

**BY ORDER OF THE COMMANDER  
HILL AIR FORCE BASE (AFMC)**



**AFMC INSTRUCTION 35-101  
HILL AIR FORCE BASE  
Supplement 1  
3 MAY 2004**

**Public Affairs**

**REPORTING AND MONITORING  
DISTINGUISHED VISITORS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: OO-ALC/CCX (Doug James)

Certified by: OO-ALC/CCX (Maj Baxter)

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This supplement provides policies, assigns responsibilities, and prescribes procedures for visits of Distinguished Visitors to OO-ALC. This applies to all organizations on Hill AFB. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records* and disposed of in accordance with the Air Force Disposition Schedule (RDS).

**SUMMARY OF REVISIONS**

This revision deleted reference to “major conferences”—this publication is for Distinguished Visitor (DV) support; reworded paragraph for clarity. (paragraph 2.2.1 ); reworded paragraph to clarify the responsibilities of the unit protocol officers and how to identify the OPR responsible for particular DV visits. New procedure clarifies how to determine who will build the DV itinerary. (paragraph 2.2.1.1.1); replaced “Commander’s Action Officer” with “Director of Staff”, and added suspense requirement for submitting proposed briefings for review. Replaced “Installation Commander” with “Center Commander” (paragraph 2.2.1.1.2); specified requirement to clear briefings to community leaders through Public Affairs. (paragraph 2.2.1.1.3); delete paragraph—the purpose of this Supplement is the reporting and monitoring of distinguished visitors. Since DV itineraries, including conferences and facility requirements, are coordinated by the OO-ALC/CAG DV Team, the OO-ALC Form 211 is not required for meetings not involving DVs, coordination of conference rooms is the responsibility of the conference OPR and facility schedulers. (paragraph 2.2.1.1.4); delete paragraph—Command Section requires notification of foreign visitors to the base only when those visitors carry DV status. Lower ranking foreign visitors’ visits are coordinated through the appropriate foreign disclosure and security offices as a separate process. (paragraph 2.2.1.1.5); replaced Protocol Office (OO-ALC/CCP) with the CAG DV Team—there are now two different teams

specializing in these respective areas (paragraph 2.3); expanded and clarified the responsibilities of the CAG DV Team. (paragraph 2.3.1); deleted paragraph—Commander notification is accomplished during weekly staff meetings and during pre-briefs, as needed. (paragraph 2.3.2); identifies DV Team as being responsible for itinerary development when not assigned to another organization. (paragraph 2.3.3); and deleted paragraph—OO-ALC Form 211, **Request for Approval to Host Meeting**, is no longer required. (paragraph 5).

**AFMCI 35-101, 4 June 2002, is supplemented as follows:**

2.2. Protocol activities must consistently reflect most favorably upon the Ogden Air Logistics Center. It is essential that Distinguished Visitors to the OO-ALC and Hill AFB be treated in a gracious and dignified manner, that they receive the greatest possible benefits from their visits, and that they be accorded every reasonable hospitality within the capability of Hill AFB while they are guests.

2.2.1. Commanders, directors and tenant units will designate an individual within their organization as protocol officer for DV visits, and provide the name of the individual, organization and telephone extension to Center Protocol (OO-ALC/CCP). Notify OO-ALC/CCP anytime your unit representative changes. Organizational protocol officers will act as the single point of contact for DV visits and will obtain their commander's or director's approval and coordination for all DV visit activities within their organization.

2.2.1.1. (Added) Designated Organizational Protocol Officers will:

2.2.1.1.1. (Added) Log the proposed visit into the online DV Visit database, and notify the OO-ALC/CAG DV Team as soon as a DV visit is scheduled and the purpose of the visit is identified. The OO-ALC/CAG DV Team will then determine the most appropriate organization to develop the itinerary. If the hosting organization writes the DV itinerary, it should provide a draft copy to the OO-ALC/CAG DV Team as soon as possible, followed by periodic updates as the itinerary changes. Ensure DV itineraries include all scheduled events and arrangements such as briefings, tours, lodging, meals and social activities.

2.2.1.1.2. (Added) Provide a copy of any briefings to be presented to DVs to Public Affairs Office (OO-ALC/PA) and the CAG DV Team three business days in advance of the proposed briefing. This applies even if the DV is visiting someone other than the Center Commander.

2.2.1.1.3. (Added) If an organization presents briefings or speeches off base to community leaders with DV status, the POC should notify the Command Section through OO-ALC/CCX and coordinate the presentation through the OO-ALC Public Affairs office, who will clear it and keep the OO-ALC/CAG DV Team apprised.

2.3. (Added). The OO-ALC/CAG DV Team for the OO-ALC Commander will:

2.3.1. (Added) Notify the OO-ALC Commander of all known DV visits to Hill AFB and who the

OPR for the visit will be. The OO-ALC/CAG DV Team will pre-brief DV visits to the OO-ALC Commander.

2.3.2. (Added) Complete detailed itineraries for DVs when not tasked out to another organization.

2.3.3. (Added) Assist designated OPRs with DV visit planning and execution, as needed.

2.4. (Added) The OO-ALC/PA will arrange for photography coverage and prepare news releases and publicity regarding DV visits, as required.

JACK JONES  
Director of Staff