

SCJS SUPPORT/EVENT READ AHEADS:

(1) Protocol. For Protocol Event coordination, protocol will provide the read ahead format and reinforce with the OPR POC the requirement for an accurate and timely read ahead. Protocol will assist in the scheduling of visitor office calls on the Command Group calendar by submitting a "vote sheet" (see vote sheet format attached). The Protocol action officer assists the OPRs and the SCJS with read aheads as required.

(2) SCJS Staff Action Control Officer (SACO). For Honor Guard Ceremonies or SJCS supported events (i.e., KOB's, Conference Room support), SACO's assign responsibility for the Read Ahead to the appropriate OPR and track it to completion. The SACO will act as the point of contact for flow of information to the Command Group and proof read and process Read Aheads for turn in to the Command Group.

(3) OPR/Action Officer. The OPR/Action Officer is responsible for providing notice to the Protocol action officer that a Command Group office call is desired by the DV. OPR ensures their visitor is on-time to office calls, and that any change in time calls are communicated to the DV, Protocol, and other affected offices. The OPR/Action Officer is responsible for turning in the Read Ahead to SJCS for coordination "**72 HOURS BEFORE THE EVENT**".