



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON – KWAJALEIN ATOLL
UNIT 17001 BOX 1
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AMIM-KWG-ZA

15 January 2025

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Command Policy #18: U. S. Army Garrison – Kwajalein Atoll (USAG-KA)
Distinguished Visitors (DV) Quarters and Lounge, Bldg. 901, Policy

1. References.

- a. AR 600-25, Army Customs and Courtesies.
- b. DA Pamphlet 600-60, A Guide to Protocol.
- c. AFI 34-1201, Protocol.
- d. U.S. Order of Precedence.

2. Purpose: This policy letter establishes procedures for assignment of DV lodging and provides guidelines for the use and control of the DV Lounge in Bldg. 901, on Kwajalein. NOTE: Adapt procedures to accommodate cultural differences and customs of visiting dignitaries.

3. Definition: A DV is defined as a high-ranking official, government leader, or prominent figure requiring special protocol. The purpose of the visit will determine if the distinction of DV should be accorded. The Commander determines the DV distinction on an individual basis.

a. Determining who is entitled to DV status. This following is not a comprehensive list but provides examples of what visitors are given DV status.

(1) U.S. government officials.

(a) Active-duty military personnel Colonel and above, and Command Sergeant Major.

(b) Federal GS-15 employees and above.

(c) Members of the Senior Executive Service.

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- (d) Congressional representatives and their staff members.
- (e) U.S. Ambassadors and spouse.
- (2) Republic of the Marshall Islands (RMI) government officials and traditional leaders
 - (a) President and First Lady of the Republic of the Marshall Islands.
 - (b) RMI Cabinet Members.
 - (c) Kwajalein Atoll Senators, Mayor, and traditional leaders.
 - (d) The Speaker and Vice Speaker of the Nitijela.
 - (e) RMI Ambassadors-at-Large.
 - (f) The Chief Secretary of the RMI.
 - (g) Council of the Iroij-Chairman.
 - (h) Paramount Chiefs in accordance with USAG-KA Regulation 190-10.
- (3) Presidents or Vice Presidents of internal and external contractor companies doing business with USAG-KA, Reagan Test Site (RTS), or U.S. Army Corps of Engineers.
- (4) Official representatives of foreign countries.
- (5) Any other DV group or individuals identified in the *DoD Order of Precedence*.
- (6) Visitors to Kwajalein, O-6/civilian equivalents may be entitled to DV status on a case-by-case basis. Additionally, the USAG-KA Commander reserves the right to extend DV privileges to any person not specifically mentioned in this policy letter, on a case-by case basis.

NOTE: Members traveling with DVs as part of the official party will be identified at time of check-in and may be afforded the same privileges as the DV if capability exists.

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4. DV Lodging.

a. The Protocol Officer is responsible for administration and assignment of lodging for DV's. Alternate approving official is the Director of Host Nation Activities. Requests will be submitted via email to the Protocol Officer, Director of Host Nation Activities, and/or Republic of the Marshall Island (RMI) Specialist, USAG-KA, building 730, upon notification of DV Visit. Include: name of DV, organization and point of contact, event date, time (start and end), and Purpose of Visit.

b. Assignment of all DV lodging is subject to availability and based upon precedence. The following rooms are designated as quarters for visiting dignitaries:

(1) Kwaj Lodge: Room 216

(2) Macys, Bldg #704: Rooms 218, 220, 202, 236, 302, & 318

c. Rates for lodging will be in accordance with current financial policy and rate manual.

d. Request for early check-in or late check-out must be pre-coordinated with Kwaj Lodge Manager.

e. To reserve lodging for DVs, please contact the USAG-KA Protocol Officer, 480-5033, or Director of Host Nation Activities, 480-5325.

5. DV Lounge.

a. Individual identified as a DV to Kwajalein may use the DV Lounge up to two hours upon arrival or departure from Kwajalein.

b. Once screened, the DV must remain in the sterile area (DV Lounge) or public waiting area until departure, unless approval is received from Security Personnel or Garrison Commander or Command Sergeant Major.

c. To enable maximum efficiency of the DV Lounge, the maximum number of individuals authorized in the lounge at one time is seven.

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d. The DV Lounge will remain locked when not in use. The access code will remain with the Protocol Officer, Garrison Commander, Garrison Command Sergeant Major, and Director of Host Nation Activities.

e. No alcoholic beverages will be consumed in the DV Lounge.

f. The Protocol Officer, 480-5033; Director of Host Nation Activities, 480-5325; USAG-KA Command Sergeant Major, and/or USAG-KA Commander are the approving authorities for scheduling use of the DV Lounge.

6. Point of contact for this policy is USAG-KA, Protocol Officer or Director of Host Nation Activities at 480-5033 or 480-5325.

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Commanding