



# UNITED STATES FORCES KOREA MANUAL

FKPR

DISTRIBUTION: A, B, C

USFKM 5421.01

3 July 2024

## PROTOCOL

Reference(s): See Enclosure C

1. Purpose. This manual established policy and procedures for protocol in the United Nations Command, Combined Forces Command, and United States Forces Korea.
2. Superseded/Canceled. This manual supersedes USFK Regulation 1-23, dated 19 December 2008.
3. Applicability. This manual applies to the United Nations Command, Combined Forces Command, and United States Forces Korea.
4. Procedures. See Enclosure A to B.
5. Records Management. In accordance with the CJCSM 5760.01A Volume II, Joint Staff and Combatant Commands Records Management Manual-Disposition Schedule.
6. Releasability. This manual is approved for public release, distribution is unlimited. DOD components other federal agencies, Copies of this instruction may be obtained through the internet from the USFK home page <https://www.usfk.mil/Resources/Publications/> or at [https://armyeitaas.sharepoint-mil.us/sites/USFK-RM/document\\_library/Forms/Default.aspx](https://armyeitaas.sharepoint-mil.us/sites/USFK-RM/document_library/Forms/Default.aspx).
7. Effective Date. This manual is effective upon receipt.

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Major General, U.S. Army  
Chief of Staff

### Enclosures:

- A – Distinguished Visitors
- B – Socials and Ceremonies
- C – References

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ENCLOSURE A  
DISTINGUISHED VISITORS (DVs)

1. Purpose.

The purpose of this enclosure is to establish procedures and responsibilities for managing the visits of official visitors to Korea. This manual applies to DV6 or above (O-7/equivalent or above).

2. Responsibilities.

a. The Deputy Chief of Staff, on behalf of the Chief of Staff (COS), United Nations Command (UNC)/Combined Forces Command (CFC)/United States Forces Korea (USFK), will:

(1) Task DV visits from joint organizations to directorates and staff sections. They can, depending on the visit, task joint DVs to components, if required.

(2) Assign service specific DVs to the service specific component.

(3) Assign Office of Primary Responsibility (OPR) for each DV visit.

b. The Chief, USFK Protocol Office (FKPR), serves as the Commander's (CDR) representative regarding all protocol matters, and will:

(1) Centralize coordination and control of the DVs visiting the UNC, CFC, and USFK.

(2) Appoint a protocol action officer to maintain close coordination with the assigned OPR for a visit and ensure the developed itinerary meets the visitor's requirements and follows the CDR's guidance.

(3) Make initial notification of visits to USFK directorates and subordinate command's when the protocol action officer is appointed.

(4) Assign the appropriate protocol precedence code for the DV. Military members selected for promotion to the next higher grade will be afforded the DV status of the next higher grade only if serving in a position of the higher grade. This includes O-6s selected for promotion to O-7 and serving in an O-7 position.

(5) Publish a weekly report of all DVs scheduled to visit the UNC, CFC, and USFK.

(6) Provide weekly DV Update to the CDR and COS on all DV-4 level visits and above.

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c. The assigned protocol action officer will:

(1) Execute a responsibility checklist brief with the OPR's escort/staff action officer.

(2) Ensure the OPR's escort officer manages the USFK DV Checklist and provides all necessary information to FKPR.

(3) Coordinate billeting for DVs and members of the official party accompanying the DVs .

(4) Coordinate ground transportation, drivers, and aircraft support within Korea for DV's, members of the official party, and luggage to include:

(a) Assist the OPR in monitoring departure and arrival of aircraft at all destinations in Korea.

(b) Ensure the OPR's escort officer makes weather determination (Weather Calls) a minimum of two hours prior to the DV's in-country flights.

(c) Facilitate a driver's brief with the OPR's escort officer and all drivers supporting the DV's mission. The driver's brief will cover all vehicle and aircraft movements for the DV's fair weather and inclement itinerary. At the conclusion of the driver's brief, the drivers will be placed under OPCON of the OPR's escort officer.

(5) As necessary, assist the OPR's escort officer in coordinating office calls with U.S. and ROK military and government officials as described below:

(a) Assist the OPR in coordinating office calls with the CDR, UNC/CFC/USFK; Deputy Commander (DCDR), CFC; DCDR, UNC; DCDR, USFK; COS, UNC; COS, CFC; and COS, USFK. For CDR's office calls, the request should be submitted to the Command Engagement Board, for coordination.

(b) Assist the OPR in coordinating office calls with Republic of Korea (ROK) Service Chief General Officers and the ROK Chairman, Joint Chiefs of Staff through Combined Forces Command ROK Protocol.

(c) Assist the OPR in coordinating office calls with the U.S. Ambassador and ROK government officials through USFK J5.

(6) As necessary, coordinate special security requirements for 4-star general officer/civilian equivalents and above through the USFK Protective Service Detachment ICW Provost Marshal's Office. Special security requirements are the use of an armored car, an explosive ordnance disposal (EOD) and bomb dog sweep of DV's quarters, and special security patrols, when required.

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(7) Coordinate DV's customs and immigration in-processing and out-processing along with baggage handling at Incheon International Airport, Osan Air Base, and other arrival/departure locations through the USFK Provost Marshal's Office. FKPR does not maintain liaison with Kimpo International Airport customs and immigrations offices.

(8) Assist the OPR in coordinating DV tours of the Joint Security Area with UNCMAC Operations as needed.

(9) Coordinate optional DV tours of non-appropriated funds or quality of life facilities as needed.

(10) Coordinate requirements for Command Group (CDR, DCDR, COS, and DCOS) hosted social events as required which may include, but not necessarily limited to, the following:

- |                                  |                            |
|----------------------------------|----------------------------|
| -- Reservations                  | -- Photographer            |
| -- MP Support                    | -- Guest list              |
| -- Seating diagram               | -- Invitations/RSVP's      |
| -- Menu                          | -- Place cards             |
| -- Official Representation Funds | -- Name tags               |
| -- Transportation                | -- Sequence of events      |
| -- Music                         | -- Gifts                   |
| -- Sound system                  | -- Script (when requested) |
| -- Parking/Traffic control       | -- Guest Book              |

(11) Request Military Police (MP) and Military Working Dog (MWD) support, as required, through USFK Provost Marshal's Office. MPs may need to provide traffic control points, control of parking areas, escort vehicles on the installation(s), K-9 bomb sweeps, and access control through installation gates. Support will routinely be provided to DV Code 2 and above. Off post police escorts will be coordinated through the ROK Protocol Office. Personal security details will be coordinated with the Area Provost Marshal. (The Area Provost Marshal will coordinate with the Embassy Regional Security Officer, as appropriate. Coordination must be made with the Area Pass & ID Office to address installation access requirements).

(12) Coordinate photographic/press coverage with the Public Affairs Office (PAO) and Visual Information Support Center (VISC) as appropriate.

(13) Ensure a final itinerary is published and distributed.

(14) Upon notification of changes or cancellations of events within the DV's itinerary, cancel billeting, ground transportation requests, and air transportation requests as necessary.

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d. The Office of Primary Responsibility (OPR) for a DV visit will:

(1) Assign a Department of Defense (DoD) uniformed or civilian escort officer upon receipt of the COS tasking IAW minimum grade required based on the DV's precedence code as outlined below. The escort officer is the command representative ultimately responsible for development, coordination, and execution of the DV's itinerary. The escort officers may delegate duties to a staff action officer within their OPR during the development and coordination phase of a DV's itinerary; however, they may not delegate escort duties during the execution phase. The OPR may be required to provide additional escort officers if the DV's party consists of more than one DV, if the DV brings a spouse, or if it is determined that an additional escort officer is required to support the DV's official party. The following provides the recommended rank of escort officer:

(a) DV-2 (e.g., Secretary of Defense (SECDEF), Chairman of the Joint Chiefs (CJCS), or Members of Congress: O6 or Civilian equivalent.

(b) DV-3 (4-star flag officer or civilian equivalent): O5/O6 or Civilian equivalent.

(c) DV-4 (3-star flag officer or Civilian equivalent): O4/O5 or Civilian equivalent.

(d) DV-5 and DV-6: (2- and 1-star flag officer or Civilian equivalent): O2/O3 or Civilian equivalent.

(2) After selection of the escort officer, ensure to report the selection to COS, USFK.

(3) Ensure the escort officer is available during the planning and execution phases of the visit.

(4) Be responsible for expenses, to include funding TDY travel, incurred by assigned escort officer if escort duties necessitate travel away from his or her regularly assigned duty station.

e. Escort officers will:

(1) Contact the protocol action officer, identified in the tasking, upon receipt of the COS tasking not later than two (2) working days after being appointed.

(2) Provide the protocol action officer with a copy of the completed USFK DV Checklist within three (3) working days. The USFK DV Checklist is available on the USFK Protocol SharePoint site ([UNC-CFC-USFK DV CHECKLIST.pdf](#)) .

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(3) Ensure the DV's office is informed of the requirement to submit a country clearance request to gain approval for visiting USFK.

(4) The escort officer or his/her designated representative must attend a responsibilities checklist brief conducted by the protocol action officer at the FKPR within three working days of notification.

(5) Make the detailed arrangements to support the itinerary.

(a) Coordinate all aspects of the DV's itinerary with component commands, staff offices/agencies, subordinate activities, and select installations within Korea that the DV should visit.

(b) Provide a detailed conceptual itinerary to the protocol action officer. The conceptual itinerary will outline agencies, functions, official calls (including entrance and exit briefings with the action agency), and dress recommended for the visitor. Also included will be an inclement weather schedule and a biography. When a senior DVs (in most cases DV Codes 1, 2, and 3) spouse travels with the official party, a separate spouse itinerary, along with a legal review, is required. A conceptual itinerary is due at the following times prior to the arrival of the following DV codes:

DV-1, 2 -- five weeks prior to arrival

DV-3, 4 -- four weeks prior to arrival

DV-5, 6 -- three weeks prior to arrival

(6) Submit an information Read Ahead, when required, for all events involving command group general officers. The Read Ahead, including a biography of the DV, is due to the Commander's Initiatives Group (CIG) no later than 1200KST, 2 working days prior to the event.

(7) Schedule appropriate briefings; reserve briefing rooms; schedule guards for classified briefings (when required); prepare seating charts; obtain names of briefing officers; and invite individuals to attend the briefings.

(8) Ensure the DV's office submits security clearances to the proper USFK agencies when they are required for any briefings and tours within a DV's itinerary.

(9) When planning site visits which involve strenuous activity (e.g., Tunnel 3 tour), verify that the DV does not have a medical condition which would be aggravated by the proposed activity.

(10) Determine travel requirements using surface transportation whenever possible. Advise the protocol action officer as soon as possible of detailed surface and air travel requirements to include helipad numbers and grid coordinates.

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(11) Notify activities affected and the protocol action officer of itinerary changes. Equally important, hotel accommodations must be changed/cancelled as required. When notified of a cancellation of any portion of the DV's itinerary, FKPR and all affected agencies must be notified immediately. Cancellation notifications must be made quickly, especially when aircraft are involved. FKPR will change/cancel any hotel accommodations as necessary upon notification from the escort officer; however, if the action or escort officer cannot contact the FKPR, he or she must ensure reservations are canceled.

(12) Greet the DV and party members upon arrival at in-country billeting. Conduct an entrance brief with the DV on all significant aspects of the schedule as soon as possible after arrival. This can be accomplished at the DV's quarters upon arrival.

(13) Provide a daily situation report to the protocol action officer. This is especially significant if problems are encountered during the visit.

### 3. Itinerary Development.

a. The escort officer is responsible for itinerary development, coordination, and execution. After the escort officer has contacted the DV's office and have a full understanding of the DV's purpose and goals for the visit, the escort officer must begin developing the itinerary. Often, the DV's office will provide a suggested itinerary. The escort officer must also be cognizant of the Command's goals for the visiting DV.

b. When developing an itinerary, the escort officer must fully understand the purpose and goals of the DV visit. Do not try to put too much in a single day. A general guideline is no more than two or three events for the morning and afternoon portions of the itinerary. If travel is involved, such as to the JSA, then the itinerary should fully consider the travel time involved.

c. The itinerary must meet the needs of the visiting DV and the Command. For DVs who are visiting USFK for the first time, the following are suggested itinerary items:

(1) Office call with applicable staff directorate. Normally, office calls with the CDR should be limited to DV-3 and above.

(2) Command Mission Brief (CMB) (OPR: CIG, SJS)

(3) Joint Security Area (JSA) Tour (OPR: UNCMAC)

(4) UNC/CFC/USFK OPLAN 50XX Brief (OPR: U/C/J-5)

(5) Subject Matter Specific Briefings (OPR: Dependent on subject area.)

d. Normally, a DV must meet with the CDR before having any interactions with ROK officials.

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e. DV interactions with the CDR must be processed through the Command Engagement Board.

4. Aviation Support for Distinguished Visitors. MILAIR support must be properly coordinated and approved by the appropriate approval authority. The escort officer should coordinate early with the DV's support staff to ensure proper coordination and approval is obtained.

5. DV Installation Access.

a. FKPR will collect, prepare, and submit necessary documentation for installation access for DV visits. The OPRs are expected to assist in the collection of required documentation such as passport copies, vehicle information, etc. Also, the OPRs are expected to provide an escort to meet the DV and party at the entrance gate to ensure access.

b. FKPR will not process installation access for non-DV personnel. The OPRs are responsible for ensuring installation access for non-DV visits.

6. Airport Immigrations and Customs Support.

a. FKPR has limited support at Incheon International Airport to assist DV personnel and Command GO(General Officers)/FO(Flag Officers)/SESS(Senior Executive Service) with immigrations and customs upon arrival and departure from ROK. Since this support is limited, the priorities below will dictate who is supported. Airport immigrations and customs support must be requested at least two (2) working days in advance of arrival or departure of the DV. The escort or executive officer must provide FKPR names of all traveling party, flight information to include airline # and arrival/departure time.

(1) Arriving and departing non-command and command DV-3s and above traveling on official orders.

(2) Arriving and departing non-command and command DV-4's and above traveling on official orders.

(3) Arriving and departing non-command DV-5s and below traveling on official orders.

(4) Arriving and departing command DV-5s and below traveling on official orders.

(5) Dependents of DVs traveling on official orders.

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(6) Command DVs traveling on leave status. This support will only be provided on a non-interference bases. Support will not be provided if premium pay is required to support (after-hours, holidays, etc.).

7. Command "Wartime" General Officers.

a. "Wartime" General Officers are those officers whose wartime place of duty is designated as a position with USFK or component command staffs. These officers are in country to participate in staff functions and activities as staff general officers, and, therefore, are not defined as distinguished visitors. FKPR will provide the following support for these general officers:

- (1) Airport arrival and departure customs and immigration support.
- (2) Lodging coordination in the Humphreys area for official duty.
- (3) On an emergency basis, as directed by the COS, vehicle and/or driver support.

b. USFK staff sections and component commands will provide the following support for "wartime" general officers:

- (1) An officer to serve as an Executive Officer/Escort/Aide for the duration of the official travel.
- (2) Coordination and resourcing for all in-country activities.
- (3) Ground transportation provided by the staff section.

8. Retired General/Flag Officers and Uninvited Distinguished Civilian Visitors.

a. Official business. Retired GO/FOs, distinguished civilian visitors, and their traveling parties who are officially invited guests of USFK (for example, on invitational travel orders to attend an official ceremony, or as part of a community relations, public affairs, or similar program) will be granted DV status.

b. Personal travel. Retired GO/FOs and uninvited distinguished civilian visitors who visit Republic of Korea for purely personal reasons will not be provided official support by FKPR. Immigrations and customs support at Incheon International Airport may be provided on a non-interference basis.

c. "Best interest" exception to the above. Although retired GO/FOs and uninvited distinguished civilian visitors who visit Korea on personal business will normally not be granted DV status, a visitor's national status and reputation may be so significant that it is in the USFK's best interest to extend DV status. If determined to be in the USFK's best interest by the COS, USFK, the FKPR may provide the following limited support:

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(1) Assistance at Incheon Airport through customs and immigration upon arrival and departure.

(2) Scheduling of courtesy calls with the Command Group when requested. If courtesy calls are scheduled, FKPR will assist with post access and may provide transportation to and from the courtesy call.

(3) Coordinate billeting.

d. DV status may be granted if not in violation of U.S. Government or Service Standards of Conduct regulations. AR 360-1, The Army Public Affairs Program, and DoD 5500.7-R, Joint Ethics Regulation (JER), should be consulted for determination of what may be the Government's best interest. Coordination with the USFK Office of the Judge Advocate is required.

e. Contractor representatives. Retired GO/FOs visiting Korea as representatives of non-Federal entities (e.g., contractors, private organizations, or other associations) will not be granted DV status.

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Enclosure A

## ENCLOSURE B

### SOCIALS AND CEREMONIES

#### 1. Purpose.

The purpose of this enclosure is to establish policies, procedures, and responsibilities for planning and execution of social and ceremonial events.

#### 2. Responsibilities.

a. FKPR is the OPR for the planning and execution of all social and ceremonial events hosted by members of the Command Group. The Command Group consists of the CDR; DCDR, UNC; DCDR, USFK; COS, CFC; COS, UNC; and COS, USFK. FKPR will:

(1) Develop the concept of operations for the social or ceremonial event in accordance with U.S. Army protocol and Command Group guidance. As necessary, develop and issue a TASKING ORDER to ensure coordinated efforts in the execution of the event.

(2) Select and secure the venue for the execution for the event.

(3) Develop guest lists and invitations, distribute invitations, and track RSVPs.

(4) Process installation access for invited guests as required.

(5) Request Official Representation Funds (ORF) to support the event as necessary. (See below section on ORF requirements.)

(6) Develop seating charts and mark seating as appropriate.

(7) Coordinate for Honor Guard and Band support as necessary.

(8) Prepare the CDR's "Read Ahead" for the event.

(9) Supervise execution of the social or ceremonial event.

b. FKPR may provide support and guidance for social and ceremonial events hosted by others outside the Command Group. This may include:

Distribute invitations, and track RSVPs. The Directorate or staff must provide FKPR with an approved guest list with correct contact information. The Directorate or staff is responsible to process installation access for invited guests as required.

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(1) If necessary, request Official Representation Funds (ORF) to support the event. The Directorate or staff must provide FKPR with necessary documentation needed to request ORF funds.

(2) Provide advice on sequence of events and seating.

3. Extending Invitations.

a. FKPR will use electronic invitations for most events; however, a small quantity of formal invitations may be printed for guests who do not have email or for keepsakes from the event. "Keepsake" invitations will be provided for honorees in change of command, award, promotion, and retirement ceremonies. FKPR uses the *eInvitation system* provided by the Air Force Institute of Technology (<https://einvitations.afit.edu/generator/index.cfm>).

b. Invitations will include at a minimum the following information:

- (1) Name and/or title of host
- (2) Name of event or honoree
- (3) Date and time
- (4) Location
- (5) Attire
- (6) RSVP information

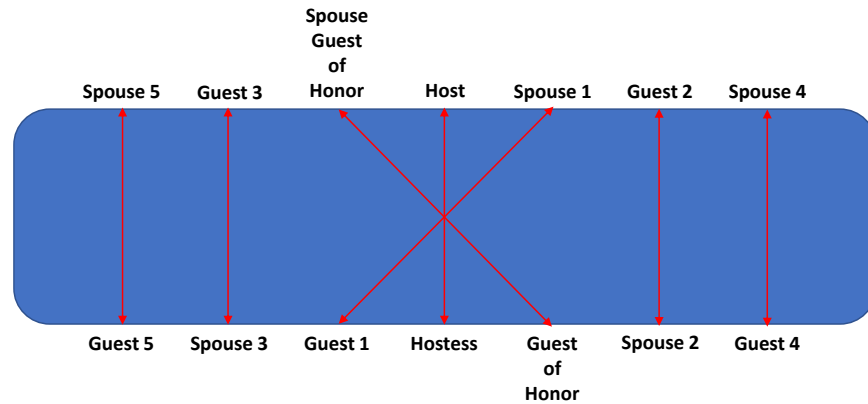
c. Invitations should be sent to a guest list approved by the host, guest of honor, or event coordination team.

4. Social Seating.

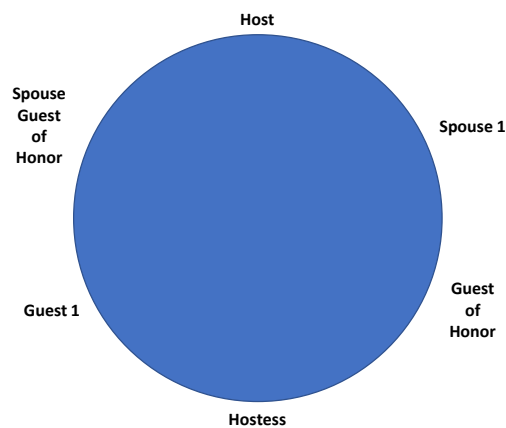
a. Due to cultural differences in Korea, the standard accepted seating practices are modified for social and ceremonial events. There are also different requirements for seating at socials and ceremonial events.

b. For socials at personal quarters, guests are usually seated according to the illustrations below depending on the type of table. But the final decision on seating is to be made by the host and hostess.

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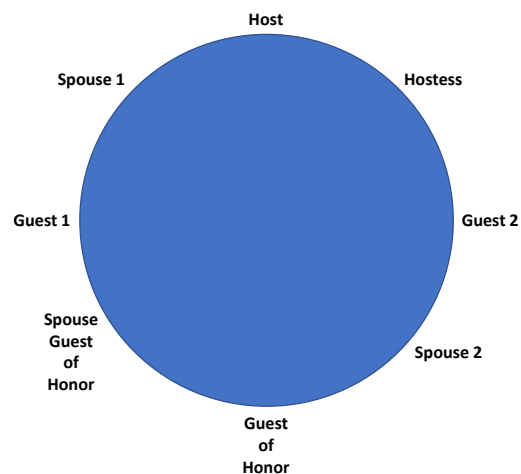


**Figure 1. Lone Table**



**Figure 2. Round or Small Square Table-1**

c. For socials at larger, external venues, guests are usually seated according to the illustration below in accordance with precedence. The spouse is seated to the left of the guest. Other tables are set in the same fashion according to precedence. Again, the final decision on seating is to be made by the host and hostess.



**Figure 3. Round or Small Square Table-2**



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d. Interpreters should be seated to the right, slightly behind the guest they are supporting.

## 5. Ceremonial Seating.

a. For ceremonial seating, the guidance in U.S. Army Training Circular (TC) 3-21.5 is generally followed except as noted in the following. Usually, there are two seating areas – one to the right and one to the left of the reviewing stand. Normally, spouses of the host and guest of honor, organizational guests and other military guests will be seated on the right side of the reviewing stand. External guests such as diplomats and “friends of the command” will be seated to the left of the reviewing stand. These guests will be seated by precedence.

b. Reviewing Stand. The host/reviewing official and the guest of honor (such as the awardee, incoming/outgoing CDRs, promotee) will be seated on the reviewing stand.

### c. Organization Seating.

(1) The spouses of the host/reviewing official will be seated in the first row of seats to the right of the reviewing stand closest to the reviewing stand.

(2) The Command Sergeants Major (US and ROK) along with other 3 & 4-Star SELs (Senior Enlisted Advisors) will be seated in the second row of seats to the right of the reviewing stand. Other SELs of GO/FOs will be seated immediately after the last DV-6 guest.

(3) The Chaplain providing the Invocation for the ceremony will be seated in the first chair in the third row to the right of the reviewing stand.

(4) As much as feasible, DV-6 and above guests will be seated in order of precedence. O-6 and lower guests will be seated by rank in alphabetical order.

(5) Spouses will be seated to the right of the guest. If a break in seating would separate a guest and spouse, seating will be adjusted to ensure that guest and spouse are seated together.

## 6. Meeting/Conference Seating.

Seating for meetings and conferences is usually dictated by the purpose of the meeting/conference. Generally, guests are seated to the right and left of the host depending upon precedence. But the purpose of the meeting/conference may dictate other seating arrangements.

a. FKPR will develop seating charts and mark seating for Command Group hosted and other special events held in the Command conference rooms. Other special events include exercise Senior Leader Seminars, After Action Reviews (AARs), Combined Arms Rehearsals (CARs), etc.

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b. FKPR will provide advice on seating for “battle rhythm” events held at CC Humphreys and other venues, but it is the responsibility of the OPR to mark the seating.

## 7. Official Representational Funds (ORF).

a. FKPR manages three different Official Representational Funds (ORF) for the tri-command. FKPR will develop and submit for approval all ORF request needed to support Command Group functions.

b. The staff that supports other authorized officials must coordinate with and process ORF requests through FKPR.

c. Under certain circumstances when the authorized ORF authority cannot be present, the authority to host an ORF event may be delegated to an O-6/GS-15 level leader in writing. The staff section needs to coordinate with FKPR prior to processing ORF funds requests.

## 8. Commander's Gift Locker.

a. FKPR maintains a collection of organizational themed gifts for presentation to authorized guests. Command officials authorized to use ORF may present gifts from the gift locker to authorized guests. Requests for gifts must be submitted to Protocol at least two (2) working days prior to the desired presentation.

b. If an authorized official desires to present a gift item that is not stocked in the CDR's Gift Locker, FKPR must be provided with the gift design, vendor, and cost so that an ORF request can be prepared and approved before presentation. ORF approval usually takes at least five (5) working days.

c. Personnel not delegated ORF authority (O-6 level) may be delegated one-time authority to present an ORF gift to an authorized guest. The delegation memo must be provided FKPR prior to the presentation.

## 9. Flags.

FKPR does not maintain flags to support social and ceremonial events. The UNC Honor Guard provides this support for the tri-command. FKPR will request support for all Command Group functions requiring flag support. Directorates and staff must request support directly from the UNC Honor Guard for their events. FKPR cannot procure flag sets (including personal flags) for individuals authorized to display a flag line. The Directorate or staff must request these flags IAW AR 840-10.

a. The following is the order of precedence of flags:

(1) The flag of the United States.

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(2) The flag of the Republic of Korea (This flag is always displayed after the U.S. Flag as a sign of respect for the host country.) Foreign national flags. (Normally, these are displayed in alphabetical order using the English alphabet.)

(3) Flag of the President of the United States of America.

(4) Flag of the Vice President of the United States of America.

(5) State and Territorial flags. Normally, state flags are displayed in order of admittance of the State to the Union. However, they may also be displayed in alphabetical order using the English alphabet. Territorial flags are displayed after the State flags either in the order they were recognized by the United States or alphabetically.

(6) Military organizational flags of the Services in order of precedence.

(a) United States Army

(b) United States Marine Corps

(c) United States Navy

(d) United States Air Force

(e) United States Space Force

(f) United States Coast Guard

(7) Military organizational and distinguishing flags within a Service by echelon. The flag for the regimental corps will have precedence immediately before the regimental proponent's command flag. The regimental corps flag will never have precedence above an Army Command flag.

(8) Individual and positional flags are in order of rank. To ensure the order of precedence, the term "individual flags" includes the Department of the Army SES flag.

b. There are four possible flag lines for the tri-command depending upon the nature of the setup or event.

(1) US/ROK/UNC/CFC/USFK/Host personal flag

(2) US/ROK/UNC/Host personal flag

(3) US/ROK/CFC/Host personal flag

(4) US/ROK/USFK/Host personal flag

Enclosure B

## 10. Ceremonies.

a. Ceremonies can be official, formal ceremonies or informal ceremonies. Informal ceremonies are small ceremonies usually held in the host office with limited guests. As a minimum, the US and ROK flags should be present for an informal ceremony. Ceremonies may also be conducted virtually.

b. The following are examples of sequence of events for standard ceremonies. For more details, please refer to the TC 3 – 21.5.

### (1) A standard promotion ceremony—

- (a) Arrival of official party.
- (b) \*Honors (Ruffles/Flourishes, Gun Salute).
- (c) \*National Anthems.  
ROK Anthem  
US Anthem
- (d) \*Invocation.
- (e) Remarks by host.
- (f) Promotion orders read.
- (g) Rank insignia pinned.
- (h) Flag presentation (Uncasing and posting of personal flag for GO/SES).
- (i) Reaffirmation of oath.
- (j) Remarks by honoree.
- (k) \*Service song.
- (l) Receiving line (usually held on the reviewing stand or immediate area).

### (2) A standard retirement ceremony—

- (a) Arrival of official party.
- (b) \*Honors (Ruffles/Flourishes, Gun Salute).
- (c) \*National Anthems.  
ROK Anthem  
US Anthem

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- (d) \*Invocation.
  - (e) Remarks by host.
  - (f) Official Service awards.
  - (g) Retirement Orders.
  - (h) Presentation of U.S. flag.
  - (i) Spouse award.
  - (j) Spouse certificate of appreciation.
  - (k) Service song.
  - (l) Receiving line (usually held on the reviewing stand or immediate area).
- (3) A standard award ceremony—
- (a) \*Arrival of official party.
  - (b) \*Honors (Ruffles/Flourishes, Gun Salute).
  - (c) \*National Anthems.
    - ROK Anthem
    - US Anthem
  - (d) \*Invocation.
  - (e) Remarks by Host (Award presenter).
  - (f) Presentation of award.
  - (g) Remarks by award recipient.
  - (h) Receiving line.

\* Items denoted with an asterisk are usually not done during an informal ceremony.

c. Virtual ceremonies may be executed due to travel restrictions, social distance precautions, or other uncontrollable circumstances.

(1) Flags for virtual ceremonies. Per the normal flag practices, you may post the standard flags in your flag line for the event and include the personal flags of the active participants in the ceremony, whether they are participating virtually or in-person. The display of multiple flags at multiple locations is not re-quired.

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(2) Sequence of Events for Virtual ceremonies. The sequence of events for a virtual ceremony should be like those listed (above) for a standard live ceremony, with applicable changes due to the virtual environment.

#### 11. Rendering Honors.

This section provides general information about the rendering of honors by military and civilian participants and attendees at military ceremonies. Participants are defined as anyone participating in a ceremony and who would normally be on the reviewing stand or located with the ceremony's host. Attendee is defined as anyone attending a ceremony as a guest and who is not located on the reviewing stand or with the host.

##### a. Cannon salute accompanied by musical honors.

(1) Participants. Military in uniform—render the hand salute; military and civilians in civilian attire—stand at attention, and if wearing a head covering, remove it.

Note. Military being honored will salute. Civilians stand at attention.

(2) Attendees. Military in uniform—face the ceremonial party and render the hand salute; military and civilians in civilian attire—face the ceremonial party and stand at attention and if wearing head covering, remove it.

##### b. During the National Anthem.

(1) Participants. While outdoors, military in uniform stand at attention and render the hand salute, while indoors they stand at attention. While outdoors or indoors, civilians stand at attention with their right hand over the heart. While outdoors or indoors, military in civilian attire and veterans may render the hand salute. Persons not in uniform should remove their head covering with their right hand and place it over their left shoulder, with their right hand over heart.

(2) Attendees. Same as for participants.

##### c. During the Korean national anthem and other foreign national anthems.

(1) Participants. While outdoors, military in uniform stand at attention and render the hand salute, while indoors they stand at attention. While outdoors or indoors, civilians stand at attention and remove head covering.

(2) Attendees. Same as for participants.

##### d. During passing of colors.

(1) Participants. Military in uniform—(outdoors) stand at attention and render the hand salute when the Colors come within six paces and hold the salute until the Colors are six paces beyond; (indoors) stand at attention six paces before and after the

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Colors. Civilians—(outdoors) stand at attention holding head covering with the right hand over the left shoulder and with the right hand over the heart (if no head covering, hold the right hand over the heart); (indoors) stand at attention.

(2) Attendees. Same as for participants.

## 12. Guide to Proper Dress.

The guidance shown at table 12–1 is for personnel to use in choosing the proper dress while attending a military or social function. The occasions listed are those for which a guest would normally receive a written invitation. Table 12–2 provides guidance on the dress codes normally used today.

### Uniform/Civilian Attire

Occasion/function	Civilian attire	Military uniforms	Ladies attire
Ceremonies, parades, reviews, official visits of foreign dignitaries	Coat and tie	<b>Army:</b> ASU/AGSU <b>Marines:</b> Service Uniform <b>Navy:</b> Service Dress Uniform <b>Air Force:</b> Service Dress Uniform	Afternoon dress/suit
Receptions, daytime or early evening semi-formal occasions requiring more than duty uniform	Dark business suit	<b>Army:</b> ASU/AGSU w/Medals <b>Marines:</b> Blue Dress A or B <b>Navy:</b> Full Dress Uniform <b>Air Force:</b> Ceremonial Dress Uniform	Cocktail dress
Official formal functions (black tie)	Dinner jacket/tuxedo	<b>Army:</b> Blue/White Mess <b>Marines:</b> Evening Dress B or Mess Dress <b>Navy:</b> Dinner Dress Uniform <b>Air Force:</b> Mess Dress Uniform	Long or short evening dress
Official formal evening functions (white tie)	Tuxedo/Tails	<b>Army:</b> Blue Evening Mess <b>Marines:</b> Evening Dress A <b>Navy:</b> Formal Dress Uniform <b>Air Force:</b> Mess Dress Uniform (silver tie tab and cummerbund)	Evening formal

**Table 1. Uniform/Civilian Attire**

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## Invitation Dress Codes

<b>Category</b>	<b>Dress</b>
Formal (White Tie)	<b>Army:</b> Blue Evening Mess <b>Marines:</b> Evening Dress A <b>Navy:</b> Formal Dress Uniform <b>Air Force:</b> Mess Dress Uniform (silver tie tab and cummerbund)
Semiformal (Black Tie)	<b>Army:</b> Blue/White Mess <b>Marines:</b> Evening Dress B or Mess Dress <b>Navy:</b> Dinner Dress Uniform <b>Air Force:</b> Mess Dress Uniform
Uniform Informal	<b>Army:</b> ASU/AGSU <b>Marines:</b> Service Uniform <b>Navy:</b> Service Dress Uniform <b>Air Force:</b> Service Dress Uniform
Duty Uniform	This is the uniform that is being worn for the day. No specific uniform unless dictated further. Usually, this is considered the service utility uniform.
Business suit	This is a matching suit with shirt and tie.
Civilian Informal	Civilian coat and tie . This can be a sport coat with slacks, shirt, and tie.
Casual	Civilian open collar or sweater w/coat
Very Casual	Shirt and slacks

**Table 2. Invitation Dress Codes**

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REFERENCES

- a. DoDM 4500.36, Acquisition, Management, and Use of DoD Non-Tactical Vehicles.
- b. DoDI 4500.43, Operational Support Airlift (OSA).
- c. DoDD 4500.56, DoD Policy on the Use of Government Aircraft and Air Travel.
- d. DoDI 7250.13, Use of Appropriated Funds for Official Representation Purposes.
- e. AR 37-47, Official Representation Funds of the Secretary of the Army.
- f. AR 600-25, Salutes, Honors, and Courtesy.
- g. AR 840-10, Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates.
- h. DA Pam 600-60, A Guide to Protocol.
- i. TC 3-21.5, Drill and Ceremonies.
- j. USFKI 5420.01, Commander's Engagement Program.

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## GLOSSARY

### 1. Abbreviations

AAR	After Action Review
CAR	Combined Arms Rehearsal
CFC	Combined Forces Command
CIG	Commander's Initiatives Group
COS	Chief of Staff
DoD	Department of Defense
DV(s)	Distinguished Visitor(s)
EOD	Explosive Ordnance Disposal
FO	Flag Officer
GO	General Officer
IAW	In Accordance With
ID	Identification
JER	Joint Ethics Regulation
JSA	Joint Security Area
KMB	Korean Mission Brief
MPOs	Military Post Offices
NLT	Not Later Than
ORF	Official Representational Funds
OSD	Office of the Secretary of Defense
OPR	Office of Primary Responsibility
PAO	Public Affairs Office
RCP(s)	Ration Control Plate(s)
ROK	Republic of Korea
SECDEF	Secretary of Defense
SEL	Senior Enlisted Advisor
SES	Senior Executive Service
SJS	Secretary Joint Staff
UN	United Nations

UNC	United Nations Command
U.S.	United States (of America)
USFK	United States Forces Korea
VIP	Very Important Person
VISC	Visual Information Support Center

## 2. Special Terms

### **Distinguished Visitors (DVs)**

a. Distinguished U.S., ROK, and foreign government representatives, including heads of state, ambassadors, cabinet members, and legislative members.

b. U.S., ROK, and foreign military general and flag officers.

c. U.S., ROK, and foreign civilian government employees with ranks equal to or higher than protocol precedence code 6.

d. Non-government employees selected for code 6 equivalent status or higher based on their position, e.g., church officials, business executives and entertainers/athletes involved in morale and welfare visits.

**OPR/Action Agency.** Component command, organization, or UNC/CFC/USFK activity tasked with primary visit responsibility by the Secretary Combined Joint Staff (SCJS) UNC/CFC/USFK.

**Staff action officer.** Action agency individual who develops, coordinates, and monitors the DV's itinerary. In most cases, the staff action officer serves as the escort officer.

**Escort officer.** Individual who greets the DV upon arrival, accompanies the visitor throughout the official itinerary, and supervises the departure from Korea. The rank of the escort officer depends on the rank of the DV. Normally, captains escort brigadier general and equivalents, majors escort major generals and equivalents, lieutenant colonels escort lieutenant generals and equivalents, and colonels escort generals and equivalents. However, civilians, warrant officers, and senior noncommissioned officers may serve as escort officers with the approval of Chief, FKPR.

**Protocol Action Officer.** The protocol action officer is assigned by the Chief, FKPR, to coordinate with and assist the OPR's escort/staff action officer in developing, publishing, and monitoring the DV's itinerary.