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Administration

Distinguished Visitors, Conferences and Ceremonies, Headquarters, U.S. Army Training Center and Fort Jackson

OFFICIAL



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Commanding

History. This is a new administrative publication specifically for the use of the U.S. Army Training Center and Fort Jackson (USATC&FJ) organization and personnel.

Summary. This memorandum establishes policies, responsibilities, and administrative procedures governing distinguished visitors, conferences, graduations, and ceremonies at Headquarters, USATC&FJ.

Applicability. The guidance found within this memorandum applies to all USATC&FJ staff activities and all USATC&FJ organizations located on Fort Jackson.

Proponent and exception authority. The USATC&FJ Executive Services Office is the proponent of this memorandum. The proponent has the authority to approve exceptions or waivers to this memorandum. Proponent may delegate this approval authority, in writing, to a staff chief or its direct reporting unit or field operating agency, in the rank of colonel or the civilian equivalent. Staff may request a waiver to this memorandum by providing justification that includes a full analysis of the expected benefits and must include formal review and endorsement by the staff's senior officer and forwarded through its chain of command to Chief, Executive Services Office.

Distribution. This memorandum is available in electronic media only on the USATC&FJ Administrative Publications website at <https://home.army.mil/jackson/index.php/about/jackson-publications/policy-letter>.

*This memorandum supersedes Fort Jackson Regulation 1-2, dated 8 May 2024.

Summary of Changes

This administrative revision, dated 15 October 2024 –

- o Replaces “office” to “legal” (para 2-3b(2))
- o Updates 1917 Club phone number (para 3-2h(4))
- o Updates promotions and retirement recognition (para 5-2)
- o Incorporates retirement ceremonies with BCT graduations (para 5-3)
- o Changes “family” to “Family” (para 5-3c(3))
- o Changes figure 5-1 name title and incorporated retirement seating in the “notes” of figure 5-1
- o Changes ECRs names (para 6-1)

This administrative revision, dated 8 May 2024 –

- o Replaces Fort Jackson Regulation 1-2

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Chapter 1

Introduction

1-1. Purpose

This memorandum establishes policies and procedures to assist with executing conferences, ceremonies, graduations, and other significant events at Headquarters (HQ), USATC&FJ and to facilitate hosting distinguished visitors (DVs) to the USATC&FJ command.

1-2. References

Required and related publications and prescribed and referenced forms are listed in Appendix A.

1-3. Explanation of abbreviation and terms

Special terms used in this memorandum are in the glossary.

1-4. Responsibilities

a. The USATC&FJ Deputy Commanding Officer (DCO) has the overall responsibility and approval authority for distinguished visitors and ceremonies at HQ USATC and will assign leads, as appropriate, based on the nature of the event.

b. HQ USATC&FJ Chief of Staff (COS) and Deputy Chief of Staff (DCS) will serve as USATC lead for visits or events when directed by the DCO or when initiating a visit or event and will provide subject matter expertise when serving in an assist capacity. The USATC lead will accomplish all responsibilities and tasks to include planning, coordinating, and executing the visit or event.

c. USATC&FJ Executive Services Office (ESO) is responsible for protocol aspects of Fort Jackson events hosted by the USATC Commanding General (CG), DCO, COS and Post Command Sergeant Major (PCSM). ESO provides support for foreign visits when hosted by others on behalf of the CG and DCO. ESO also provides advice to the staff and subordinate commands and organizations on protocol technical matters.

1-5. Records management requirements

Records management (recordkeeping) requirements for all record numbers, forms, and reports required by this memorandum are addressed in Records Retention Schedule-Army (RRS-A). Detailed information for all related record numbers, forms, and reports are in RRS-A at <https://www.arims.army.mil>. See appendix B for some records management requirements related to this publication.

Chapter 2

Distinguished Visitor Guidance and Procedures

2-1. DV categories

DVs are individuals who, based upon rank or position, receive special consideration during official visits to HQ USATC&FJ. DVs consist of both international and domestic visitors. DVs are different from “authorized guests” for purposes of using official representation funds (ORF). Army Regulation (AR) 37-47 provides specific definitions of authorized guests. The following categories of DVs are addressed in this memorandum:

- a. Category 1a. United States of America general officers (GOs) (O-9 and higher), civilian equivalents, and senior executive service (SES) civilians at the three-star level and above.
- b. Category 1b. United States of America GOs (O-7 and O-8), civilian equivalents, and SESs at the one- or two-star level.
- c. Category 2. International GOs and civilian or positional equivalents.
- d. Category 3. International colonels and civilian or positional equivalents.
- e. Category 4. Other visitors for whom the CG, DCO, COS or PCSM may have special interest.

2-2. Visit requests

a. DV visit requests are approved during regularly scheduled community engagement meetings with the DCO. ESO will provide the DCO two mandatory pages for each DV visit. The first will include the background information for the visit outlining the who, what, when, where, why, and objective of the visit utilizing the format, see figure 2-1. The second page will be the DV biography.

b. Immediately upon receipt of a DV notification, each organization shall provide the completed DV request and biography to ESO, see figure 2-1.



United States Army Training Center & Fort Jackson
Distinguished Visitor Notification
Fort Jackson Protocol: (803) 751-3929/ (520) 673-4104, DSN
734-3929

**DV INFORMATION SHEET**

Date:

Name: (First)

(Last)

(MI)

Go-by Name:

Rank/Grade:

Protocol Precedence Code:

Title:

Organization:

Spouse name (if accompanying):

ADC: Rank/Name/BB or Cell #, Email:

Arrives:

Time/Location:

Flight #:

Departs:

Time/Location:

Flight #

Purpose of Visit:

Lodging Needed: Yes ___ No ___ Confirmation Number #

Visitor Requests (i.e., Courtesy Call, Briefing, Office Call with other Directorates/Organizations,
 Specific Topic Discussions, Activities to Observe, etc.):

Special Requests/Needs: NIPR, SIPR, Dietary Restrictions:

Snack and Beverage Preference:

Additional Travelers, RANK, LAST NAME, FIRST NAME, TITLE

2-3. DV procedures

a. If a visit requires a lead assigned prior to a regularly scheduled meeting with the DCO, the visit request will be coordinated through the DCO.

b. USATC&FJ ESO has responsibility for all protocol aspects of USATC&FJ events as indicated in table 2-1. Additionally, ESO will:

(1) Update and publish the HQ USATC&FJ DV roster weekly.

(2) Prepare funding requests, with the USATC&FJ lead's input, for all visits requiring the use of ORF and coordinate Staff Judge Advocate legal review. Request will be submitted for approval to the SGS. ORF will only be used to extend official courtesies to authorized guests of USATC&FJ (not all DVs are considered "authorized guests," see AR 37-47 for how to expend ORF).

(3) Update command group on itinerary changes confirmed with lead organization action officer.

(4) Coordinate any senior spouse requirements and itineraries.

(5) Notify lead organizations of requirement to attend the regularly scheduled community engagement meetings chaired by the DCO and DV request form suspense.

c. USATC G3 operations and G5 strategic plans will:

(1) Assume lead responsibility for visits from the Secretary of the Army, Chief of Staff of the Army, Under Secretary of the Army, Vice Chief of Staff of the Army, and any DVs as directed by the DCO.

(2) Provide formal tasking and orders support for visits and ceremonies as required.

(3) Attend visit update briefs to the DCO.

(4) Determine host based on the availability of the CG, DCO, and COS and the nature of the visit. If the CG, DCO and COS are unavailable, G3 will recommend a USATC&FJ lead for DCO approval and assign the lead.

(5) Determine visit focus/objectives and briefing topics to include content and expected outcomes; confirm members of visiting party; and confirm dietary restrictions and preferences.

(6) Immediately upon receipt of a visit request, provide a completed DV request and biography to ESO for inclusion in community engagement working group meetings with the DCO, see figure 2-1.

(7) Brief all international visits. In conjunction with DCO, provide command brief to all international visits.

(8) Determine the international DV's language capability. Arrange for interpreters and translation requirements as needed.

(9) Coordinate tasking requirements to support international visits.

d. CG's aide-de-camp/driver. Responsible for establishing vehicle load plans for Secretary of the Army, Chief of Staff of the Army, Under Secretary of the Army, Vice Chief of Staff of the Army visits. The aide or driver will coordinate with Logistics Readiness Center in acquiring the appropriate vehicle for this visit.

e. ESO:

(1) Assume lead responsibilities for categories 1a, 1b, and 4 DVs hosted by the CG that do not require major support from other staff offices. Staff offices will provide briefers as necessary based on the visit topic(s). These visits typically involve a brief visit with the CG and a few staff participants.

(2) For all other visits hosted by the CG, provide the lead with CG strategic guidance to shape the visit to include expected outcomes.

(3) Maintain a repository for command group hosted DVs and conferences.

f. USATC&FJ Public Affairs Office (PAO) will:

(1) Based on the assigned category of the visit, work with the lead to determine the type and extent of support required. Depending on the visit subject matter, support may include internal and/or external media coverage.

(2) For external media, if desired, market the opportunity to local media. PAO will provide escort to the media representatives while on site and work with subject matter experts in preparation for media engagement.

(3) Off-post, non-affiliated groups or individuals not identified as distinguished visitors will be cleared and their visit coordinated by the PAO, Community Relations Branch. These visits are subject to guidance in accordance with AR 360-1.

g. ATC BDEs and Partner in Excellence (PiE) organizations will:

(1) Electronically report all proposed categories for all DV visits to ESO via e-mail for inclusion on the HQ USATC&FJ DV roster weekly or upon notification.

(2) Serve as USATC&FJ lead for visits when directed by the DCO or when initiating a visit.

(3) Perform those tasks noted in table 2-1, as well as other normal operational procedures associated with planning and executing visits by DVs.

h. Logistics Readiness Center: Provides transportation as required.

i. Director of Emergency Services: Provides recommendations for security measures to be taken based on level of visitor and current threat assessments.

Chapter 3

Standard Official Visit Planning Considerations

3-1. Escort officer

a. Escort officer requirement. All DVs, 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 DV and his agency.

b. Request for escort officers. G3 will task the brigade S3 for an escort officer. In addition, escort officers may be requested by name or may volunteer for an assignment.

c. 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.

3-2. Escort officer responsibilities

a. Briefings:

(1) Receive escort officer briefing from either the lead planner or ESO based on the DV category as outlined in table 2-1. Additionally, the escort officer and driver will report to the ESO (post headquarters on the second floor) at least 24 hours prior to the visitor's arrival at Fort Jackson for a briefing on the itinerary, lodging, transportation, and executive services functions, and to pick up the visitor's itinerary.

(2) If escorting an international DV (category 2 and 3 DVs), coordinate with the USATC&FJ G-2 security office.

b. Transportation:

(1) The escort officer is responsible for coordinating, synchronizing, and obtaining the appropriate vehicle(s) and driver(s) to meet movement requirements IAW the approved DV itinerary. The escort officer will obtain the driver's name, organization, mobile and duty phone numbers, and will ensure that the driver is always aware of their responsibilities during the visit. Except for the Secretary or Chief of Staff of the Army and others authorized domicile-to-duty transportation by statute, DVs will generally not be picked up from or transported to Columbia

Aviation or Columbia Metropolitan Airport without prior legal approval from Staff Judge Advocate.

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

(3) The driver will report for duty in the uniform prescribed for the visit.

(4) Drivers should pick up GO vehicle plates from the CG's driver, if appropriate. Plates are displayed only when transporting general officers on post.

c. Prior to DV arrival:

(1) Conduct reconnaissance to ensure familiarization of all routes associated with the itinerary to include buildings, conference rooms, individual offices, and ceremony locations, if applicable. Coordinate for office space, as required. It will be helpful to know which door to enter and who will meet the DV on his/her arrival to each point on the itinerary.

(2) Ensure the driver is familiar with Fort Jackson. If during the reconnaissance you determine that the driver is unacceptable, notify G3 immediately.

(3) Be familiar with Fort Jackson history and local landmarks.

(4) Attend rehearsals as necessary.

d. Lodging:

(1) Escorts will confirm lodging check in and out procedures with International Hotel Group (IHG) on Fort Jackson. Check in and out will be accomplished at IHG, 7550 Cherbourg Street, (803) 782-9802.

| | |
|--|---------------------|
| (2) Lodging name/building number: | Phone Number |
| Candlewood Suites - 10050 Cherbourg Street | (803) 782-9802 |
| Holiday Inn Suites - 7550 Cherbourg Street | (803) 782-9802 |

e. Upon arrival:

(1) Greet DV and secure luggage. (Secretary of Army, Chief of Staff of the Army, and authorized personnel only).

(2) Notify command group and all POCs on the itinerary via TEAMS DV channel immediately upon the arrival of the visitor.

f. During the visit:

(1) Escort DV to briefings, meals, and social functions.

(2) Be prepared to deviate to major points of interest on Fort Jackson (i.e., post exchange (PX), commissary, 1917 Club, Victory Hall, golf course, etc.).

(3) DV itinerary changes. Changes, except for stops at a PX facility or commissary that are requested by a visitor must be coordinated with the ESO. The escort officer will make every effort to ensure the published itinerary is followed as closely as possible and that the visitor is comfortable with the flow of events. The escort officer is responsible for notifying the next activity when there is a variance in the time schedule.

(4) 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.

(5) Report any international disclosure concerns to the G2 security office.

g. After the visit:

(1) Remain with the DV until actual departure and wheels up. (Secretary of Army and Chief of Staff of the Army only).

(2) Notify ESO and lead of DV's departure and provide an out brief of events for after action report.

(3) For international visitors, return any issued materials to unit and provide a debriefing of the visit.

h. Important numbers.

| | |
|-------------------------------------|--------------------------------|
| (1) Executive Services Office (ESO) | (803) 751-3929/ (520) 673-4100 |
| (2) Secretary General Staff | (803) 751-7643 |
| (3) Columbia Aviation | (803) 822-8332 |
| (4) 1917 Club | (803) 782-3933 |
| (5) Golf Club | (803) 787-4344 |

Table 2-1.

HQ USATC&FJ DV Checklist

| VISIT TASKS | Category | | | | |
|---|-----------|---------|---------|---------|---------|
| | 1a | 1b | 2 | 3 | 4 |
| Coordinate principal's itinerary/agenda | ESO | ESO | Lead | Lead | ESO |
| Coordinate spousal itinerary/agenda | ESO* | ESO | ESO | Lead | ESO |
| Publish final itineraries/agenda | ESO* | ESO | Lead | Lead | ESO |
| Coordinate briefings and attendees | Lead | Lead | Lead | Lead | Lead |
| Reserve briefing location(s) | Lead | Lead | Lead | Lead | Lead |
| Coordinate social/special events | ESO* | ESO | Lead | Lead | ESO |
| Coordinate meals and refreshments | ESO* | ESO | Lead | Lead | ESO |
| Prepare FJ Form 1-1 for .0012 fund support | ESO | ESO | ESO | ESO | ESO |
| Schedule/conduct in-progress reviews (IPRs). See briefing slide template (figure 2-2) | Lead | Lead | Lead | Lead | Lead |
| Conduct MS Teams rehearsals as needed | Lead** | Lead** | Lead** | Lead | Lead |
| Prepare readaheads | Lead | Lead | Lead | Lead | Lead |
| Develop talking points | Lead | Lead | Lead | Lead | Lead |
| Clear briefing materials with | Lead | Lead | Lead | Lead | Lead |
| Coordinate or assist with lodging | ESO* | ESO | ESO | ESO | ESO |
| Request PAO audiovisual/photographic support | ESO* | ESO | Lead | Lead | ESO |
| Assign escort officers | G3 | G3 | G3 | Lead | Lead |
| Provide ground transportation support for DV, as required and authorized | ESO | ESO | Lead | Lead | ESO |
| Conduct route reconnaissance and consider alternate routes | Lead | Lead | Lead | Lead | Lead |
| Coordinate with FJ security for gate access pass and reserve parking space(s) | ESO* | ESO | ESO | ESO | ESO |
| Arrange office calls | Lead | Lead | Lead | Lead | Lead |
| Provide setup for office calls (CG, DCO) | CG's Aide | CG Aide | CG Aide | CG Aide | CG Aide |
| Arrange flag displays | ESO | ESO | ESO | ESO | ESO |
| Prepare seating plans, place cards, tent tags, and name badges | ESO* | ESO | ESO | ESO | ESO |
| Prepare Star notes, if needed | ESO* | ESO | ESO | ESO | ESO |
| Greet and farewell DVs (to include remaining with party during all official/social functions) | Lead | Lead | Lead | Lead | Lead |
| Provide notes and taskers to SGS for command-group hosted visits | Lead | Lead | Lead | Lead | Lead |

Note: *If hosted by CG, DCO, or COS the ESO will perform task; for all other hosts, the lead will perform task.

Note: **Mandatory MS Teams rehearsals for DV categories 1a, 1b, and 2.

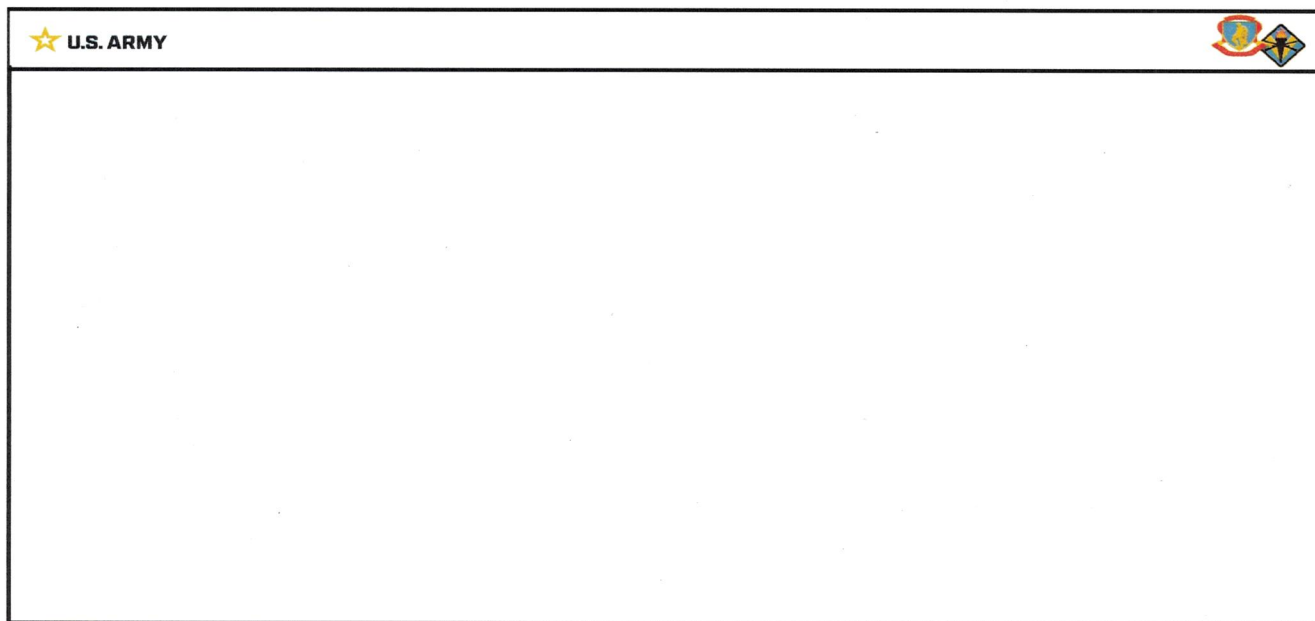


Figure 2-2. Briefing slide template

Chapter 4 Conferences

Conferences not hosted by the CG, DCO, COS, or PCSM are the full responsibility of the lead organization hosting the conference. ESO will provide transportation support to category 1a DVs attending the conference and will also advise on protocol technical matters. Strict adherence to AR 1-50 and TRADOC Supplement 1 to AR 1-50 regulatory requirements apply in addition to the task list in table 4-1. Conferences hosted by the CG, DCO, COS, or PCSM involve shared responsibilities, see table 4-1.

Table 4-1.
HQ USATC&FJ Conferences Hosted by the CG, DCO, COS, or PCSM

| USATC CONFERENCE TASKS | ESO | LEAD |
|---|-----|------|
| Prepare invitation lists | X | |
| Prepare electronic invitation | X | |
| Send invitation link to invitees | X | |
| Track RSVPs | X | |
| Reserve conference space | | X |
| Schedule/conduct in-progress reviews (IPRs) | | X |
| Prepare read-ahead | | X |
| Schedule IPRs for working group, if applicable | | X |
| Publish briefing slides and other administrative guidance with ESO input to briefing participants and attendees | | X |
| Establish a budget for conference costs | | X |
| Provide and coordinate ground transportation for DVs and guest speakers | | X |
| Assist guests with lodging requirements | X | |

| USATC CONFERENCE TASKS | ESO | LEAD |
|---|-----|------|
| Execute meals/refreshments | X | |
| Coordinate social/special events | X | X |
| Provide or task for escort officers, if required | | X |
| Brief escort officers - See 2-3.h | X | |
| Coordinate with FJ security for gate access pass for attendees | X | |
| Request PAO audiovisual/photographic support | | X |
| Assist at registration table if conference fee will be collected | X | |
| Prepare seating charts, tent tags, and name badges, as applicable | X | |
| Arrange flag displays | X | |
| Prepare the after-action report | | X |

Chapter 5

Ceremonies

5-1. Major U.S. Army Training Center and Fort Jackson ceremonies

USATC&FJ COS and G-3, has overall responsibility for USATC&FJ change of command/responsibility ceremonies, and retirements, and ESO has the overall responsibility for promotions. Basic responsibilities are outlined in table 5-1. Additional roles and responsibilities of supporting organizations are established in supplementing tasking orders issued by G-33.

5-2. Promotions recognition

Outside of the provisions in this paragraph, each organization is responsible to execute all aspects of ceremonies in support of personnel being promoted within their organizations.

a. CG-hosted ceremonies. ESO will serve as the lead when the USATC&FJ CG hosts ceremonies for GOs, SESSs, and the PCSM. Responsibilities are outlined in table 5-1.

b. Non-CG-hosted ceremonies. When the CG is not hosting the ceremony, the parent organization has led responsibility to execute the GO or SES ceremony.

c. ESO will provide protocol support in accordance with table 5-1 for CG, DCO, COS and PCSM-hosted events. For subordinate organizations, PiE, and ATC staff-hosted events, ESO will provide protocol advice and guidance to organization reference seating, invitations, and ceremony sequence of events. Organizations should designate a lead point of contact, other than the honoree, to work the details of the event.

5-3. Basic combat training graduation and retirement ceremony

a. The USATC G3 will validate all basic combat training graduation and retirement ceremony rehearsals. The script for this ceremony is published by the G3 and any changes to the script must be staffed through the G3 SGM and G3. The DCO or designated representative is the approval authority for all changes. The CG is the approval authority for guest speakers, except in the instance when the battalion (BN) commander of the graduating BN is the guest speaker.

b. For all graduations and retirements, units will utilize seating chart (see figure 5-1). If VIPs other than those listed on the chart will be present utilize DA Pam 600-60, Chapter 5. There are a couple of key points listed in the notes at the bottom of the seating chart that units should consider when VIPs are not on the enclosed seating chart and will be in attendance.

c. Seating at ceremonies is an important way to show deference to VIPs and personal guests. Often, the seating of guests is based on whether the ceremony has troop movement involved. When seating at a ceremony, there are several areas that need to be considered:

- (1) Seating of the official party to include host, reviewing officer, or guest of honor.
- (2) Seating of VIP guests.
- (3) Seating of Family and personal guests.
- (4) Date of rank often determines precedence within the military and DoD ranks.
- (5) Retired military officers and former leadership.
- (6) Retired officers are ranked following active-duty officers of the same grade.
- (7) Former leadership should be ranked immediately following the current.

d. It is important to remember that for purposes such as seating at official ceremonies, the spouses of officials assume the rank of their spouses when attending with that official. Spouses do not individually have precedence unless they also hold an office or position to which precedence is prescribed. However, if the spouse attends without the official, generally, the spouse should be seated according to the official's rank as a courtesy. Any adjustments to the enclosed seating chart must be approved by the ESO prior to execution of the ceremony.

5-4. 282nd Army Band

The 282nd Army band will provide musical support to battalion-level and above changes of command (COC) and changes of responsibility (COR). Once a COC or COR date is approved by the G3, the G33 will issue a FRAGO to the 282nd Army Band. The unit conducting the ceremony is responsible for direct coordination with the 282nd Army Band for timelines, uniform, and rehearsals. The unit conducting the ceremony is responsible for ensuring the band has all needed logistical support such as chairs, access to power, and location to provide music.

5-5. Salute Battery

a. Composition. The USATC&FJ salute battery is comprised of select Soldiers and NCOs from Headquarters and Headquarters Battalion (HHBN) as an additional duty for each Soldier assigned. As such, their availability and use are strictly limited and controlled. Overall management, training, and control of the salute battery is the responsibility of the first sergeant of Headquarters and Headquarters Company.

b. Ceremonial use. The HHBN salute battery may be utilized without additional approval for all USATC&FJ ceremonies hosted by the CG. Any use beyond what is contained in this memorandum must be approved in accordance with the process in the paragraph below.

c. Exceptions to policy. Requests for any use of the USATC&FJ salute battery not already defined in this memorandum must be requested in writing to the G-3 at least 90 days in advance of the proposed event. Each request must be fully justified and clearly identify why the exception is in the best interest of support. Support to enduring exceptions may be requested once and remain in effect until cancelled or the requirement is complete (such as, support to 282nd Army Band for the 1812 Overture).

Table 5-1.

Major USATC&FJ ceremonies and CG-hosted promotion and retirement recognition ceremonies

| USATC&FJ CEREMONY TASKS | ESO | G-1 | G-3 | PAO | HHBN | Honoree Office |
|--|-----|-----|-----|-----|------|----------------|
| Publish operation order | | | X | | | |
| Task for support personnel, e.g., ushers, escorts, awards bearers, operations reaction cell | | | X | | | |
| Task for organizational support (to include Band/Chaplain/Narrators/Rehearsal Stand-Ins/VIP inclement weather transportation/G-2 (weather forecast)/Safety Office (risk assessment)) | | | X | | | |
| Conduct action officer working groups | | | X | | | |
| Schedule/conduct in progress reviews (IPRs) | A | | X | | | A |
| Reserve ceremony site for rehearsals and ceremony | | | X | | | |
| Request PAO audiovisual/ photographic support, to include audio-only copy of CG remarks | | | X | | | |
| Request G-3 coordinate tasking support for chairs (outdoor ceremony) | | | X | | | |

Note: X denotes lead and A denotes assist.

| USATC&FJ CEREMONY TASKS - continued | ESO | G-1 | G-3 | PAO | HHBN | Honoree Office |
|---|------------|------------|------------|------------|-------------|-----------------------|
| Complete contracting for rental and setup of tents and equipment (outdoor ceremony) | | | X | | | |
| Provide personal invitation list (with e-mail addresses) to ESO | | | | | | X |
| Coordinate with FJ security for gate access pass for attendees | X | | | | | |
| Prepare electronic invitations and track RSVPs | X | | | | | |
| Prepare script | | | X | | | |
| Coordinate engraving of shell casing, as required (personally funded by honoree) | | | | | | X |
| Coordinate all arrangements from reception, if desired (Exception: ESO will coordinate reception for USATC&FJ Change of Command & Responsibility) | | | | | | X |
| Conduct training for support personnel (ushers, escorts, awards bearers, ops reaction cell, etc.) | X | | X | | | |
| Provide any special music selections to 282nd Army Band | | | | | | X |
| Provide music for event | | | | | | X |
| Provide narrator and backup narrator | | | X | | | |
| Provide color guard (including flags) and salute battery | | | X | | X | |
| Provide combat lifesaver with first aid equipment | | | | | X | |
| Provide BDE CoC certificates and awards for outgoing BDE CDR and spouse (if applicable) | | X | | | | |
| Provide BDE CoC award narrator and backup narrator | | X | | | | |
| Provide certificates, awards, and gifts | | | | | | X |
| Provide individual/positional flags for ceremony | X | | | | | |
| Provide U.S. Territorial State flags for ceremony | | | | | X | |
| Provide personal flag for presentation and flag case | | | | | | X |
| Coordinate building security/access plan for attendees, to include badges | | | X | | | |
| Coordinate media coverage | | | | X | | |
| Coordinate post marquee announcement | | | | X | | |
| Coordinate reserved parking spaces with facilities management office | X | | | | | |
| Notify FJ Command Provost Marshal Director for traffic control plan and any special security requirements | | | X | | | |
| Prepare and print programs | X | | A | | | A |
| Prepare ceremony site (indoor/outdoor) for rehearsals and ceremony | A | | X | | A | |
| Provide and coordinate ground transportation for <u>category 1-4</u> DVs | | | X | | | |
| Prepare seating charts and seat tags | X | | | | | |
| Supervise placement of equipment | | | X | | A | |

Note: X denotes lead and A denotes assist.

| USATC&FJ CEREMONY TASKS - continued | ESO | G-1 | G-3 | PAO | HHBN | Honoree Office |
|---|------------|------------|------------|------------|-------------|-----------------------|
| Conduct rehearsals (including providing stand-ins as needed) | A | | X | A | A | A |
| Brief host and guest of honor | A | | X | A | | |
| Purchase and deliver flowers/gifts, as desired (personally funded by honoree) | A | | | | | X |
| Supervise execution of ceremony | | | X | | | |
| Seat DVs at the ceremony | X | | | | | |
| Provide oversight for post-ceremony receiving line | X | | | | | |
| Prepare after action report | A | | X | A | A | A |

Note: X denotes lead and A denotes assist.

Chapter 6

Procedures for reserving the Executive Conference Room, Post Conference Room, and Staff Conference Room

6-1. Executive conference room (ECR), post conference room (PCR), and staff conference room (SCR)

All conference rooms are scheduled through the ESO/SGS. The SCR is located on the first floor, while executive ECR and PCR are located on the second floor. Reservation requests may be received via email or telephonically at (520) 673-4004 or (520) 673-4104. Once the reservation is confirmed by an ESO/SGS representative, a confirmation email will be sent to the point of contact. The users assume responsibility for the conference room, computer equipment, and name plates. The ESO will update name plates accordingly. After an event/meeting, the users are responsible for cleaning (to include removal of trash) and restoring the conference rooms to its original condition. For audiovisual support, computer assistance, and maintenance coordinate directly with USATC&FJ G6. Coordinate with the USATC&FJ G4 facility manager for lighting, electrical, and heating and air assistance. ESO is responsible for cleaning the ECR and PCR and G1 is responsible for cleaning SCR.

6-2. USATC&FJ ESO equipment

The U.S. Armed Forces, SES, and GO flags, Army streamers, flag stands and other equipment are maintained, and hand receipted by ESO/SGS personnel. The hand receipt holder assumes all responsibility for the equipment. Flags and/or equipment are issued during 0800-1130 and 1300-1645 Monday through Friday, except federal holidays. Equipment will be issued no earlier than 24 hours of event and returned immediately following the event or the next duty day, if event falls on a weekend or holiday.

Appendix A

References

Section I

Required Publications

AR 37-47
Official Representation Funds of the Secretary of the Army

AR 58-1
Management, Acquisition, and Use of Motor Vehicles

AR 1-50
Army Conference Policy

DA PAM 600-60
A Guide to Protocol

TRADOC Regulation 1-11
Staff Procedures

TRADOC Supplement 1 to AR 1-50
U.S. Army Training and Doctrine Command Conference Policy

Fort Jackson Regulation 1-1
Staff Procedures

Section II

Related Publications

A related publication is a source of additional information. The user does not have to read it to understand these implementation procedures.

AR 380-10
Foreign Disclosure and Contacts with Foreign Representatives

DoD Instruction 7250.13
Official Representation Funds

TRADOC Regulation 10-5
Organization and Functions, U.S. Army Training and Doctrine Command

TRADOC Memorandum 1-16
Distinguished Visitors, Conferences and Ceremonies, HQ U.S. Army Training and Doctrine Command

Section III

Prescribed Forms

This section contains no entries.

Section IV

Referenced Forms

This section contains no entries.

Appendix B

Records Management

B-1. DV records

U.S. and international DV files (record number 600-25b) contain information accumulated in controlling, administering, and facilitating visits of U.S. and international personnel to Army installations. Included are requests to visit, information on social and billeting arrangements made and honors rendered, meetings and demonstrations scheduled and conducted, and similar information. Record disposition: Keep in current file area until no longer needed for conducting business, but not longer than six years, then destroy.

B-2. Ceremonies and special events records

Ceremony and special events files (record number 600-25c3) contain information on the planning and conduct of ceremonies and special events. Included are ceremonies such as retirements, promotions, senior leader forums, international receptions and comparable activities. The files consist of copies of ceremonial orders, diagrams indicating formations or movement, task orders, scripts, and related information. Record disposition: Keep in current file area until event occurs and then until no longer needed for conducting business, but not longer than six years after the event, then destroy.

Glossary

Section I

Abbreviations

| | |
|------|---------------------------|
| AR | Army regulation |
| BDE | brigade |
| BN | battalion |
| CG | commanding general |
| CoC | change of command |
| COS | chief of staff |
| CSM | command sergeant major |
| DCO | deputy commanding officer |
| DCS | deputy chief of staff |
| DV | distinguished visitor |
| ECR | executive conference room |
| ESO | executive services office |
| FJ | Fort Jackson |
| G-2 | security officer |
| G-3 | operations |
| G-33 | current operations |
| G-5 | strategic planning |

| | |
|----------|--|
| G-6 | information technology |
| GO | general officer |
| HHBN | headquarters and headquarters battalion |
| HQ | headquarters |
| IPR | in-progress review |
| PAO | public affairs office |
| PCR | post conference room |
| SES | senior executive service |
| SGS | secretary of the general staff |
| SCR | staff conference room |
| USATC&FJ | U.S. Army Training Center and Fort Jackson |

Section II

Terms

Action officer

The individual designated by the USATC&FJ lead with the responsibility for coordinating all aspects of the visit.

Assist

USATC&FJ organizations or staff elements directed to provide augmentation or other support to a lead for a function, task, or role.

Distinguished visitors

Individuals who, based upon rank or position, will receive special consideration during official visits to HQ USATC&FJ.

Escort officer

The individual designated by the USATC visit lead to escort visiting DV and keep the action officer apprised of significant changes/occurrences during the visit.

Foreign visit request

A request initiated by the supporting embassy for authorization to permit contact by foreign government representatives with DA element or DA personnel. Foreign government personnel are defined as foreign military, foreign government civilian employees, or contractors working on an approved foreign government contract with representational duties.

Host

The individual with the primary role of receiving or entertaining guests and visiting DV in a social and/or official capacity.

Lead

The USATC&FJ organization or staff element having primary responsibility for a function, task, or role assigned by higher headquarters. The organization which receives assistance from another organization(s) or staff element(s) and is responsible for ensuring that the supporting organization(s) or staff element(s) understands the assistance required.

Official representation funds

Funds designated to be used to extend official courtesies to authorized guests as described in AR 37-47.

Operations reaction cell

Small cadre of Soldiers on standby on event day prepared to execute last-minute tasks.