



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND - READINESS
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT McCOY
100 EAST HEADQUARTERS ROAD
FORT McCOY, WI 54656

AMIM-MCG-AO (100)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy #12 - Policy for Protocol

1. References:

- a. Army Regulation (AR) 600-20 Army Command Policy, 24 July 2020.
- b. AR 840-10 Flags, Guidons, Streamers, Tabards, and Automobiles and Aircraft Plates, 17 July 2020.
- c. Department of the Army (DA) Pamphlet (PAM) 600-60, A Guide to Protocol and Etiquette for Official Entertainment, 11 December 2001.
- d. Army Protocol Directorate, Department of the Army Protocol Precedence List, 1 November 2019.
- e. AR 190-45 Law Enforcement Reporting, 27 September 2016.

2. Purpose: To improve communication, establish basic protocol guidelines, and jointly manage very important persons (VIP) visiting the installation. Adherence to this policy facilitates collaboration and synchronization, as well as ensures appropriate military courtesy for all visiting VIPs.

3. Applicability: The policy applies to all Installation Support Directorates, Garrison Management and Control Offices, Installation Support Offices, and Tenants.

4. Procedures: U.S. Army Garrison (USAG) Fort McCoy WI (FMWI) hosts a number of VIPs every year. The following paragraphs provide specific guidance for VIPs visiting USAG Fort McCoy:

- a. A VIP is Code 1-6 as defined on the Department of the Army Protocol Precedence List.

- b. USAG FMWI requires an official USAG FMWI Distinguished Visitor (DV) Notification of Visit (NOV) Form, Fort McCoy Form 302, accompanied by a current one-page biography, when a VIP plans to visit USAG FMWI. VIP staff may tentatively schedule office call appointments, but must follow-up with the required Distinguished Visitor (DV) Notification of Visit (NOV) Form and biography. Protocol may be able to

AMIM-MCG-AO (100)
SUBJECT: Policy #12 - Policy for Protocol

assist in coordination as requested. Send completed forms to: usarmy.mccoy.id-readiness.list.cmdgroup-protocol@mail.mil.

c. The USAG FMWI Command Team (GCT) Administrative Office (AO) / Protocol Office is notified via FMWI Distinguished Visitor (DV) Notification of Visit (NOV) Form of VIP visits (Department of Defense (DoD), DA, and non-DoD) no later than 6 business days for briefs and/or tours and 96 hours for an office call with a GCT member. GCT AO / Protocol Office or Garrison Headquarters and Headquarters Company (HHC) will forward itinerary and VIP contact information to Directorate of Emergency Services (DES) dispatch for processing of Commanders Critical Information Requirement (CCIR) and/or other mission requirements in accordance with (IAW) AR 190-45. Headquarters, Installation Management Command, requires CCIR reports 72 hours prior to VIP visits.

d. Exercise Directors are highly encouraged to establish a Joint Visitors Bureau (JVB) to effectively manage VIP visits during exercises. These JVBs should be in direct coordination with GCT AO / Protocol Office.

e. An organization with primary responsibility is the host to visiting VIP(s). Primary assets, (e.g. lodging, meals, vehicles, drivers and escort officers) are coordinated and/or drawn from the host organization. With prior coordination, USAG FMWI or tenant units can provide support to a host (supported) organization with a VIP(s) on USAG FMWI.

f. USAG FMWI does not require special badging or parking access on the installation. Building 100, Garrison Headquarters, has a General Officer/Senior Executive Service (GO/SES) parking spot available near the main entrance in the rear of the building. Several tenant organizations also have DV/Visitor parking available.

g. The USAG FMWI AO / Protocol Office does not directly arrange DV lodging reservations. For DV billeting at USAG FMWI, contact IHG, 608-388-2107, <https://www.ihg.com/armyhotels/hotels/us/en/fort-mccoy/zyyma/hoteldetail>. You will be notified with confirmation information. Cancellations must be made 24 hours in advance of any confirmed reservations. Off-post lodging is available (subject to travel regulations). List of area hotels is available on USAG FMWI public website, or by request to protocol email.

h. Transportation Motor Pool (TMP) Vans/Autos – USAG FMWI no longer has TMP vehicles for DV use. For those parties utilizing military aircraft (MILAIR), please contact the organization/command to be visited to arrange ground transportation.

AMIM-MCG-AO (100)
SUBJECT: Policy #12 - Policy for Protocol

i. For those DVs using commercial air, the La Crosse Regional Airport is approximately 31 miles from USAG FMWI. Rental cars are available locally at the airport. **Please Note:** rental companies are on restricted hours. For parties using MILAIR: Fort McCoy airport is approximately 5 miles from the installation main gate; Volk Field is 22 miles from USAG FMWI.

j. Military duty day uniform and civilian business casual attire is worn by personnel while driving, escorting, briefing, or receiving official visits unless otherwise specified in the itinerary.

k. The standard flag display for VIP ceremonies, briefings, luncheons, and other events is the United States, State of Wisconsin, and the U.S. Army Field (blue) flags; additions can be made IAW regulatory guidance and availability. The USAG FMWI HHC and the GCT AO / Protocol Office have an inventory of protocol items available for temporary loan.

5. Proponent: GCT, AO / Protocol Office (502) 898-3456/3545.

6. This policy supersedes any previous policies and is in effect until superseded or rescinded.

7. FORT McCOY – TOTAL FORCE TRAINING CENTER.

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COL, MI
COMMANDING

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