

3 DECEMBER 1997



Personnel

LIAISON OFFICER DETAIL

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 75 OSS/CC
Supersedes OO-ALC-HAFBR 36-2101,
17 October 1995

Certified by: Lt. Col. Robert S. Lundie
Pages: 5
Distribution: F

This instruction implements *AFPD 36-21, Utilization and Classification of Air Force Military Personnel*. This instruction governs the Hill Air Force Base Liaison Officer (LO) function, and prescribes the duties and assigns responsibilities of this function.

SUMMARY OF REVISIONS

Changes the responsibility for posting the distinguished visitor (DV) sign and adds Vice Commander (OO-ALC/CV) to paragraphs 1., A1.6., A1.8., and A1.14. A | indicates a revision from previous edition.

1. LIAISON OFFICER. The LO function at Hill AFB is established to provide assistance to the OO-ALC Commander (OO-ALC/CC), OO-ALC/CV, Executive Director (OO-ALC/CD), 75th Air Base Wing Commander (75 ABW/CC), and Vice Commander (75 ABW/CV), and to assist in attending DVs arriving and departing Hill AFB, as directed, during their prescribed tour of duty. DVs, for the purpose of this instruction, are defined as Brigadier Generals and above and civilians accorded Priority Precedence Code DV-6 or higher.

2. ELIGIBILITY FOR DETAIL ASSIGNMENT. All captains and lieutenants assigned to Hill AFB will be scheduled for detail as LO. Officers assigned to Command Post (75 ABW/CP) and Chaplains (75 ABW/HC) are exempt.

NOTE:

75 ABW/CP will be referred to as Hill Consolidated Command Post (HCCP).

3. AUTHORITY. 75 ABW/CC will assign tours of duty for LOs using a rotating roster. The 75th Operations Support Squadron Commander (75 OSS/CC) will administer the LO Program and supervise LO duty performance.

4. TOUR OF DUTY. The tour of duty for the LO is one week, beginning at 1600 Thursday, including the weekend and holidays which fall during that period.

5. RESPONSIBILITIES:

5.1. The LOs will:

5.1.1. Be available during the assigned tour and keep HCCP advised of their location at all times. Obtain the pager from the previous LO.

5.1.2. Have a response time of 30 minutes or less on events which require their presence on the base. In the event the LO resides beyond the 30 minutes response time, it will be necessary, as a minimum, that they remain on base from 0600 - 2200 each day. Arrangements may be made with a qualified replacement to handle any short response requirement from 2200 - 0600. Notification must be made to the HCCP and 75 OSS/CC secretary of name and location of the replacement. If it should be necessary for the LO to remain on base for a full 24-hour period, arrangements can be made with Lodging (75 SPTG/SVML) for a visiting officers' quarters (VOQ) room.

5.1.3. Give high priority to LO tours of duty. Only the most pressing circumstances will allow for substitutions. In the event the designated LO is unable to perform scheduled duty, it is their responsibility to secure a qualified replacement and to notify the HCCP and the 75 OSS/CC secretary of name and location of replacement.

5.1.4. Review LO checklist and implement as required (see Attachment 1).

5.2. 75 OSS/CC will:

5.2.1. Prepare and maintain duty rosters.

5.2.2. Distribute duty rosters to:

- Command sections of OO-ALC and 75 ABW,
- LO personnel,
- HCCP,
- Current Operations Flight (75 OSS/OSC), and
- Protocol (OO-ALC/CCP)

5.3. 75 OSS/CC secretary will:

5.3.1. Brief the LO before the initial tour of duty on responsibilities, scheduled events, problem areas, and present situation.

5.3.2. Serve as the focal point between OO-ALC/CCP, HCCP, and the LO, as necessary.

5.4. 75 OSS/OSC will advise HCCP whenever they receive information concerning either inbound or outbound DVs, estimated time of arrivals (ETA), estimated time enroute (ETE), estimated time of departures (ETD), enroute stops, intentions of DVs, and requests for service.

5.5. The Airfield Operations Flight (75 OSS/OSA) will advise HCCP of inbound DV aircraft when the aircraft is at the 15 Nautical Miles (NM) point on final approach (Air Traffic Control duties permitting).

5.6. The HCCP will:

5.6.1. Maintain current copies of LO rosters and telephone numbers.

5.6.2. Advise the LO:

5.6.2.1. Of inbound ETA, ETD, and any changes on all DVs to be met, with particulars on arrival, and special requirements.

5.6.2.2. As to whether the OO-ALC/CC, 75 ABW/CC, tenant commanders or other staff officers will meet inbound DVs.

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Attachment 1**LIAISON OFFICER (LO) CHECKLIST**

- A1.1.** Before scheduled duty performance, obtain a briefing from the 75 OSS/CC secretary as to duty responsibilities, scheduled events, problem areas, and present situation.
- A1.2.** Assume specific duties and responsibilities as directed.
- A1.3.** Service dress with hat will be worn when meeting DVs.
- A1.4.** Be completely familiar with the use and availability of the DV Lounge in Bldg. 1. Check the DV Lounge, make sure it is clean, doors unlocked, coffee is made, and refreshments available if appropriate.
- A1.5.** Confirm with Base Operations (75 OSS/OSAMB), that the DV sign is posted accordingly.
- A1.6.** Meet all arriving DVs unless notified by the HCCP that a visitor will be met by the OO-ALC/CC, OO-ALC/CV, OO-ALC/CD, or an appropriate staff officer, and your services are not required.
- A1.7.** Upon arrival, the LO will greet the DV and offer the services of Hill AFB, and follow through to make sure the desires of the DV are met.
- A1.8.** When the OO-ALC/CC, OO-ALC/CV, OO-ALC/CD, 75 ABW/CC, or 75 ABW/CV elects to meet the DV in addition to the LO, the LO will remain in the background, and be immediately available if needed. Make sure transportation, escort officers, and other members of the welcoming party are readily available and respond as needed.
- A1.9.** Arrange for a DV sedan with driver to be at Base Operations facility, Bldg. 1, if requested. Make sure appropriate star plate is displayed on vehicle. Direct the sedan to pull to within approximately 50 feet of the aircraft immediately after it has been chocked.
- A1.10.** Large groups will not be part of the official greeting party at the aircraft. Individuals will be asked to wait at the Base Operations facilities and extend their greetings at some other appropriate time and place.
- A1.11.** Ensure that transportation, quarters, and aircraft maintenance and fuel support are provided and ensure that proper response is made to these and other requirements. In the event of unanticipated change to established flight schedules, such as aircraft maintenance problems, weather, etc., the LO will personally make sure immediate notification is given to the DV of the corrective action being taken and the expected "get-well" time.
- A1.12.** When mechanical problems develop on a DV aircraft, check with Transient Alert (75 OSS/OSCT) for approximate get-well time and pass information to the DV and the Command Section. If deemed appropriate, due to urgency, notify the Director of the Aircraft Directorate (OO-ALC/LA) and ask for assistance.

A1.13. When weather is a factor, locally or enroute, check with Weather Flight (75 OSS/OSW) and keep the DV informed if there will be a delay in take off and general weather conditions en route.

A1.14. Refer items to the OO-ALC/CC, OO-ALC/CV, or OO-ALC/CD which require their personal action. The LO will prepare a written report only if significant or unusual activities, actions, or phone calls are received during the tour of duty. Written reports will be presented to the 75 OSS/CC.

A1.15. Refer any unusual inquires or requests to the appropriate staff agency when immediate action is required and follow up to make sure the DV received a prompt and appropriate reply.**A1.16.** DV unscheduled remain over night (RON) after hours:

- Make lodging arrangements.
- Request transportation.
- Notify HCCP.
- Alert the Officers' Club and make appropriate messing arrangements.
- Confirm departure plans and take appropriate action.
- Protocol (OO-ALC/CCP), extension 75565/73007, after duty hours.