.

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b. Executive Services.

- (1) Request for Escort Officer(s) and Driver(s).
- (2) Arrange for quarters, transportation, and messing.
- (3) Provide itinerary and advance information as required.
- (4) Brief escort officer and driver on transportation, quarters, protocol functions, and itinerary.
- (5) Provide Fort Jackson Welcome Packet when appropriate.
- (6) Assist staff sections as necessary for staff visits.
- (7) Request biography from visiting dignitaries when available.

c. DPTM

- (1) Coordinate training and training related activities for all visits.
- (2) Provide schedule of training activities as required.
- (3) Brief Executive Services and escort officer regarding security measures relative to foreign visitors. A reception guide brochure containing background information on the visitors and their country will be made available to the escort officer.

d. DLE. Provide transportation as required.

e. PAO. Provide coverage by military photojournalists for Command Information and Public Information purposes, as appropriate.

f. DES. Provide recommendations for security measures to be taken based on level of visitor and current threat assessments.

g. Escort Officers will comply with instructions outlined in Appendix A.

h. All Fort Jackson units (for VIP Visits).

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(1) Designate escort officer(s) as requested by ESO.

(2) Activities designated on the itinerary for a visit will assume responsibility for that portion of the itinerary.

5. AFTER ACTION REPORT. If requested, an After Action Report will be forwarded through Executive Services to the Chief of Staff within two working days. The functional area POC of the visit will prepare the report.

6. MANAGEMENT INFORMATION REQUIREMENTS. This publication contains no Management Information Requirements.

FOR THE COMMANDER:

OFFICIAL:

/signed/  
LEVI R. MARTIN  
COL, GS  
Chief of Staff

/signed/  
PATRICIA KELLY-JOHNSON  
DHR, Records Manager

Enclosure:  
Appendix A – Checklist

DISTRIBUTION:  
C & S  
1 – DHR Records Management

## APPENDIX A

### SECTION 1. BEFORE THE VISIT

1. **ESCORT OFFICER REQUIREMENT.** All VIPs, unless they express otherwise, will be assigned an escort. Any officer on post is eligible for this duty; however, it is preferred that the selected officer have an experiential branch, academic or personal relationship to the VIP and his agency.

2. **REQUEST FOR ESCORT OFFICERS.** Executive Services will task the brigade S3 for an escort officer by an informal memorandum. In addition, escort officers may be requested by name or may volunteer for an assignment.

3. **APPROVAL OF ESCORT OFFICERS.** The Command Group ultimately approves all escort officers; however, designated officers will be notified by Executive Services prior to actual approval to enable them to schedule their activities accordingly.

#### 4. BRIEFINGS.

a. For VIP visits, the escort officer and driver will report to Executive Services (Post HQ) at least 24 hours prior to the visitor's arrival at Fort Jackson for a briefing on the itinerary, quarters, transportation, protocol functions, and to pick up the visitor's itinerary.

b. For foreign visitors, escort officer(s) will report to DPTM Security Division for a briefing on security requirements.

#### 5. TRANSPORTATION.

a. The vehicle and driver are the responsibility of the escort driver on a 24 hour-a-day basis for the duration of the visit. The escort officer will obtain the driver's name, organization, home and duty phone numbers, and will ensure that the driver is aware of his/her responsibilities at all times during the visit. A record of missed dates will be made in the event that driving duties interfere with meal hours.

b. Vehicle will be clean and mechanically sound. Spare tire, jack, necessary tools, and gasoline credit card will accompany the vehicle.

c. Vehicles will be dispatched for off-post use.

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d. The driver will report for duty in the uniform prescribed for the visit.

e. Drivers should pick up general officer vehicle plates from Executive Services, if appropriate. Tags are displayed only when transporting general officers on post.

6. ITINERARY.

a. A “dry run” of the itinerary may be appropriate prior to the visit in order to become familiar with the different stations to be visited and to establish points of contact for each station. It will be helpful to know which door to enter and who will meet the VIP on his/her arrival to each point on the itinerary.

b. Ensure the driver is familiar with Fort Jackson. If during the “dry run” you determine that the driver is unacceptable, notify Executive Services immediately.

c. Be prepared to deviate to major points of interest on For Jackson (i.e., PX, Officers’ Club, etc.).

7. QUARTERS.

a. Escorts will check quarters for tidiness, proper lighting, heating/AC and adequacy of Class IV supplies and mixers. A Class IV inventory/price list and payment envelope will be available at check-in. Check-in will be accomplished at ESO, 751-6618/5218.

b. Check out location is Kennedy Hall. Checks should be made payable to Billeting Fund.

c. Housing Telephone Numbers.

QUARTER’S NAME/BLDG NUMBER:

PHONE NUMBER

Dozier House/4416

Bed #1 – 1560

Bed #2 – 1561

Bed #3 – 6192

Kitchen – 7145

Lee House/3640

6223 ext. 3640

Sumter House/3641

6223 ext. 3641

Greene House/3642

6223 ext. 3642

Morgan House/3643

6223 ext. 3643

Huger House/3644

6223 ext. 3644

Gist House/3645

6223 ext. 3645

SECTION II. DURING THE VISIT.

1. ARRIVAL. Notify the Executive Services Office (or the Staff Duty Officer after normal duty hours) immediately upon the arrival of the visitor. Give the welcome packet to the visitor upon arrival.
2. VIP ITINERARY CHANGES. Changes, except for stops at a PX facility or Commissary that are requested by a visitor must be coordinated with the Executive Services Office. The escort officer will make every effort to ensure the published itinerary is followed as closely as possible. The escort officer is responsible for notifying the next activity when there is a variance in the time schedule.
3. UNUSUAL OCCURRENCES. An immediate verbal report will be made to ESO on occurrences, which should be reported to higher headquarters or the next activity on the itinerary.
4. CLEARING QUARTERS. Collect billeting fees prior to visitor's departure and pay Kennedy Hall BOQ. Obtain an advance receipt from the BOQ if the itinerary will not allow time for you to deliver a receipt prior to the VIP's departure. Checkout time for Distinguished Visitors Quarters is 1100 hours.

SECTION III. AFTER THE VISIT.

1. Notify ESO (or the SDO after normal duty hours) immediately upon the visitor's departure (wheels-up time if traveling by air).
2. For foreign visitors, return any issued materials to DPTM and provide a debriefing of the visit.
3. AFTER ACTION REPORT: If requested, an After Action Report will be forwarded through Executive Services for the Chief of Staff within two working days. The functional area POC of the visit will prepare the report.
4. Important Numbers.

Executive Services Office (ESO)	5218/6618
Columbia Aviation	822-8332
Staff Duty Officer (SDO)	7611/7612/5822
Officers' Club	4906
NCO Club	782-2218
Golf Club	787-4344

