

Headquarters  
United States Forces, Korea  
Unit #15237  
APO AP 96205-5237

United States Forces Korea  
Regulation 1-23

19 December 2008

Administration – General

**DISTINGUISHED VISITORS**

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**\*This regulation supersedes USFK Regulation 1-23, 14 August 2002 and  
USFK Regulation 1-53, 8 June 1984.**

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For the Commander:

JOSEPH F. FIL, JR.  
Lieutenant General, USA  
Chief of Staff

Official :



GARRIE BARNES  
Chief of Publications and  
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**Summary.** This regulation establishes responsibilities, policies and procedures in supporting distinguished visitors (DV) to the United Nations Command, Combined Forces Command, and the United States Forces Korea.

**Summary of Change.** This revision includes the following changes:

- Incorporates the Command's policy of DV visits to the Chosun Gift Shop into the regulation (para 1-4c(12)).
- Outlines the escort grade requirements for the various levels of DVs (para 1-4d(1)).
- Incorporates the Command's training requirements for individuals visiting the Korean Theater of Operations (para 1-4e(3)).

- Updated the available DV briefings (para 2-1).
- Incorporates the Command's policy on rotary wing aviation support (para 2-4).
- Incorporates the Command's policy on DV support to Wartime GOs (para 2-4).
- Added a paragraph on classified DV visits (para 2-8).

**Applicability.** This regulation applies to all elements of United States Forces, Korea (USFK), component commands, and tenant organizations.

**Supplementation.** Subordinate commands may issue supplements to this regulation to outline local policies. A copy of the supplement must be provided to HQ, USFK (FKCJ-P), Unit #15237, APO AP 96205-05237, E-Mail: USFKProtocol@korea.army.mil.

**Forms.** USFK forms are available at <http://www.usfk.mil/usfk/>.

**Records Management.** Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to governing service regulations.

**Suggested Improvements.** The proponent of this regulation is HQ, USFK (FKCJ-P). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, UNC/CFC/USFK (FKCJ-P (Protocol Branch)), Unit #15237, APO AP 96205-0010. This publication is available electronically on the USFK homepage at: [http://8tharmy.korea.army.mil/g1\\_ag/](http://8tharmy.korea.army.mil/g1_ag/).

**Distribution.** Electronic Media Only (EMO)

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## **Chapter 1 Introduction**

### **1-1. Purpose**

The purpose of this regulation is to establish procedures and responsibilities for managing the visits of official distinguished visitors (DVs) in Korea.

### **1-2. References**

Required and related publications are listed in appendix A

### **1-3. Explanation of Abbreviations And Terms**

Abbreviations and special terms used in this regulation are explained in the glossary.

### **1-4. Responsibilities**

a. The Secretary Combined Joint Staff (SCJS), on behalf of the Chief of Staff (CofS), United Nations Command (UNC)/Combined Forces Command (CFC)/United States Forces Korea (USFK), will assign the action agency having primary responsibility for the visit. The tasking memo will be signed by the Chief, USFK Protocol Branch.

b. The Chief, Protocol Branch, 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 Office of Primary Responsibility (OPR) for a visit and ensure the developed itinerary meets the visitor's requirements and follows the CDR's guidance.

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

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

(5) Provide weekly DV Update to the CDR and CofS on all DV-4 level visits and above. Provide a weekly DV Update to the DCofS as directed.

(6) For DV-3 and above visits, attempt to schedule a minimum of one official social activity, during the course of the visit, dependent on DV's preference. Determine if the DV has any dietary restrictions.

c. The protocol action officer will--

(1) Ensure the tasking memorandum (appendix C) is delivered to the assigned staff action agency.

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

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

(4) Coordinate billeting for distinguished visitors and accompanying party members.

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

(a) Assist 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 military 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 OPCON to OPR's escort officer.

(6) Assist the OPR's escort officer in coordinating official office calls with U.S. and ROK military and government officials as described below:

(a) Assist the OPR in coordinating official office calls with the Commander (CDR), United Nations Command (UNC)/Combined Forces Command (CFC)/United States Forces Korea (USFK); Deputy Commander (DCDR), UNC/USFK; Chief of Staff (CofS), UNC/CFC/USFK; Deputy Chief of Staff (DCofS), UNC/USFK; and Deputy Commander (DCDRK), Combined Forces Command (CFC) through the appropriate executive officer. A decision tree for determining whom to schedule courtesy calls within the command group is shown at appendix D.

(b) Assist the OPR in coordinating official 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.

(7) As necessary, coordinate special security requirements for 4-star general officer/civilian equivalents and above through the USFK 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.

(8) Advise if an honor guard ceremony and/or gift exchange is planned/appropriate.

(9) 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 as required/appropriate. USFK Protocol does not maintain liaison with Kimpo International Airport customs and immigrations offices. If required, USFK Protocol can coordinate expedited customs and immigrations processing for DV-3's and above through the Political Section at the U.S. Embassy.

(10) Issue a ration control plate (RCP), a Status of Forces Agreement Card, and Visitor's Pass for DVs and all members of their party as required. The RCPs are valid for a maximum of 60 days and may be issued to retired military personnel, civilians, and spouses of active duty and retired military personnel as determined by the Chief, Protocol Branch. Protocol action officers are responsible for retrieving all issued DV passes (37EK auto) from the designated escort officer. Escort officers must ensure DV passes and RCPs are accounted for and immediately report any lost or stolen passes to the USFK Provost Marshal's Office, Security Division (Access Control Section).

(11) Assist the OPR in coordinating DV tours of the Joint Security Area, Infiltration Tunnel #3 and Observation Post (OP) Dora with UNCMAC Operations.

(12) Coordinate optional DV tours of non-appropriated fund or quality of life facilities, e.g., Schools, Army Community Services, "Stork Nest" Cottages, the Gallery, and the Chosun Gift Shop. DV visits to the Chosun Gift Shop should only be scheduled during regular business hours (Wednesdays and Saturdays, 1000 – 1500) and all DV visits must be approved by the Chief of Staff, USFK.

(13) Coordinate requirements for Command Group (CDR, DCDR, CofS, and DCofS) hosted social events to include the following:

- Reservations
- MP Support
- Seating Diagram
- Menu
- Official Representation Funds
- Transportation
- Music
- Sound System
- Parking/Traffic Control
- Photographer
- Guest list
- Invitations/RSVP's
- Place Cards
- Name tags
- Sequence of events
- Gifts
- Script (When requested)

(14) The protocol action officer will request Official Representation Funds (ORF) in accordance with (IAW) AR 37-47, or Chairman Joint Chiefs of Staff Instruction CJCSI 7201.01 when appropriate, to support command group social functions. If the social function is in quarters, the host's personal staff will make the arrangements, unless otherwise directed.

(15) Make initial notification of visits to U.S. units through the subordinate command's (7AF, EUSA, CNFK, MARFOR-K, SOCKOR, 2d Infantry Division, 19th Expeditionary Support Command) protocol office; visits to ROK military units will be coordinated through the ROK protocol section in the SCJS.

(16) Publish and distribute final visit itinerary.

(17) Request Military Police support, as required through USFK Provost Marshal's Office. Military Police may 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. By exception, DV Code 3 and below if manpower is available. 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 IAW USFK Reg 190-7).

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

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

d. Office of Primary Responsibility (OPR) for the visit will—

(1) Assign a Department of Defense (DoD) uniformed or civilian escort officer upon receipt of the SCJS tasking memorandum IAW minimum grade required based on the DV's precedence code. Grade requirements are outlined below. The escort officer is the command representative ultimately responsible for development, coordination, and execution of the DV's itinerary. The escort officer may delegate duties to a staff action officer within his 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 party.

(a) DV-2 (SecDef, CJCS, Congressman): O6

(b) DV-3 (4-star flag officer): O5 or O6

(c) DV-4 (3-star flag officer): O4 or O5

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

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

(3) 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 memo, upon receipt of the SCJS tasking memo not later than two working days after receipt.

(2) Provide the protocol action officer with a copy of the completed USFK DV Checklist (appendix F) within 72 hours.

(3) Ensure the DV's office is informed of the requirement to submit a country clearance request to gain approval for visiting USFK. Country clearance requests are routed through the J-1, USFK, to the ADCofS, UNC/USFK, for approval. The escort officer must ensure the DV's office is aware of all requirements necessary to gain theater and country clearance approval for entering Korea (see the DOD Foreign Clearance Guide and USFK Reg 1-40). This includes theater specific training required by USFK Reg 350-2.

(4) The escort officer or his designated representative must attend a responsibilities checklist brief conducted by the protocol action officer at the USFK Protocol Office within 72 hours of notification.

(5) Make the detailed arrangements to support the itinerary, after initial notification by the protocol action officer (Milestone calendar cited at appendix G).

(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 (in most cases DV Codes 1, 2, and 3) DV's spouse travels with the official party, a separate spouse itinerary may be 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 Initiative Group (CIG) no later than 72 hours prior to the event. Contact the CIG (723-7225) for further guidance. Refer to UNC/CFC/USFK Regulation 25-50 for guidance on the preparation of READ AHEADS.

(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. Use of helicopter transportation will be IAW Paragraph 2-2 of this regulation.

(11) When travel by air by a DV necessitates an exception to policy, the OPR will be responsible for obtaining the exception to policy through appropriate channels and the escort officer will be responsible for ensuring only those individuals listed on the memorandum approved by CG, EUSA, are allowed to board the aircraft.

(12) 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, Protocol Branch and all affected agencies must be notified immediately. Cancellation notifications must be made quickly, especially when aircraft are involved. Protocol Branch will change/cancel any hotel accommodations as necessary upon notification from the escort officer; however, if the action or escort officer cannot contact the Protocol Branch, he or she must ensure reservations are canceled. The escort officer or protocol action officer will be held responsible and incur all room charges for his or her dereliction for failing to notify or to cancel hotel reservations (Note: DV and/or accompanying party members may incur room charges if visit is cancelled less than 48 hours out).

(13) Greet the DV and party members at the airport. Three hours prior to the scheduled arrival time, the escort officer must call the USFK Airport LNO to confirm actual arrival time. The escort officer will have vehicles and drivers positioned at the airport at least 30 minutes prior to the DV's arrival. On the day of the DV's departure from USFK, the escort officer will accompany the DV and party members to the departure airport. For Incheon departures, the DVs and their party members must arrive at the airport a minimum of 3 hours prior to the scheduled departure time. The escort officer will remain at the airport until the DV's flight has departed. If the flight is cancelled, assist the DV with alternate travel plans or provide return transportation to quarters. Notify Protocol immediately of cancelled flights and requirements for quarters.

(14) 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, in the vehicle en route to quarters, or the first location on the itinerary.

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

(16) Verify airline reservations and departure time 72 hours before departure. If a DV schedule is such that he or she cannot arrive at Incheon three hours prior to departure, the DV must be pre-processed by Protocol Branch. Pre-processing of DVs is done by exception only. Ensure baggage and the following items for the DV and all party members are present at the Protocol Branch office at the time coordinated with the protocol action officer:

- (a) Passport (For civilians only).
- (b) Military ID card (All active duty military must have their ID card to exit Incheon).
- (c) Two copies of orders.
- (d) Luggage keys and/or combinations.
- (e) Airline tickets.

(17) Upon DV's departure, collect and return the RCP(s), DV passes, and DV plates to the Protocol Branch office.

## **Chapter 2 Policies and Procedures**

### **2-1. Requirements for Distinguished Visitors**

- a. DVs who are visiting USFK for the first time should receive the following as a minimum:
  - (1) Daily Opns/Intell Update Brief (OPR: J3).
  - (2) Korea Orientation Brief (KOB) (OPR: CIG/SCJS).
  - (3) JSA Tour (OPR: USFK Protocol/UNCMAC).
  - (4) CDR Office Call (DV-3 and above) (per final Commander's guidance).
- b. The following briefings are available as directed by the CDR or CofS.
  - (1) USFK Transformation Brief (OPR: J8).
  - (2) UNC/CFC OPLAN 50xx Brief (OPR: C5).
- c. If it has been greater than 12 months since the DV's last Korea Orientation Brief or UNC/CFC OPLAN 50xx Brief, the DV is encouraged to receive these briefings again.

### **2-2. Aviation Support for Distinguished Visitors**

a. Air transportation for all personnel (including flag officers and equivalents) will not be authorized for trips within one hour's one way driving distance. For extended distances, use of scheduled or routine intra-theater fixed wing transport should be considered as a primary alternative to rotary wing flights. While each request will be processed on a case by case basis, the following general guidelines are in effect concerning use of rotary wing assets to transport distinguished visitors and members of their parties:

(1) Distinguished visitors in the rank of DV-4 and above, and accompanying party members, are authorized rotary wing transport for all movement portions of their itinerary.

(2) Rotary wing support for DVs below the rank of DV-4 and their party members is authorized by exception only. Request for rotary wing support for DVs below the rank of DV-4 will be considered on a case by case basis by submitting a memorandum through Chief, Protocol Branch, to the CofS, USFK, for approval. The memorandum should identify the dates, who will be flying, and why rotary wing support is required. Ground transportation will be the principal means of transportation except where distance and time factors clearly affect mission accomplishment. The general rule is that ground transportation will be planned when the mission is within a one hour, one way driving radius. An exception may be granted if there are multiple stops within this one hour radius that materially increase driving time.

b. All DVs are authorized fixed wing transport on peninsula.

c. Requests for flying spares and baggage helicopters are considered on a case by case basis but are generally permitted for visitors in the rank of DV-2 and above.

d. Authorization to fly for accompanying spouses or other non-authorized personnel to fly is approved on a case by case basis by submitting a civilian flight request for approval through the Chief, USFK Protocol and the Administrative Law section of the Judge Advocate to the CofS, USFK.

e. The OPR will prepare and submit exceptions to fly using rotary wing aircraft. The OPR will prepare the Air Mission Request (AMR) and process the exception to fly through the SJA to the CofS, USFK for approval. The exception to fly must be presented to the CofS, USFK at least three working days before the flight date. The USFK Protocol Action Officer will assist the OPR in the preparation of the exception to fly.

f. CFC/USFK staffs will prepare exceptions to fly for civilian and ROK military personnel accompanying their principal for those missions not involved in the visit of a distinguished visitor.

g. Due to the level of technical and administrative difficulty involved in the coordination, military rotary wing support to and from Incheon International Airport is limited to visitors in the ranks of DV-1 and 2.

h. Flights using H-264 (Yongsan) are limited to single utility aircraft operations only. Dual aircraft operations into and out of H-264 are only authorized to support DVs in the grade of O-9 or above, and civilian equivalents.

### **2-3. In-Country General/Flag Officers and Civilian Equivalent Support**

#### **a. Incheon Airport Support.**

(1) In-country general/flag officers and civilian equivalents will be provided protocol support at Incheon Airport upon arrival and departure associated with official travel. Protocol support includes the following:

##### **(a) Arrivals.**

- Executive officers/aides must notify the Protocol Branch office NLT 48 hours before the arrival of their principal.

- Met at the appropriate gate by the Incheon Protocol Liaison Officer and walked through the Very Important Person (VIP) immigration and customs lines.

- The Incheon Protocol Liaison Officer will collect the following documents in order to act as the representative for processing: passport (if used for travel), ID card, travel orders, immigration forms, customs forms, and baggage claim tickets.

##### **(b) Departures.**

- Executive officers/aides must notify the Protocol Branch office NLT 48 hours before the departure of their principal.

- If an on-peninsula DV requests Incheon pre-processing, the items specified in paragraph 1-4e(17) must be provided to the Protocol Office a minimum of five hours prior to the

DV's departure time. The Protocol Office will then deliver all items except ration control plates, DV passes, and vehicle placards to the Incheon Protocol Liaison Officer.

- The Incheon Protocol Liaison Officer will pre-process all forms and baggage. Additionally, he or she will meet the DV at the pre-determined airport entrance coordinated by the escort and Protocol Liaison Officer.

(2) Spouses and dependents will be afforded the same courtesies only if traveling as an official member of the party or individually on official orders. As requested, spouses traveling on official orders will be assisted as noted in paragraph "a" above.

(3) Based on the ROK Ministry of Transportation's definition of a VIP or DV, spouses and dependent children are not considered VIPs or DVs if traveling alone and are not on official orders.

(4) USFK Protocol cannot and will not request airline ticket upgrades. Travelers must make their own arrangements.

(5) Parking in the Incheon DV Parking Areas is limited to those vehicles in use by visitors in the rank of DV-4 and above. To use the DV Parking Area, the Protocol Action Officer will send a FAX containing the DV's name, position, vehicle model, color, and license number to the Incheon Protocol Office 48 hours in advance.

(6) Protocol Airport Support will not be used for any family member or visitor traveling in a non-official capacity.

b. Billeting at Dragon Hill Lodge. The in-country general/flag officer's support staff is responsible for making official billeting arrangements at the Dragon Hill Lodge for their general/flag officer.

c. Transportation In and Around Yongsan. The USFK Protocol Branch will provide transportation for outlying general/flag officers while in the immediate Yongsan area. The supported general/flag officer staff must coordinate this support at least 3 working days in advance. Transportation during duty hours in and around the immediate Yongsan area will be provided by KATUSA drivers supporting USFK Protocol. The supported unit will need to provide an escort for transportation requirements outside the immediate Yongsan area. If an escort is not provided, USFK Protocol will support the transportation requirement with assigned KSC drivers. If the transportation requirement is after normal duty hours and an escort is not provided, the support unit will have to reimburse USFK Protocol for overtime support. USFK Protocol will provide the supported unit with an estimated cost of overtime and information to process a Military Interdepartmental Purchase Request (DD Form 448).

#### **2-4. Protocol Support of "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. The USFK Protocol Office will provide the following support for these general officers:

(1) Airport arrival and departure support IAW USFK Reg 1-23, para 2-3.

(2) Lodging coordination in the Yongsan area for official duty.

(3) On an emergency basis, as directed by the Chief of Staff, 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 Executive Officer/Escort/Aide for the duration of the duty period. During major exercises, staff sections may coordinate with C/J3-ED for an officer from exercise augmentation manpower.

(2) Coordination and resourcing for all in-country activities.

(3) Provide a vehicle and driver from the staff section. During major exercises, the staff section may coordinate with C/J3 Exercise Division for rental vehicle support and a driver from exercise augmentation manpower.

#### **2-5. Distinguished Visitor Status of Senior Enlisted Personnel**

In accordance with DA Pam 600-60, the senior enlisted advisor of each military service to include the Joint Chiefs of Staff, Reserves, and National Guard will be afforded the same privileges as those afforded visitors with the rank of DV-4.

#### **2-6. Retired General and Flag Officers And Uninvited Distinguished Civilian Visitors**

a. Official business. Retired general and flag officers, 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) may be granted DV status.

b. Personal travel. As a general rule, retired general and flag officers and uninvited distinguished civilian visitors who visit Korea for purely personal reasons will not be provided official support by the Protocol Branch.

c. “Best interest” exception. Although retired general and flag officers 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 Chief of Staff, USFK, the Protocol Branch may provide the following:

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

(2) Issuance of RCPs and DV passes.

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

(4) Coordinate billeting.

d. The 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 Staff Judge Advocate Office is required.

e. Contractor representatives. Retired general and flag officers visiting Korea who are owners or employees of commercial concerns which have or seek business with DoD or whose financial interests are affected directly by DoD decisions will not be granted DV status. Logistical support for these retired officers will be IAW USFK Reg 700-19, The Invited Contractor and Technical Representative Program, or IAW contractual terms, if they or their employer are under contract with DoD.

## **2-7 DoD Transportation**

Use of DoD transportation assets is limited to the support of official travel. Generally, DoD vehicles may be used for the transportation of DVs and their party between the airport and lodging, restaurants and official activities detailed in their itinerary. Tours of USFK installations are authorized. DoD transportation cannot be used for trips of a personal nature, such as tours of local cultural attractions, shopping areas, or local restaurants for unofficial functions.

## **2-8. Classified DV Visits**

In accordance with DOD 4500.54, Official TDY Abroad, para 5.5, USFK Protocol will classify as CONFIDENTIAL (with declassification upon trip completion) all DV visits by DoD civilian officials appointed by the President by and with the advice and consent of the Senate; members of the Joint Chiefs of Staff; and the Vice Chairman of the Joint Chiefs of Staff. These visits will not be listed in the DV Report database. USFK Protocol will ask the originator of all other visits via classified means (SIPR, etc.) for the classification authority and declassification instructions. If appropriately classified, these visits will not be listed in the DV Report database. Only the composite itinerary that contains the overall schedule, including arrival and departure times and places, is classified when associated with the DoD official. Necessary coordination and administrative arrangements to develop and execute the elements of the itinerary may be handled on an unclassified basis.

## **2-9. Chosun Gift Shop Visits**

All DV visits to the Chosun Gift Shop must be approved by the CofC, USFK.

a. DV visits will be scheduled to coincide with normal Chosun Gift Shop business hours (currently 1000 – 1500 Wednesdays and Saturdays). Scheduling distinguished visitors during other periods is to be absolutely avoided unless there is no other feasible alternative.

b. The OPR will coordinate the DV visit with the Chosun Gift Shop staff and provide the Protocol Action Officer with memorandum to document the coordination. The Protocol Action Officer will prepare a staff action requesting approval from the Chief of Staff, USFK. The staff action will include a memorandum for signature by the Chief of Staff approving the DV's visit, documentation of coordination with the Chosun Gift Shop staff, and a legal review by the SJA. The staff action must be presented to the Chief of Staff for approval at least three days prior to the DV visit to the Chosun Gift Shop.

## **Appendix A References**

### **Section I. Required Publications**

AR 37-47 (Representation Funds of the Secretary of the Army). Cited in paragraph 1-4c(14).

AR 360-1 (The Army Public Affairs Program). Cited in paragraph 2-6d.

AR 600-25 (Salutes, Honors, and Visits of Courtesy). Cited in appendix B.

CJCSI 7201.01 (Combatant Commanders' Official Representation Funds). Cited in Para 1-4c(14).

DA Pam 600-60 (A Guide to Protocol and Etiquette for Official Entertainment).

Department of the Army Protocol Precedence List. Cited in appendix B. Available at <http://www.usfk.mil/org/FKCJ-P/Contents/docs/DV%20Codes.htm> or <https://secureweb.hqda.pentagon.mil/protocol/main/Publications.asp>

DoDD 1005.8 (Order of Precedence of Members of Armed Forces of the United States When in Uniform). Cited in appendix B.

DoD 4525.6-M (DoD Postal Manual). Cited in appendix F.

DoD 4515.13-R (Air Transportation Eligibility). Cited in appendix B.

DoD 5500.7-R (Joint Ethics Regulation (JER)). Cited in paragraph 2-6d.

DoD Foreign Clearance Guide. Available at <http://www.fcg.pentagon.mil/>.

USFK Reg 1-40 (United States Forces Korea Travel Clearance Guide). Cited in paragraph 1-4e(3).

USFK Reg 190-7 (Installation Access Control System). Cited in paragraph 1-4c(17).

USFK Reg 350-2 (Theater Specific Required Training for Arriving DOD Personnel and Units Assigned to, Rotating to, or in Temporary Duty Status to Korea)

USFK Reg 700-19 (Invited Contractors and Technical Representative Program). Cited in paragraph 2-6e.

### **Section II. Related Publications**

AR 1-20 (Legislative Liaison).

AR 95-1 (Flight Regulations).

ROK Ministry of Transportation Reg 941 (Honorable Treatment for VIPs at the International Airport).

ROKAF Reg 19-5 (Kimp'o/Incheon International Airport Military VIP Lounge Management).

UNC/CFC/USFK Reg 600-23 (UNC Honor Guard Ceremonies).

## Appendix B USFK Precedence List (As Of March 2002)

B-1. The Department of the Army Precedence List can be found at <http://www.usfk.mil/org/FKCJP/Contents/docs/DV%20Codes.htm> or  
<https://secureweb.hqda.pentagon.mil/protocol/main/Publications.asp>

B-2. The Department of Defense Precedence List can be found at  
<http://www.defenselink.mil/sites/pdfs/Order%20of%20Precedence.pdf>

B-3. The following table establishes order of precedence for Korean government, military, and civilian officials at UNC/CFC/USFK official functions. This list is a guide and not inclusive.

|                |  |
|----------------|--|
| <b>DV CODE</b> | <b>#1</b><br>President of the Republic of Korea  |
| <b>DV CODE</b> | <b>#2</b><br>Prime Minister of the Republic of Korea<br>Accredited Ambassadors of Foreign Powers<br>Deputy Prime Minister of the Republic of Korea<br>Speaker of the National Assembly of the Republic of Korea<br>Chief Justice of the Supreme Court of the Republic of Korea<br>Former Presidents of the Republic of Korea<br>Minister of Foreign Affairs and Trade<br>Minister of Defense<br>Minister of Unification<br>Other Ministers of the Republic of Korea<br>Provincial Governors<br>Former Ministers of the Republic of Korea<br>Vice Ministers of the Republic of Korea<br>Chairman, Joint Chiefs of Staff of the Republic of Korea<br>Chief of Staff, Republic of Korea Army<br>Chief of Naval Operations, Republic of Korea Navy<br>Chief of Staff, Republic of Korea Air Force<br>Former Ambassadors of the Republic of Korea |
| <b>DV CODE</b> | <b>#3 (FOUR STAR EQUIVALENT)</b><br>Director Generals of Ministry Departments<br>Generals and Admirals<br>City Mayors (populations greater than 1 million)<br>Presidents/CEOs of International Corporations in the Republic of Korea   |
| <b>DV CODE</b> | <b>#4 (THREE STAR EQUIVALENTS)</b><br>Lieutenant Generals and Vice Admirals<br>City Mayors (populations less than 1 million)<br>Presidents/CEOs of large National Corporations/Companies in the Republic of Korea<br>Presidents of Universities and Colleges   |
| <b>DV CODE</b> | <b>#5 (TWO STAR EQUIVALENTS)</b><br>Major Generals and Rear Admirals<br>Ward Mayors<br>Presidents/CEOs of Corporations/Companies<br>Department Chairs at Universities and Colleges   |

**DV CODE #6 (ONE STAR EQUIVALENTS)**  
Brigadier Generals and Rear Admirals (Lower Half)  
University Professors

Appendix C

Distinguished Visitor Responsibility Checklist

| PROTOCOL | ESCORT OFFICER | N/A | RESPONSIBILITIES   |
|----------|----------------|-----|--|
|          | X              |     | CONTACT DV OFFICE AND COMPLETE THE DV CHECKLIST <b>(Within 72 hrs of receipt of call checklist.)</b>   |
|          | X              |     | REQUEST COUNTRY CLEARANCE MESSAGE FROM DV OFFICE <b>(Within 72 hrs of tasking notification.)</b>   |
|          | X              |     | Ensure DVs provide Security Clearance for any classified briefings/tours as required   |
|          | X              |     | Ensure that DV and party meet all training requirements IAW USFK Reg 350-2   |
|          | X              |     | REQUEST DV's BIO (Spouse Bio if a part of official party and Bios of all accompanying DVs)   |
| A        | X              |     | PREPARE THE DRAFT ITINERARY (Due NLT: _____)   |
| A        | X              |     | SPOUSAL ITINERARY (If traveling on official orders)  |
| A        | X              |     | PREPARATION OF DETAILED/FULLY COORDINATED ITINERARY PLUS INCLEMENT WEATHER ITINERARY <b>(NLT 5 duty days prior to DV's arrival)</b>  |
| X        |                |     | SUBMIT FINAL DRAFT ITINERARY FOR PRINTING <b>(for DV-1 through DV-3 visits) NLT 2 duty days prior to arrival</b> (Due NLT: _____)  |
| X        |                |     | LODGING RESERVATIONS: Protocol makes reservations; action agency is responsible for notifying protocol Office if DV has already made room reservations or if there are changes to room requirements (usually 48 hours prior to the day of arrival); otherwise, action agency is responsible for accrued room charges |
| A        | X              |     | LODGING PRE-REGISTRATION/KEY PICK UP/LODGING INSPECTION (Inform the DV to notify the action, escort, or protocol action officer immediately if there are any problems with the quarters and ask DV daily if there are any problems.)   |
| A        | X              |     | JSA/TUNNEL/OP Dora TOUR COORDINATION   |

X – Action      A – Assist

| PROTOCOL | ESCORT OFFICER | N/A | RESPONSIBILITIES   |
|----------|----------------|-----|--|
| A        | X              |     | OFFICE CALLS WITH CDR, DCDRFC, DCDR, CofS, DCofS, ADCofS (Refer to courtesy call matrix for appropriate level office calls)  |
|          | X              |     | OTHER GENERAL/FLAG OFFICER OFFICE CALLS  |
|          | X              |     | READ AHEAD FOR COMMAND GROUP OFFICE CALL OR BRIEFING TO CMD GROUP (Submitted to CIG 3 duty days in advance of office call; courtesy copy to Protocol. For further guidance on READ AHEADS, contact CIG.)             |
| A        | X              |     | SENIOR ROK (MND) AND US EMBASSY OFFICE CALLS (Ambassador) [CDR accompanied]  |
|          | X              |     | OTHER ROK AND US EMBASSY OFFICE CALLS  |
| A        | X              |     | BLUE HOUSE OFFICE CALLS  |
|          | X              |     | ARRANGE APPROPRIATE BRIEFINGS AND SCHEDULE BRIEFING ROOMS (Coordinate star flags if DV gives an address/speech.)   |
| A        | X              |     | COORDINATION WITH SUBORDINATE HQ TO ENSURE THAT THEY ARE AWARE OF DV VISITING THEM (Protocol to protocol offices for initial notification; action agency to protocol for follow up & detailed coordination.)         |
|          | X              |     | GIFT EXCHANGE (DV should be briefed that a gift exchange is appropriate when visiting Senior ROK officials.)   |
| A        | X              |     | AIR REQUEST<br>(On peninsula – FIXED OR ROTARY WING)   |
| A        | X              |     | COMMUNICATION REQUIREMENTS, to include world wide access, off-peninsula, cell phone (Fund cite required for selected services)   |
|          | X              |     | CLASSIFIED DOCUMENT STORAGE  |
|          | X              |     | PAO SUPPORT  |
| X        |                |     | PHOTOGRAPHIC SUPPORT   |
| X        |                |     | REQUEST GROUND TRANSPORTATION/DRIVER   |
|          | X              |     | CONTROL GROUNDTRANSPORTATION/DRIVERS   |
| A        | X              |     | DRIVERS BRIEFING (1-2 work days prior to arrival)<br>(Date/Time: _____)  |
|          | X              |     | DRIVER'S RECONNAISSANCE (must be completed before mission execution)   |
| X        |                |     | WELCOME PACKETS (Includes Welcome Letter, RCPs, DV Passes, DV Star Plate, USFK Strategic Guidance, Personal Gifts, etc.)   |
| A        | X              |     | CUSTOMS/IMMIGRATION PROCESSING (Escort calls airline 3 hours prior to arrival to confirm flight time. Escort should arrive at least 30 minutes prior to DV arrival at appropriate terminal to meet Incheon Liaison). |

X – Action

A – Assist

| PROTOCOL | ESCORT OFFICER | N/A | RESPONSIBILITIES   |
|----------|----------------|-----|--|
|          | X              |     | CHANGES TO ITINERARY (Notify Protocol ASAP of changes to DV's itinerary)   |
|          | X              |     | CONFIRM DEPARTURE RESERVATIONS   |
|          | X              |     | AIRLINE TICKET/EXCESS BAGGAGE TICKET   |
|          | X              |     | LODGING OUTPROCESSING (Pay lodging/ beverage bill, key return)   |
| A        | X              |     | IMMIGRATION & CUSTOMS DOCUMENTATION AND LUGGAGE (w/keys or combination) TO PROTOCOL TIME TBD AT DRIVER'S BRIEFING (At Protocol NLT: _____) |
| A        | X              |     | INCHEON OUTPROCESSING (DVs must arrive at least 3 hours prior to departure at the appropriate gate to meet Incheon Liaison)                |
|          | X              |     | RETURN RCP, DV PASS, DV License Plate, Cell Phone (if applicable) WITHIN 1 DAY AFTER DV's DEPARTURE  |

For DV-1, DV-2, DV-3, and select DV-4 visits, the following are additional responsibilities:

| PROTOCOL | ESCORT OFFICER | N/A | RESPONSIBILITIES   |
|----------|----------------|-----|--|
| A        | X              |     | DAILY SITUATION REPORTS (report time leaving and / or when arriving at a location) |
| X        |                |     | SECURITY REQUIREMENTS (Bomb sweep, hard cars, security escort, etc.)               |
| A        | X              |     | CAR SEATING/MARCH ORDER  |
| A        | X              |     | AIRCRAFT SEATING CHARTS  |
| X        |                |     | WEAPONS CLEARANCE  |
| X        |                |     | DINNER/RECEPTION ARRANGEMENTS (CDR, DCDR, CofS, DCofS)                             |
| X        | A              |     | GUEST LISTS  |
| X        |                |     | SEATING CHARTS   |
| X        |                |     | GENERAL/FLAG OFFICER PERSONAL FLAGS  |
| X        |                |     | MENU SELECTIONS  |
| X        | A              |     | INVITATIONS  |
| X        |                |     | TABLE PLACE CARDS  |

I have read and understand the contents of the distinguished visitor responsibility checklist.

\_\_\_\_\_  
ESCORT OFFICER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PROTOCOL ACTION OFFICER

\_\_\_\_\_  
DATE

**X – Action**

**A – Assist**

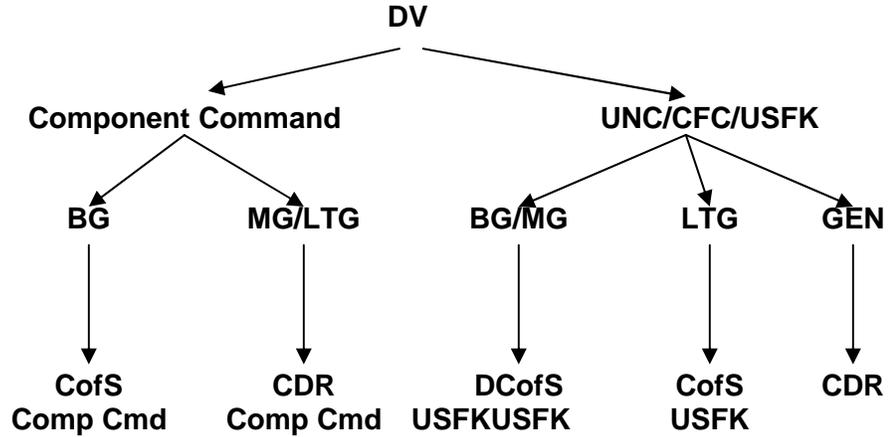
**Appendix D  
Policy on Command Section Courtesy Calls**

Use this "Decision Tree" for determining whom a DV should expect to see for a Command Section courtesy call.

If the DV's business  
is mainly with:

And the DV's  
rank is:

Then request  
the courtesy  
call with:



**NOTES:**

1. Use DV code equivalents for civilian visitors.
2. As a general rule, if the DV is a 3 or 4 star or civilian equivalent, the option for a courtesy call should be presented to the CDR's XO for consideration. The Commander will generally meet with select 3-stars and most 4-stars depending on schedule.

**Appendix E**  
**USFK DV Checklist**

In order to meet the objectives of the Distinguished Visitor (DV) and the United Nations Command/Combined Forces Command/United States Forces Korea (UNC/CFC/USFK) Command Group, the information in the USFK DV Checklist is required. The current DV Checklist is available from the USFK Protocol Office. Complete and return this form within 72 hours of receipt.

## **Appendix F**

### **Event Calendar for DV Itinerary Planning/Execution**

#### **Step One:**

- DV visit identified (call/message from DV's representative or staff initiated visit)
- SCJS / Protocol notified of visit.

#### **Step Two:**

- Protocol assigns Protocol Action Officer to assist OPR
- SCJS / Protocol assigns visit to Office of Primary Responsibility (OPR). Normally USFK staff section, but could be EUSA, 7AF, MARFORK, CNFK or other agency.
- Protocol updates CDR DV Report to reflect new visit
- Protocol adds new visit to Protocol DV Visits Slides for CofS Update

#### **Step Three:**

- OPR assigns Escort and Action Officer
- Escort / Action Officer conducts mission analysis
  - Contacts DV's point of contact
  - Completes DV Call Checklist
  - Identifies DV requirements and desires / objectives
  - Verifies Security Clearance

#### **Step Four (D - 35 to D - 21 days):**

- Escort / Action Officer develops draft itinerary based on DV requirements / requests, mission analysis and proposed Command Themes / Strategy

#### **Step Five (D - 35 days):**

- Chief of Staff reviews visit strategy/itinerary, for DV-3 and higher visitors, during DV Update Brief
- Strategy and itinerary further refined with Chief of Staff guidance.

#### **Step Six (D - 35 days):**

- Protocol and Escort brief proposed themes and strategy/itinerary for DV-3 and higher visitors to Commander and Chief of Staff at DV Update.

#### **Step Seven (D - 35 until visit execution):**

- Corrections made to visit strategy/itinerary based on Commander/Chief of Staff guidance and any changing DV requirements / requests
- Escort contacts DV's point of contact as required; at least weekly
- DV-3 and higher visit briefed at weekly Commander/Chief of Staff DV Update until execution (Escort required to attend)

## **Glossary**

### **Section I. Abbreviations**

|        |                                    |
|--------|------------------------------------|
| CFC    | Combined Forces Command            |
| CofS   | Chief of Staff                     |
| DoD    | Department of Defense              |
| DV(s)  | Distinguished Visitor(s)           |
| JSA    | Joint Security Area                |
| IAW    | In Accordance With                 |
| ID     | Identification                     |
| MPOs   | Military Post Offices              |
| NLT    | Not Later Than                     |
| 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                  |
| SCJS   | Secretary Combined Joint Staff     |
| UN     | United Nations                     |
| UNC    | United Nations Command             |
| U.S.   | United States (of America)         |
| USFK   | United States Forces Korea         |
| VIP    | Very Important Person              |

### **Section 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 (See app B).

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 be used with the approval of Protocol.

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