



DEPARTMENT OF THE NAVY

CHIEF OF NAVAL EDUCATION AND TRAINING
250 DALLAS ST
PENSACOLA FLORIDA 32508-5220

CNETINST 1700.4
Code 004
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CNET INSTRUCTION 1700.4

From: Chief of Naval Education and Training

Subj: PROTOCOL PROCEDURES FOR PERSONNEL VISITING NAVAL
EDUCATION AND TRAINING COMMAND (NAVEDTRACOM)
ACTIVITIES

Ref: (a) Navy Regulations Chapter 12
(b) OPNAVINST 1710.7

Encl: (1) Commanding Officer or Officer-in-Charge Checklist
(2) Protocol Officer Duties and Checklist
(3) Escort Officer Duties and Checklist
(4) VIP Driver Duties and Checklist

1. Purpose. To prescribe standardized protocol procedures for hosting dignitaries and official visitors to NAVEDTRACOM activities.

2. Action. In order to ensure consistency throughout NAVEDTRACOM and to supplement references (a) and (b):

a. All commands are to review enclosures (1) through (4), and use them as a guide.

b. Questions can be directed to the CNET Protocol Officer at (850) 452-4923 or DSN 922-4923.

/S/D. L. BREWER, III
Vice CNET

Distribution: (CNETINST 5218.2D):
Lists I through V
SNDL FT74 (NROTCU)

COMMANDING OFFICER OR OFFICER-IN-CHARGE CHECKLIST

- _____ Designate a Protocol Officer for the command.
- _____ Designate an Escort Officer for each official visit.
- _____ Unless otherwise directed by the visiting official, all 07 and above, SES-1 through SES-6, and GS-16 through GS-18 will be met upon arrival by the Commanding Officer, Executive Officer or highest-ranking officer on the military installation.
- _____ An Escort Officer will meet all visitors 06 through 05, GS-15 through GS-13.
- _____ For GS-12 and below, primary point of contact from the command being visited should meet visitors.
- _____ If VIP will visit various commands at one location, the senior command will take the lead in coordinating the event.
- _____ Develop a public affairs plan for the visit to include, but not limited to base marquee, base newspaper announcement, and (if approved by VIP) media coverage.
- _____ Set up an All Hands call for the VIP with sailors, civilians, etc., if desired.
- _____ Set up a courtesy call with senior flag(s) in the area, if available and desired.
- _____ Promulgate a 5050 notice for visiting Flag/General Officer(s) or equivalent.
- _____ Review enclosures (2), (3) and (4) and ensure compliance.

PROTOCOL OFFICER DUTIES AND CHECKLIST

Checklist:

Prearrival:

_____ Obtain VIP's full name, title, and what the individual prefers to be called.

_____ Determine rank/civilian grade of VIP.

<u>Military</u> 07 thru 010 (Flag)	<u>Senior Executive Service</u> SES-1 thru SES-6 (Flag equivalent)	<u>General Schedule</u> GS16 thru GS18 (Flag equivalent)	<u>Merit Pay</u>
06 (CAPT/COL)		GS15 (06 equivalent)	GM15 (06 equivalent)
05 (CDR/LT COL)		GS13/GS14 (05 equivalent)	GM13/GS14 (05 equivalent)

_____ Determine if VIP's spouse is accompanying; if so, ascertain his/her name.

_____ If VIP's spouse is accompanying, determine if he/she requires a separate itinerary.

_____ Obtain names and phone numbers of VIPs' Aide or POC on VIP's staff.

_____ Ask Aide what commands and who VIP wishes to visit and purpose of visit.

_____ Obtain copy of VIP's biography and photo of VIP.

_____ Confirm dates of visit.

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_____ Confirm mode of travel (i.e., commercial air, MILAIR, POV), arrival and departure times and dates.

_____ Determine uniform/civilian clothing requirements for day and evening.

_____ Inquire about dietary restrictions (i.e., food allergies or avoidance due to religious reasons).

_____ Make reservations at restaurant for evening meal, if Aide requests.

Accommodations:

_____ Make BOQ/BEQ or hotel reservations when dates of visit are confirmed according to rank of VIP and official party.

_____ Obtain Social Security Number of all members in official party for BOQ reservations. Ensure compliance with the Privacy Act.

_____ Arrange with BOQ/BEQ to have keys picked up by Escort Officer the afternoon prior to official party's arrival.

_____ Arrange a visiting VIP office and administrative support as required.

Itinerary:

_____ If local Flag Officer/Commanding Officer is scheduled to meet official party upon arrival/departure, coordinate with their offices to confirm time on schedule, and include information on itinerary.

_____ Ensure adequate time to check-out of BOQ/BEQ the day of departure.

_____ Itinerary should include places to be visited, courtesy calls, travel time, lunch location, who is riding with VIP besides Aide and Escort Officer, and who in official party will be following in additional vehicles.

_____ Reserve Conference Room, for meetings/briefings, if required.

_____ Confirm that all accommodations, transportation, courtesy calls, briefings, honors and ceremonies are arranged.

_____ Print and distribute 5050 notice with itinerary and VIP's biography in sufficient time for all commands listed in itinerary to prepare for visit.

_____ Prepare a Welcome Aboard booklet with biographies of Commanding Officers/officials the VIP will be meeting, list of important phone numbers, copy of 5050 notice with itinerary and a base Welcome Aboard package.

Transportation:

_____ Reserve vehicles with Public Works, First Lieutenant or local rental car company, as appropriate. Ensure to have proper size and class of vehicle commensurate with the VIP's rank, and any additional vehicles for remainder of official party and luggage, as required.

_____ Arrange to have vehicles picked up the afternoon prior to VIP visit.

_____ Contact Base Security with name(s), SSN(s), type of vehicle(s), and license number(s) if available. Passes will be provided by Base Security to Protocol Officer for display on dashboard.

_____ Inquire with VIP Aide if driver will be required after hours.

_____ Brief escort officer and driver(s) regarding itinerary, provide phone numbers in case of emergency and ensure both escort officer and driver(s) know each destination on itinerary and where to park. A trial run to each destination is desirable.

_____ Brief escort officer and drivers regarding driving requirements and military courtesies.

_____ Provide a cellular phone and/or pager to the senior ranking visitor's driver and escort officer.

_____ Provide arrival and departure times at airport, and verify if visitors are flying into military or commercial airport.

_____ Notify commands to be visited to designate parking space. Parking sign designation will be:

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USN (Line) Blue field with white stars (4 ADM, 3 VADM, 2 RADM, 1 RDML), silver eagles (CAPT), or silver oak leaves (CDR).

USN (Staff) White field with blue stars (3 VADM, 2 RADM, 1 RDML), blue field with silver eagles (CAPT), or silver oak leaves (CDR).

USMC Red field with silver stars (4 Gen, 3 LtGen, 2 MajGen, 1 Bgen), silver eagles (Col), or silver oak leaves (LtCol).

USAF Blue field with silver stars (4 Gen, 3 Lt Gen, 2 Maj Gen, 1 Brig Gen), silver eagles (Col), or silver oak leaves (Lt Col).

USA Red field with silver stars (4 GEN, 3 LTG, 2 MG, 1 BG), silver eagles (Col), or silver oak leaves (LTC).

Flag equivalent civilians, Cabinet or Congressional visitors will have a blue field with white letters stating VIP.

ESCORT OFFICER DUTIES AND CHECKLIST

Duties:

Know Rank of VIP

<u>Military</u> 07 thru 010 (Flag)	<u>Senior Executive Service</u> SES-1 thru SES-6 (Flag equivalent)	<u>General Schedule</u> GS16 thru GS18 (Flag equivalent)	<u>Merit Pay</u>
06 (CAPT/COL)		GS15 (06 equivalent)	GM15 (06 equivalent)
05 (CDR/LT COL)		GS13/GS14 (05 equivalent)	GM13/GS14 (05 equivalent)

Get to know your visitor. Attain copy of biography and photo from Protocol Officer.

Remain with the official party from the moment they arrive until they depart, or as required.

Know the correct pronunciation of the names and titles of official visitor and members of the official party.

Always walk to the left of the VIP.

Sit in front passenger seat of official vehicle, unless VIP's aide desires otherwise.

Do not use personal funds to make purchases or rent vehicles.

Checklist:

Accommodations:

- _____ Obtain information from Protocol Officer about the VIP/Official Party's berthing arrangements.
- _____ Obtain confirmation numbers and room numbers from Protocol Officer for BOQ VIP or Flag Suites for 07 and SES equivalent and above, who desire to stay in government quarters.

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- _____ Obtain confirmation numbers and room numbers from Protocol Officer for BOQ reservations O6 and GS equivalent and below who desire to stay in government quarters.
- _____ Obtain confirmation numbers and room numbers from Protocol Officer for BEQ reservations for enlisted personnel who desire to stay in government quarters.
- _____ Pick up keys the afternoon prior to official party's arrival.
- _____ Inspect rooms for cleanliness and ensure air conditioner/heat operate properly.
- _____ Present keys and map of room locations to official party upon arrival.
- _____ Explain how BOQ/BEQ phone system operates and how to dial DSN.

Attire:

- _____ Military personnel will be in the proper uniform of the day for summer or winter. Civilian personnel will be in appropriate civilian attire.
- _____ Military personnel will be in appropriate civilian attire for evening social functions.

Transportation:

- _____ Pick up vehicles the afternoon prior to visit.
- _____ Obtain appropriate base dashboard passes for VIP and all vehicles in the official party from Protocol Officer.
- _____ Park in spaces designated at various commands. Parking sign designation will be:

USN (Line) Blue field with white stars (4 ADM, 3 VADM, 2 RADM, 1 RDML), silver eagles (CAPT), or silver oak leaves (CDR)

USN (Staff) White field with blue stars (3 VADM, 2 RADM, 1 RDML), blue field with silver eagles (CAPT), or silver oak leaves (CDR)

USMC Red field with silver stars (4 Gen, 3 LtGen, 2 MajGen, 1 BGen), silver eagles (Col), or silver oak leafs (LtCol)

USAF Blue field with silver stars (4 Gen, 3 Lt Gen, 2 Maj Gen, 1 Brig Gen), silver eagles (Col), or silver oak leafs (Lt Col)

USA Red field with silver stars (4 GEN, 3 LTG, 2 MG, 1 BG), silver eagles (Col), or silver oak leafs (LTC)

Flag equivalent civilians Cabinet or Congressional visitors will have a blue field with white letters stating VIP.

_____ Depending upon size of party, ensure a van is available to pick up luggage.

_____ Assign drivers and ensure each driver knows which vehicle they will be driving and who will be in the vehicle.

_____ Ensure both you and drivers know the itinerary and location of all events. A trial run to each destination is desirable.

_____ Review driving requirements and military courtesies with drivers.

_____ Obtain cellular phones from Protocol Officer.

_____ Ensure at least you and driver of VIP have a cellular phone and/or pager, and phone numbers of the command duty officer, and command home phone and pager numbers of the protocol officer, in case of emergencies.

_____ Ensure cellular phone works properly and batteries are charged for you and driver.

_____ Ensure vehicles are clean and have a full tank of gas daily.

_____ Ensure drivers are in the uniform of the day.

_____ Ensure drivers have a map of the local area as a reference in case of an emergent change in the VIP's itinerary and/or to find points of interest.

_____ Check/confirm arrival and departure times at airport and verify if official party is flying commercial or government air.

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_____ Open doors for VIP in vehicles and buildings.

Itinerary:

_____ Maintain liaison with the Protocol Officer regarding itinerary and other information concerning the visitor.

_____ Pick up copy of itinerary or 5050 Notice.

_____ Pick up Welcome Aboard booklets from Protocol Officer for official party.

_____ Escort the visitor to all official calls, meetings, and briefings and ensure you know building and room locations of all official calls.

_____ Know location of heads and vending machines at each location visited.

_____ Notify Protocol Officer if running ahead or behind schedule.

VIP DRIVER DUTIES AND CHECKLIST

Duties:

Appropriate military courtesies will be rendered at all times.

SPEEDING IS ABSOLUTELY PROHIBITED. When off base do not speed, but stay with the flow of traffic.

Always arrive 15 minutes prior to scheduled pickup time.

The car shall be cooled/heated depending upon the weather conditions prior to VIP entering vehicle.

NEVER PLAY RADIO UNLESS VIP REQUESTS.

Provide your rate, name and phone numbers (office, home, official cellular phone and/or pager) to aide and escort officer.

SPEAK TO AND SUGGEST ONLY WHEN ASKED.

Senior VIP is always seated in the right rear seat of vehicle.

Always offer hand to ladies and elderly personnel entering and exiting from the vehicle, and open/close door.

Remain covered while in and out of vehicle.

NEVER EAT OR SMOKE IN THE VEHICLE.

Never leave the airport before VIP's plane departs.

Checklist:

_____ Know rank of VIP and who you are driving; obtain a copy of VIP's biography from Protocol or Escort Officer.

_____ Pick up keys and vehicle from Protocol Officer/Escort Officer, as appropriate.

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- _____ Ensure vehicle is clean and has a full tank of gas daily.
- _____ Obtain an umbrella for the VIP's use if weather conditions require.
- _____ Obtain cellular phone and/or pager from Protocol/Escort Officer.
- _____ Obtain list of phone numbers to call in case of problems/emergency from Protocol/Escort Officer.
- _____ Obtain a copy of itinerary from Admin/Protocol/Escort Officer the day before VIP arrives. Coordinate with Escort or Protocol Officer and make trial runs to each place on itinerary.
- _____ Obtain a map of the local area as a reference in case of an emergent change in VIP's itinerary or to find points of interest.
- _____ Be in proper uniform of the day.
- _____ Obtain official pass from Escort Officer and display on dashboard.
- _____ Contact Escort Officer for daily driving requirements and review military courtesies.
- _____ Have engine running and vehicle in park ready for VIP/official party.
- _____ When first view official party, get out of vehicle and wait outside vehicle for VIP/official party.
- _____ Upon approach of VIP, open right rear passenger door, hand salute and close door. Open doors for remainder of official party.
- _____ Turn on lights of vehicle when VIP is actually being driven in vehicle.