

Administration  
Hosting Official Visitors

---

\*This regulation supersedes AE Regulation 1-40, 13 April 2010.

---

For the Commander:

JAMES B. MINGO  
*Colonel, GS*  
*Chief of Staff*

Official:



DWAYNE J. VIERGUTZ  
*Chief, Army in Europe*  
*Document Management*

---

**Summary.** This regulation prescribes policy and procedures for hosting official visitors, including distinguished visitors (DVs), in the Army in Europe.

**Summary of Change.** This revision—

- Updates office symbols, phone numbers, and other administrative information throughout.
- Revises and clarifies responsibilities for the agencies, individuals, offices, and units involved in coordinating DV and other official visits (para 6).
- Prescribes the requirement for conducting the Engagement Synchronization Working Group (ESWG) and provides guidance for participating in the ESWG (paras 6c, 6e, 6f, 6h, 6j, 6k, and 7f(2)).
- Provides an updated Action and Escort Officer Checklist (fig B-1).
- Provides an updated format for a detailed DV itinerary (fig B-2).
- Provides updated contact information for reserving lodgings (tab C-1).
- Provides an updated list of civilian and military DV grade equivalencies (tab D-1).

**Applicability.** This regulation applies to USAREUR major subordinate and specialized commands, HQ USAREUR staff offices, and IMCOM-Europe.

**Records Management.** Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are on the Army Records Information Management System website at <https://www.arims.army.mil>.

**Supplementation.** Organizations will not supplement this regulation without approval of the Executive Services Division, Office of the Chief of Staff, HQ USAREUR.

**Suggested Improvements.** The proponent of this regulation is the Executive Services Division, Office of the Chief of Staff, HQ USAREUR (AECS-ES, mil 537-0406). Users may suggest improvements to this regulation by sending DA Form 2028 to the Office of the Chief of Staff, HQ USAREUR (AECS-ES), Unit 29351, APO AE 09014-9351.

---

## CONTENTS

1. Purpose
2. References
3. Explanation of Abbreviations and Terms
4. General
5. Policy
6. Responsibilities
7. Procedures
8. Visiting CONOPS Areas
9. Requests for Assistance

### Appendixes

- A. References
- B. Procedures for Planning Visits
- C. Lodging Facilities and Distinguished Visitors Quarters
- D. Equivalent Grades for Civilian Distinguished Visitors

### Tables

- C-1. Telephone Numbers for Lodging Facilities and Distinguished Visitors Quarters
- D-1. Military Grades and Their Civilian Equivalents

### Figures

1. Additional Guidance for U.S. Army Personnel
- B-1. Action and Escort Officer Checklist
- B-2. Sample Detailed Itinerary

### Glossary

---

## **1. PURPOSE**

This regulation establishes Army in Europe policy and procedures for hosting official visitors, including distinguished visitors (DVs).

## **2. REFERENCES**

Appendix A lists references.

## **3. EXPLANATION OF ABBREVIATIONS AND TERMS**

The glossary defines abbreviations and terms.

## **4. GENERAL**

The policy and procedures in this regulation for planning and conducting visits provide the basis for communicating a synchronized USAREUR and IMCOM-Europe command position to DVs on issues of interest to those DVs as well as providing concise and consistent messages to all other official visitors.

a. Visits by DVs are of command interest to the CG, USAREUR, and the Director, IMCOM-Europe, because they provide USAREUR and IMCOM-Europe an opportunity to—

(1) Tell the Army in Europe story.

(2) Improve the understanding of and support for command programs, projects, and base operations.

(3) Obtain help in resolving issues.

b. Other official visitors (that is, those who are not DVs) are also important to USAREUR and IMCOM-Europe. The hosting organization, staff, or unit will treat other visitors with the customs and courtesies appropriate to their rank or grade and position. The responsible hosting organization, staff, or unit will use the same procedures as used for DVs and the available DV products to ensure these other visitors receive the same concise, consistent, and synchronized messages.

## **5. POLICY**

a. Visitors will not visit Army in Europe activities, installations, or units without a specific purpose. If a visit would disrupt operational missions, training, readiness, or quality of life because of the time or other resources that would be needed to support the visit, the visit should be rescheduled or canceled.

b. When extending invitations and to the maximum extent possible, Army in Europe units will send invitations at least 60 days before the visit. Before extending an invitation, visit hosts (that is, commanders of USAREUR major subordinate and specialized commands, HQ USAREUR staff principals, and IMCOM-Europe division chiefs) will carefully consider the effect the visit will have on subordinate commands versus the potential benefits to be gained by the visitor and the Army in Europe.

c. Regardless of whether the host is the visit-proponent (para 6g) or both the visit-proponent and the visit-sponsor (para 6h), the command, HQ USAREUR staff office, or IMCOM-Europe element responsible for hosting the DV visit must identify the desired outcome of the visit (the “visit endstate”). The visit endstate will identify—

(1) The basis for the agenda.

(2) The desired outcome of the visit for the Army in Europe.

(3) The clear, concise, and consistent messages to be communicated to the visitor and visiting party.

d. Before conducting official travel in the USEUCOM area of responsibility (AOR), all DOD personnel (that is civilian, contractor, military, and DOD personnel assigned to international staffs and organizations) and non-DOD personnel traveling under DOD sponsorship (and on official business) must obtain travel-clearance approval.

(1) Personnel must request travel-clearance approval (that is, country, special-area, and theater, as applicable) using the DOD system of record, the Aircraft and Personnel Automated Clearance System (APACS). APACS is the official DOD web-based tool to create, submit, coordinate, approve, and document aircraft and personnel travel-clearances according to the DOD Foreign Clearance Guide and Manual (FCG/M) (DOD 4500.54-G and DOD 4500.54-M).

**NOTE:** Appendix A provides NIPRNET and SIPRNET addresses for APACS and the DOD FCG/M.

(2) Travel-clearance requirements (that is, country, special-area, or theater clearances) are country specific. In all cases the DOD FCG/M provides the current status of U.S. clearance requirements (country, special-area, and theater) and other host-nation requirements for each country.

(a) In general, travel to any USEUCOM AOR country requires theater (that is, USEUCOM- or USAREUR-approved) clearance.

(b) Travel to select countries may require additional special-area (that is, DOD approved) clearance or contingency operations (CONOPS)-area-visit approval ((3) below).

(c) Travel to most countries will also require a country clearance and may require the traveler to register with the U.S. Embassy in the visited country.

**NOTE:** A travel clearance does not eliminate host-nation requirements for a passport and a visa. Travelers must ensure they have proper identification, visas, and, if required, vaccination documentation as stated in the DOD FCG/M before arriving.

(d) Host nations may also require a request for visit (RFV). This requirement is country-specific and occurs when travel is to host-nation facilities (for example, military- or government-owned or -sponsored facilities) and when discussing classified material with representatives of the host nation. The DOD FCG/M provides more information about submitting an RFV.

(3) All visits to USAREUR-supervised CONOPS areas also require visit approval by the CONOPS task force (TF) and HQ USAREUR (AEOP-OM) before the visit may take place (para 8). For CONOPS areas supervised by other branches of service, USAREUR will coordinate the visit request, if USAREUR approves, with USEUCOM and the appropriate USEUCOM service component command.

e. Commanders of USAREUR major subordinate and specialized commands, HQ USAREUR staff principals, and IMCOM-Europe division chiefs who are responsible for visits will make plans to achieve the purpose of the visit and inform the units involved of these plans. Appendix B provides guidance on developing and distributing visit itineraries and plans.

f. Individuals who want to visit units in the Army in Europe must have USAREUR and IMCOM-Europe (if applicable) approval (para 7c). This approval is required even if the host nation (for example, the German Ministry of Defense in Berlin) has granted country clearance and USEUCOM has granted theater clearance for the travel.

(1) Additional restrictions apply to visits by non-NATO personnel to U.S. installations in Germany.

(2) Visits to areas in which CONOPS are being conducted are subject to CONOPS visit-approval procedures (para 8) and potentially special-area clearance procedures. Requirements for visits to CONOPS areas change frequently and differ from one area to another. The visitor (or the visit-proponent on the visitor's behalf) must consult with the Executive Services Division, Office of the Chief of Staff, HQ USAREUR (ESD), for current, area-specific visitor guidance and requirements for CONOPS areas.

g. The ESD will post a continuously coordinated, maintained, and updated Army in Europe Distinguished Visitor Forecast (AE DV Forecast) on the SIPRNET at: <http://eur.aep.army.smil.mil/sites/command/cos/esd/lists/dv%20forecast.aspx>. Some users may need to contact ESD and request addition to the page permissions to view the webpage.

(1) The addition of a DV to the AE DV Forecast represents only USAREUR acknowledgment of the visit plan, not approval of the visit or travel clearance.

(2) Acknowledgement of the visit plan does not relieve the DV from the requirement to apply for the appropriate travel clearances (that is, country, special-area, and theater) according to DOD 4500.54-M.

(3) Failure to request and obtain proper travel clearances can lead to cancellation of the visit.

h. Visitors or visit-proponents should send requests for military aircraft (MILAIR) support to the Centralized Aviation Scheduling Office (CASO), Aviation Operations Branch, G33 Operations Directorate, Office of the Deputy Chief of Staff (ODCS), G3/5/7, HQ USAREUR, by e-mail at [usarmy.badenwur.usareur.mbx.caso-centralized-avn-scheduling@mail.mil](mailto:usarmy.badenwur.usareur.mbx.caso-centralized-avn-scheduling@mail.mil).

## 6. RESPONSIBILITIES

**a. General.** All individuals involved in coordinating a DV visit must apply strict controls to safeguard itinerary details and travel arrangements. Secure communications must be used when providing or discussing the itineraries of general officers (GOs) and civilian equivalents. Because of their sensitivity, itineraries for lieutenant generals and higher (and the civilian equivalents) as well as high-risk personnel (HRP) will be transmitted only by SIPRNET or secure-classified fax.

**b. DCG, USAREUR.** The DCG, USAREUR, grants final approval (para 7c) or disapproval (para 7d) of DV visits to the Army in Europe as well as final approval, when required, of the visit-proponent's visit planning and message synchronization. The DCG, USAREUR, may delegate routine denial of DV visit authority to the USAREUR G3/5/7, but no further delegation of DV visit denial authority is authorized.

**c. Commanding General's Executive Officer (CG XO).** In the absence of the Deputy Chief of Staff (DCoS), HQ USAREUR, the CG XO will chair the weekly Engagement Synchronization Working Group (ESWG) (para 7f(2)).

**d. The Chief of Staff (CoS), HQ USAREUR.** The CoS, HQ USAREUR, will exercise supervisory authority over the DV visit-approval and DV visit-planning process on behalf of the DCG, USAREUR.

**e. The DCoS, HQ USAREUR.** The DCoS, HQ USAREUR, will—

(1) Exercise routine visit approval authority, as required, and DV visit-planning approval authority on behalf of the CoS, HQ USAREUR and the DCG, USAREUR.

(2) Assign responsibility for planning and conducting DV visits to the appropriate USAREUR major subordinate or specialized command, HQ USAREUR staff office, or IMCOM-Europe element. The organization to which this responsibility is assigned is the “visit-proponent” (g below).

(a) For visits by DVs who are lieutenant generals and higher (and civilian equivalents) or their senior-enlisted counterparts (that is, the command sergeant major (CSM), sergeant major (SGM), or senior enlisted advisor (SEA)), the DCoS, HQ USAREUR, normally assigns the ESD as the overall visit-proponent. The DCoS, HQ USAREUR, also normally tasks the USAREUR major subordinate or specialized command, HQ USAREUR staff office, or IMCOM-Europe element that is hosting the visitor or that has primary responsibility in the visitor’s area of interest to serve as the “visit-sponsor” (f below).

(b) For visits by DVs who are major generals and lower (and civilian equivalents) or their senior-enlisted counterparts (that is, the CSM, SGM, or SEA), the DCoS, HQ USAREUR, normally assigns both visit-sponsor and visit-proponent responsibilities to the command, HQ USAREUR staff office, or IMCOM-Europe element that is hosting the visit or has primary responsibility in the visitor’s area of interest. The DCoS, HQ USAREUR, will task the ESD to monitor the DV visit and provide, if required, subject-matter expertise on visit coordination and planning as well as staff assistance to the command or staff.

(3) Chair the weekly ESWG (para 7f(2)).

**f. ESD.** The ESD will—

(1) Serve as the visit-proponent by providing an escort officer for DV visits by lieutenant generals and higher (and civilian equivalents) and when directed by the CoS, HQ USAREUR.

(2) Identify an ESD visit-assistance officer (for example, an ESD-assigned escort officer) for DV visits by major generals and lower (and civilian equivalents). The visit-assistance officer should monitor the DV visit and provide subject-matter expertise and staff assistance to the visit-proponent on administrative, logistic, and protocol-related procedures for the DV’s visit.

(3) Maintain a continuously coordinated, maintained, and updated AE DV Forecast.

(4) Ensure the ESD is routinely represented at weekly ESWG meetings.

(5) Provide, in coordination with visit-sponsors, routine updates to the CoS, HQ USAREUR, concerning the AE DV Forecast.

**g. Visit-Proponent.** The visit-proponent is responsible for planning, coordinating, and conducting the DV visit. This responsibility specifically includes providing a theater escort officer, who will normally accompany the visitor for the entire visit (that is, through all stops in theater), arranging for transportation, developing the proposed USAREUR or IMCOM-Europe visit endstate, filing after-action reports (AARs), and completing follow-up requirements, if any, that result from the visit.

**h. Visit-Sponsor.** The visit-sponsor is the USAREUR major subordinate or specialized command, HQ USAREUR staff office, or IMCOM-Europe element with primary responsibility for the visitor's area of interest or the hosting organization. The visit-sponsor is responsible for detailed planning and coordination of visits, including assignment of an action officer and any required escort officers (theater or additional) and attendance at weekly ESWG meetings (para 7f(2)). Additional or local escort officers will cooperate closely with the ESD escort officer when ESD is the overall visit-proponent. When the visit-sponsor is also the visit-proponent, the theater escort officer will keep the ESD visit-assistance officer well informed.

**i. The USAREUR G3/5/7.** The USAREUR G3/5/7 will—

(1) On behalf of the DCG, USAREUR, grant routine final approval (para 7c) of DV requests to visit the Army in Europe or deny the request to visit (para 7d) when delegated by the DCG, USAREUR.

(2) On behalf of the CG, USAREUR, routinely approve, disapprove, or forward, as appropriate, travel-clearance requests for personnel who are not DVs (para 7a thru d). The USAREUR G3/5/7 may delegate travel-clearance approval authority for non-DVs as appropriate and according to written internal ODCS, G3/5/7, HQ USAREUR, business rules.

(3) Approve visit-tasking messages.

**j. The Security Cooperation Division, ODCS, G3/5/7, HQ USAREUR (SCD).** The SCD will approve or disapprove invitations and oversee issuance of those invitations to foreign DVs who are brigadier generals or higher (and civilian equivalents). The SCD will exercise this oversight regardless of whether the visit-proponent is assigned to the ESD or to the hosting organization. The Chief, SCD, will also ensure the SCD is routinely represented at the weekly ESWG meetings.

**k. Information Operations Division (G7), G33 Operations Directorate, ODCS, G3/5/7, HQ USAREUR (IOD (G7)).** The Chief, IOD (G7), will ensure IOD (G7) is routinely represented at weekly ESWG meetings and that IOD (G7) coordinates the potential effects of U.S. and foreign DV visits in support of USAREUR command objectives.

**l. Commanders of USAREUR Major Subordinate and Specialized Commands, HQ USAREUR Staff Principals, and IMCOM-Europe Division Chiefs.** Commanders, staff principals, and IMCOM-Europe division chiefs will—

(1) Be the visit-proponent and visit-sponsor for visits by colonels and below (and civilian equivalents) that they host or, if applicable, that USAREUR tasks their organization to host.

(2) Be the visit-sponsor and, if responsible according to e(2)(a) and (b) above, the visit-proponent for visits by brigadier generals and above (and civilian equivalents) that they host or that USAREUR tasks their organization to host.

(3) Inform the ESD immediately of proposed DV visits that their organization will host or sponsor and send copies of relevant correspondence and messages to the Chief, ESD, or to the Chief, Visits Branch, ESD, HQ USAREUR (AECS-ES), Unit 29351, APO AE 09014-9351. Immediate notification should be made by telephone (mil 537-0406 or civ 0611-143-537-0406 (when calling from the United States: 011-49-0611-143-537-0406)).

(4) Obtain approval to extend invitations to DVs when required (para 7e) and send copies of invitations or invitational travel orders to HQ USAREUR (AECS-ES), Unit 29351, APO AE 09014-9351. To request approval, sponsors must prepare and send a staff action summary (SAS) (AE Form 1-10A) to the CoS, HQ USAREUR, 90 days before the proposed visit. This will allow sufficient time for invitations to be approved and issued by 60 days before the proposed visit (para 7e(1) and (2)).

## 7. PROCEDURES

**a. Personnel Travel-Clearance Requests.** Commanders of USAREUR major subordinate and specialized commands, HQ USAREUR staff principals, and IMCOM-Europe division chiefs will review personnel travel-clearance requests to determine whether the proposed visit is necessary and in the interest of the command. The purpose of the review is to—

(1) Determine if any of the following options to reduce the cost and workload caused by visits can be implemented:

(a) Reduce the length of the visit.

(b) Combine visitor itineraries.

(c) Reduce the number of people in the visiting party.

(d) Recommend alternatives to an actual visit. Alternatives may include meeting with liaison officers or using video-conference, reports (including previous trip reports), publications, record message traffic, and e-mail.

(e) Limit the equipment, facilities, and personnel needed to support visitors.

(2) Prevent the visit from conflicting with other key events. This may require requesting that the DV reschedule the visit.

**b. Personnel Travel-clearance Requirements.** All DOD civilian, contractor, and military personnel (as well as non-DOD personnel traveling on DOD sponsorship) who will be entering the USEUCOM theater and traveling on official business must obtain personnel travel-clearance approval before starting that travel. Army personnel must obtain personnel travel-clearance approval from HQ USAREUR for countries and special-areas according to DOD 4500.54-M. Travelers must also obtain general theater-travel clearance approval.

(1) Figure 1 provides additional travel guidance for U.S. Army personnel and explains the procedures applicable to U.S. Army military and civilian personnel and their Family members.

(2) General questions concerning travel requirements for DVs may be directed to the USAREUR G3 Personnel Travel Clearance Section (mil 537-3191).

---

## Travel Procedures Applicable to U.S. Army Military Personnel, Civilian Employees, and Affiliated Family Members

**1. Requesting Travel Clearance.** All U.S. Army and U.S. Army-sponsored personnel planning official travel into or within the USEUCOM theater (including permanent-change-of-station moves to all countries but Germany) must submit a personnel travel-clearance request using the Aircraft and Personnel Automated Clearance System (APACS) for theater clearance.

- An entry of “APPROVED” from the USAREUR G3/5/7 in the *Theater Clearance Status* section of the APACS is required before travel may start.
- An APACS-auto-generated “AUTO APPROVED” status in the *Theater Clearance Status* section does not mean that the USAREUR G3/5/7 has granted theater clearance. It only means that the request is pending approval.

**2. Intratheater Travel.** Theater clearance is also required for official intratheater-travel (that is, travel between two USEUCOM-theater countries). This includes official USEUCOM intratheater travel by personnel assigned to the Army in Europe who are traveling to a country other than the country of their current assignment.

**3. USAREUR Travel-Clearance POC.** Travelers with questions about the status of an APACS request or who need to expedite a request may contact the USAREUR Personnel Travel Clearance Customer Support Team (have the APACS identification (ID) number ready) at military (314) 537-3191, civilian 0049-611-143-537-3191, NIPRNET e-mail at [usarmy.badenwur.usareur.mbx.usareur-g3-per-travel-clear@mail.mil](mailto:usarmy.badenwur.usareur.mbx.usareur-g3-per-travel-clear@mail.mil) or SIPRNET e-mail at [usarmy.wiesbaden.usareur.mbx.g33-ops-travel-clearance@mail.smil.mil](mailto:usarmy.wiesbaden.usareur.mbx.g33-ops-travel-clearance@mail.smil.mil). E-mail requests for information must include the APACS ID in the subject line.

**4. High-Risk Personnel.** The Executive Service Division, Office of the Chief of Staff, HQ USAREUR, should be contacted by telephone to coordinate protective service requirements for inbound U.S. Army or U.S. Army-sponsored travelers in the grade of O6 (promotable) or higher, civilian equivalents, or any other travelers who are designated as high-risk personnel (HRP) (mil (314) 537-0406, civ 0049-611-705-0406).

**5. Reserve Component Distinguished Visitors and Associated HRP Travel.** The Office of the Deputy Chief of Staff, Mobilization and Reserve Affairs, HQ USAREUR, must also be contacted to coordinate protective service requirements for inbound United States Army Reserve (USAR), USAR-sponsored, United States Army National Guard (ARNG), or ARNG-sponsored DV traveler in the grade of O6 (promotable) or higher, a civilian equivalent, or any other USAR or ARNG traveler who is designated as HRP (mil (314) 573-3759/3722, civ 0049-6111-57-8169/8460).

---

### Figure 1. Additional Guidance for U.S. Army Personnel

**c. Travel Clearance Approval Authorities.** In accordance with USEUCOM delegated theater-clearance authority, the theater-clearance request for Army in Europe official travel will normally be granted or denied by the ODCS, G3/5/7, HQ USAREUR, according to the DOD FCG/M and the current operational situation. For Army in Europe official travel, the approval authority is as follows:

(1) The DCG, USAREUR, or the USAREUR G3/5/7 may approve personnel travel-clearance requests for official travel of DVs who are lieutenant generals or higher (and civilian equivalents).

(2) The USAREUR G3/5/7 may approve or deny (d below) personnel travel-clearance requests for official travel of DVs who are major generals or lower (and civilian equivalents).

(3) Commanders of USAREUR major subordinate and specialized commands, HQ USAREUR staff principals, and IMCOM-Europe division chiefs may recommend approval or disapproval of personnel travel-clearance requests for official travel of DVs who plan to visit their unit or location.

**d. Visit Denial.** To deny personnel travel-clearance requests for official travel by DVs who are lieutenant generals or higher (or civilian equivalents), organizations must request the visit-denial authority from the DCG, USAREUR, or the USAREUR G3/5/7.

**e. Extending Invitations to Visit the Army in Europe.**

(1) The CoS, HQ USAREUR, is the approval authority for issuing invitations to DVs who are lieutenant generals and higher (or civilian equivalents) as well as for foreign DVs. The hosting USAREUR major subordinate or specialized command, HQ USAREUR staff office, or IMCOM-Europe element, as applicable, will prepare and send an SAS to the CoS, HQ USAREUR, 90 days before the visit. This allows time for invitations to be approved and issued by 60 days before the proposed visit.

(2) If an invitation is to be extended to a foreign DV, the hosting organization must meet the requirements in (1) above and send the SAS with the letter of invitation through the SCD to review and inform the IOD (G7) (either directly or during an ESWG meeting) of the potential visit. The SCD will—

(a) Review the SAS for the DV visit to ensure that the proposed DV is the appropriate foreign representative to conduct the mission and to ensure that the purpose of the visit is in the interest of the Army in Europe.

(b) Coordinate the invitation package before sending the invitations to the Staff Actions Division (SAD), Office of the Secretary of the General Staff, HQ USAREUR, for USAREUR Command Group review and signature. The SAD will not accept draft letters of invitation for foreign DVs without SCD concurrence. All invitations must be approved and issued at least 60 days before the proposed visit.

(3) Commanders of USAREUR major subordinate and specialized commands, HQ USAREUR staff principals, and IMCOM-Europe division chiefs may approve invitations for visitors who are major generals or lower (and civilian equivalents).

(a) Formal invitations will be issued at least 60 days before the proposed visit.

(b) Officials extending invitations must notify the Visits Branch, ESD (mil 537-0406), of the visit so that ESD can post the visit on the AE DV Forecast. This will ensure the USAREUR Command Group has visibility over all visits in the USAREUR AOR.

(4) Invitational travel orders will include the statement “This invitation constitutes USAREUR (or IMCOM-Europe, if appropriate) travel clearance.”

(5) If applicable, the hosting organization will provide information copies of invitations to the DV organization’s liaison officer to USAREUR and to the USAREUR liaison officer to the DV’s organization.

**f. Planning Requirements.** Appendix B provides procedures and checklists for planning visits. Appendix C provides POC telephone numbers for lodging facilities and distinguished visitors quarters (DVQ) in communities in Europe. USAREUR and IMCOM-Europe DV visit-proponents and visit-sponsors will—

(1) Treat civilian visitors according to their equivalent military grade (app D).

(2) Start attending the weekly ESWG meetings as soon as the DV visit is scheduled and continue to attend meetings until the proponent or sponsor presents a DV-visit AAR during an ESWG meeting. Visit-sponsors and visit-proponents may contact their assigned ESD escort officer (mil 537-0411) for specific information about ESWG locations, requirements, and times.

(a) The purpose of the ESWG is to conduct routine (normally weekly) coordination-synchronization meetings between the USAREUR Command Group (that is, the Offices of the CG, DCG, CSM, and CoS) and applicable HQ USAREUR staff offices to ensure that all CG, DCG, and CSM engagements will achieve the desired influence on visitors in support of USAREUR objectives. The ESWG discussions will also help ensure that DV visits are properly coordinated, planned, and supported.

(b) The DCoS, HQ USAREUR, chairs the ESWG. In the absence of the DCoS, HQ USAREUR, the CG XO chairs the ESWG.

(3) Be prepared to brief the DCoS, HQ USAREUR, about the visit in conjunction with an ESD visitors update to the DCoS.

(4) Provide the Chief, Visits Branch, ESD, HQ USAREUR (mil 537-0406), the names, duty telephone numbers, and e-mail addresses of the action officer and escort officer for the DV. One person may serve as both the action officer and escort officer. The escort officer will accompany the DV throughout the visit.

(5) Schedule DVs for an office call with members of the USAREUR Command Group or with the Director, IMCOM-Europe, if appropriate ((7)(e) below).

(6) Prepare detailed itineraries for DVs. A detailed itinerary will be prepared for each visitor in the party (including Family members) who conducts a separate visit during the DV visit.

(7) Take the following actions to ensure subordinate commanders are aware of visitors in their area and to prevent adverse effects on subordinate-command operations:

(a) Coordinate with affected commands by telephone when notified of the upcoming visit.

(b) Task (thru the ODCS, G3/5/7, HQ USAREUR) affected commands by message for logistic and administrative support that will be required while the DV is in the affected areas. The message will include the specific purpose of the visit and AAR requirements.

(c) Notify affected commands immediately by telephone if the itinerary changes.

(d) Provide the ESD assistance officer and each command being visited a final detailed copy of the itinerary. Itineraries for fair and inclement weather will be prepared according to the format in figure B-2.

(e) Coordinate events related to the visit. The following are key POCs and telephone numbers for coordinating office calls with the USAREUR Command Group and IMCOM-Europe senior leaders; coordinating public-affairs issues, changes in the schedule, and security concerns; and reserving rooms for activities in the Keyes Building (that is, building 1042, Lucius D. Clay Kaserne):

1. The Assistant Executive Officer or the Operations Officer (mil 537-0103) for office calls with the CG, USAREUR.

2. The DCG Scheduler (mil 537-0205) for office calls with the DCG, USAREUR.

3. The CSM Scheduler (mil 537-0303) for office calls with the CSM, USAREUR.

4. The Executive Assistant to the Director, IMCOM-Europe (mil 337-2664), for office calls with the IMCOM-Europe Director, Deputy Region Director, or IMCOM-Europe CSM.

5. The Staff Action Control Officer, Office of the Secretary of the General Staff, IMCOM-Europe (mil 544-0106), for office calls with the CoS, IMCOM-Europe.

6. The ESD (mil 537-0406) for events of interest to the USAREUR Command Group.

7. The Public Communication Branch, Office of the Chief, Public Affairs, HQ USAREUR (mil 337-3044), or the Public Affairs Officer, IMCOM-Europe (mil 337-3046), as appropriate, for planned media contact or requests for support to plan media contact (for example, coverage or interviews with the American Forces Network, Europe or the European Stars and Stripes newspaper).

(f) Meet and escort visitors while they are in the Army in Europe AOR. If problems with or significant changes to the itinerary occur, the escort officer will immediately inform the ESD action officer (mil 537-0411).

(g) Contact the following security support agencies for HRP visiting the Army in Europe (AR 190-58):

1. The Office of the Provost Marshal, HQ USAREUR (mil 334-2124), and the provost marshal of each USAREUR major subordinate, USAREUR specialized command, or element of IMCOM-Europe to be visited.

2. The ODCS, G2, HQ USAREUR (mil 337-3202). Escorts should discuss the threat level with the ODCS, G2, HQ USAREUR, and coordinate this information with the DV's trip-planning office to ensure the planners are aware of the HRP status.

(h) Route administrative actions through the following offices, as appropriate:

1. The office of the secretary of the general staff of the USAREUR major subordinate or specialized command involved in the visit.

2. The HQ USAREUR staff principal before forwarding the action to the ESD if the action relates to HQ USAREUR involvement in the visit.

3. The Office of the Secretary of the General Staff, IMCOM-Europe, if the action relates to IMCOM-Europe involvement in the visit.

(i) Develop a transportation plan using the following guidance:

**1. Ground Transportation.** HQ USAREUR action officers will coordinate ground transportation for DVs who are lieutenant generals and higher (and civilian equivalents) with the Chief, Visits Branch, ESD (mil 537-0406). For other visitors (major general and below and civilian equivalents), action officers will request driver support and land transportation (that is, nontactical vehicles (NTVs)) from their command or staff office. If the command or staff office cannot support the NTV requirement using assigned vehicles, the action officer may send a request to the servicing garrison to use NTVs from the general dispatch fleet. Action officers should ensure the plan includes back-up or alternate vehicles and drivers.

**2. MILAIR Requirements.** For MILAIR requirements for DVs who are lieutenant generals and higher (and civilian equivalents), the action officer should contact the assigned ESD escort officer. For other visitors (major general and below and civilian equivalents), action officers may contact their ESD visit-assistance officer for assistance (mil 537-0411) or the CASO (para 5h) to request support.

(j) Coordinate or verify billeting arrangements (for visitors who are authorized to use Government-operated transient billets). Appendix C provides contact information for reservations at the most commonly used Army lodging facilities and DVQ in Europe.

## 8. VISITING CONOPS AREAS

**a. General.** TFs conducting CONOPS in the European theater attract large numbers of high-ranking visitors. The TF joint visitors bureau (JVB) is the staff element responsible for hosting visits to CONOPS areas. The primary or theater escort officer will often be directed not to accompany the visitor to the CONOPS area.

**b. Visitation Policy.** Requirements for visiting CONOPS areas change frequently and often on short notice because of force-protection, operational, or security considerations.

(1) USAREUR normally distributes visitation policy to CONOPS areas by official message. Rapidly changing situations in CONOPS areas may require that USAREUR send visitation policy changes by e-mail. Organizations should always check with the ODCS, G3/5/7, HQ USAREUR (Watch Office, mil 537-4444), for recent changes.

(2) Specific administrative and logistic requirements for visiting CONOPS areas are normally in force. For example, force-protection and security considerations may require the visitor to complete

specific training before visiting the area or to carry protective clothing and equipment (for example, nuclear, biological, and chemical protective equipment; weapons) while visiting the area.

(3) Overnight visits in CONOPS areas will not be planned without first coordinating with the TF JVB. Overnight visitors should bring their own personal hygiene items, prescription medications, bedding, and any other items they may need for personal comfort.

**c. Approval to Visit CONOPS Areas.** All visits to CONOPS areas require approval by the applicable TF and HQ USAREUR (AEOP-OM) before the visit takes place. These visits may also require approval by the U.S. Embassy (that is, the U.S. Defense Attaché Office or the Office of Defense Cooperation) in the country to be visited, the Office of the Secretary of Defense, and HQ USEUCOM.

(1) The USAREUR G3/5/7 is the visit approval authority for travel by Army personnel (that is, all U.S. Army Soldiers, civilians, and contractors) to USAREUR CONOPS areas in the USEUCOM AOR. This specifically includes visits to the Balkans (that is, Multinational Battle Group East).

(2) Other-than-Army personnel must send travel-clearance requests for official travel in accordance with the DOD FCG/M (DOD 4500.54-G and M).

(3) Organizations must send personnel travel-clearance requests using APACS for country, theater, and special-area (if applicable) clearances for each country in the USEUCOM AOR that will be visited. This also includes visit requests for travel to CONOPS areas. Travel-clearance requests and CONOPS-visit requests should be sent in APACS to the ODCS, G3/5/7, HQ USAREUR, at least 30 days before the planned visit start date.

(4) USAREUR normally will not approve visits to CONOPS areas that are “combat zone, tax-exclusion eligible” if the visit would extend from 1 month into the next month. Exceptions must be approved on a case-by-case basis by the DCG, USAREUR, or the USAREUR G3/5/7.

**d. Visit Moratoriums.** Occasionally, USAREUR (or higher headquarters) will declare a moratorium on visiting a CONOPS area because of operational requirements. Previously scheduled visits that would otherwise take place during a moratorium will be canceled or rescheduled. Exceptions to the moratorium must be approved by the DCG, USAREUR, or the USAREUR G3/5/7.

**e. USEUCOM- and USAREUR-Assigned DV Visits to the Balkans and Other CONOPS Areas.** Because of the large number of visits to the Balkans and other CONOPS areas, USAREUR also tracks the visits of GOs and DVs who are assigned to USAREUR and USEUCOM to these areas on the AE DV Forecast. USAREUR tracks this information to help avoid conflicting visits and ensure that TFs are able to support the visits.

**f. Operational Briefings.** Senior officers (that is, brigadier general and higher and civilian equivalents) must schedule a current operational briefing before travelling to a CONOPS area. Visit-proponents may coordinate for this briefing by contacting the ESD. The USAREUR G3/5/7 is the approval authority for exceptions to the briefing requirement, even for visits by personnel assigned to Army in Europe organizations.

## 9. REQUESTS FOR ASSISTANCE

Action officers may request assistance or information about official visits by contacting the Chief, ESD (mil 537-0404).

## **APPENDIX A REFERENCES**

### **SECTION I PUBLICATIONS**

DOD Directive 4500.54E, DOD Foreign Clearance Program

DOD 4500.54-G and DOD 4500.54-M, Department of Defense Foreign Clearance Guide and Manual

AR 25-400-2, The Army Records Information Management System (ARIMS)

AR 25-55, The Department of the Army Freedom of Information Act Program

AR 55-46, Travel Overseas

AR 190-58, Personal Security

AR 380-5, Department of the Army Information Security Program

AR 380-10, Foreign Disclosure and Contacts With Foreign Representatives

DA Pamphlet 600-60, A Guide to Protocol and Etiquette for Official Entertainment

AE Regulation 1-10, Staff Procedures

AE Regulation 55-46, Travel Overseas

AE Regulation 600-700, Identification Cards and Individual Logistic Support

AE Regulation 600-702/CNE-CNA-C6F Staff Instruction 10110.1F/USAFE Instruction 34-101, Ration Policy

### **SECTION II FORMS**

AE Form 1-10A, Staff Action Summary

AE Form 600-700A, Army in Europe Privilege and Identification Card

AE Form 600-702A, U.S. Forces Ration Card

### **SECTION III INTERNET RESOURCES**

DOD 4500.54-G/M, Department of Defense Foreign Clearance Guide and Manual (available at: <https://www.fcg.pentagon.mil> [NIPRNET] and <http://www.fcg.pentagon.smil.mil/> [SIPRNET])

Aircraft and Personnel Automated Clearance System (APACS) (available at: <https://apacs.dtic.mil/> [NIPRNET] and <https://apacs.dtic.smil.mil/apacs/> [SIPRNET])

**APPENDIX B  
PROCEDURES FOR PLANNING VISITS**

**B-1. GENERAL**

This appendix provides information about briefing packets and itineraries to help action and escort officers plan and conduct distinguished visitor (DV) visits.

**B-2. ACTION AND ESCORT OFFICER CHECKLIST**

Figure B-1 provides a checklist to help action and escort officers plan, coordinate, and conduct DV visits. The checklist does not list all required actions associated with a DV visit. For a successful visit, common sense, initiative, and special treatment of DVs is required. The checklist has six parts:

- a. Initial coordination.
- b. Administrative actions.
- c. Visit support.
- d. The day before the DV’s arrival.
- e. Arrival day and during the DV’s visit.
- f. Visit follow-up.

		<b>PART A. INITIAL COORDINATION</b>
<b>1</b>	<input type="checkbox"/>	Call the Chief, Visits Branch, Executive Service Division, Office of the Chief of Staff, HQ USAREUR (ESD) (mil 537-0406), for initial guidance or questions about the information in the tasking memorandum and the Army in Europe Distinguished Visitor Forecast (AE DV Forecast).
<b>2</b>	<input type="checkbox"/>	Contact the DV’s staff POC and introduce yourself as the USAREUR or IMCOM-Europe POC and escort officer.
<b>3</b>	<input type="checkbox"/>	<p><b>Initial Information.</b> Ask the DV’s POC to provide the following information (by e-mail (preferred), fax, or telephone):</p> <ul style="list-style-type: none"> <li>• Composition of the party, including each member’s position, grade, full name, and security clearance or passport number. Include all members of the official party (aides, executive officers, spouses, other persons).</li> <li>• A biography of the DV.</li> <li>• Relevant personal information about the DV, including special diet or medical requirements, physical limitations (if any), associates and colleagues to be visited and how they will be contacted, room and mode-of-travel preferences, and any other personal concerns that the escort should know.</li> <li>• Purpose of the visit.</li> </ul>

**Figure B-1. Action and Escort Officer Checklist**

3		<p><b>Initial Information—Continued</b></p> <ul style="list-style-type: none"> <li>□ • Issues to be discussed during the visit and with whom; special areas of interest; persons the DV will meet (for example, Soldiers); units and locations the DV would like to visit; briefings desired; and desired office calls (for example, with the USAREUR Command Group, members of the HQ USAREUR staff, commanders, the Director, IMCOM-Europe).</li> <li>□ • Travel arrangements (inbound and outbound flight numbers, times, estimated time of arrival, estimated time of departure, and locations), and a statement that military aircraft (MILAIR) support will be needed, if applicable.</li> <li>□ • Arrangements for media coverage if desired. Ask if the DV’s public affairs office has planned media releases and if American Forces Network or the Stars and Stripes will cover the visit. Determine photography requirements. If the visitor or the commander desires coverage, coordinate with the Chief, Public Affairs, USAREUR (mil 537-3041), or the Public Affairs Officer, IMCOM-Europe (mil 337-3046).</li> <li>□ • Details of the DV’s last visit to the Army in Europe (that is, when, where, who was visited, and purpose of the visit).</li> <li>□ • Currency requirements (which type of currency the DV may need: dollars, euros, or both).</li> <li>□ • Translator requirements, if any.</li> <li>□ • Classified-document storage requirements if the DV will be carrying classified documents during the visit.</li> <li>□ • Number of pieces of luggage for the entire DV party (estimate).</li> <li>□ • Read-ahead information, if a read-ahead has been requested or is required (AE Reg 1-10).</li> <li>□ • The date-time group of the message from the DV’s office requesting personnel travel clearance.</li> </ul>
4	□	For congressional delegation or staff delegation visits, coordinate with the Foreign Policy Adviser, USAREUR (mil 537-0449).
5	□	For visits by members of the U.S. Government Accountability Office, coordinate with the Internal Review and Audit Compliance Office, HQ USAREUR (mil 334-4810).
6	□	After receiving the initial visit concept, issue warning orders to commands to be visited, initiate plans with units and locations to be visited, and begin work on other parts of this checklist.
<b>PART B. ADMINISTRATIVE ACTIONS</b>		
1	□	Be prepared to attend the ESD visit-update briefing to the CoS, HQ USAREUR, to answer questions and receive guidance on conducting the visit. An ESD action officer will contact you before the briefing with information about the time and location.
2	□	Send a copy of the final detailed itinerary to the assigned ESD assistance-officer or escort officer at least 1 week before the visit.

**Figure B-1. Action and Escort Officer Checklist—Continued**

<b>PART C. VISIT SUPPORT</b>	
<b>1</b>	<p><b>Billeting:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> • Reserve rooms at each location where the DV plans to remain overnight. Identify the cost and number of rooms required for the DV party. Identify how the DV plans to pay for the room. Find out if there is an aide or assistant who will coordinate payment.</li> <li><input type="checkbox"/> • If possible, make arrangements to get a key to the reserved room before the DV arrives. Inspect the room to ensure that the room is clean and ready. If permitted and appropriate, place a fruit basket, gift, or flowers in the room to welcome the DV.</li> <li><input type="checkbox"/> • Obtain room numbers and room telephone numbers for each member of the DV's party. Be prepared to provide a copy of this list to the DV or the aide.</li> <li><input type="checkbox"/> • Identify the communication resources in the room (for example, military phone network, secure telephone equipment, internet connection).</li> </ul>
<b>2</b>	<p><b>Transportation:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> • Prepare a transportation plan or matrix with details on each movement during the visit, make vehicle-load plans and stripmaps, and identify drivers.</li> <li><input type="checkbox"/> • Coordinate for MILAIR support, if needed, as soon as possible. The assigned ESD assistance officer can help plan and coordinate the MILAIR portion of the visit.</li> <li><input type="checkbox"/> • For missions supported by the ESD, call the ESD (mil 537-0406) to coordinate ground-transportation requirements. Always plan for backup and inclement-weather transportation.</li> <li><input type="checkbox"/> • If the DV spouse is to travel on U.S. military-owned or -operated ground transportation or MILAIR during the visit, call the assigned ESD assistance officer (mil 537-0406) for help at least 2 weeks before the visit. DV spouse MILAIR travel must be reviewed by the Military and Civil Law Division, Office of the Judge Advocate, HQ USAREUR, before approval. Include a copy of the DV spouse itinerary with the request for legal review.</li> <li><input type="checkbox"/> • Determine the number of pieces of luggage at each location and determine whether additional transportation will be required for the DV party and their luggage. Watch briefcases and briefing-slide containers closely and ensure that they stay with the DV.</li> <li><input type="checkbox"/> • If military police traffic control, hard car, or personal security is needed for high-risk personnel, coordinate directly with the Protective Services Division, Office of the Secretary of the General Staff, HQ USAREUR (mil 537-0438).</li> <li><input type="checkbox"/> • Develop a plan for handing off the DV from one location to the next. One method is to have the gaining unit commander or representative pick up (meet and greet) the DV at the losing location. The gaining unit then escorts the DV to the unit area. The principal commander must escort four-star or congressional visitors or their civilian equivalents and above.</li> <li><input type="checkbox"/> • If the DV will be traveling to Italy, Turkey, or other locations outside Germany, you may need to arrange for special orders, clearances, and coordination well in advance. If so, initiate the request as soon as possible.</li> </ul>

**Figure B-1. Action and Escort Officer Checklist—Continued**

3	<p><b>Official Functions and Office Calls</b></p> <ul style="list-style-type: none"> <li>□ • If official luncheons, dinners, or social engagements are involved, obtain invitations; determine transportation requirements, methods of payment, and currency types; and note the times and locations of the events.</li> <li>□ • Determine the DV's audiovisual and computer requirements at each location and ensure interoperability of systems and file formats.</li> <li>□ • If planning an office call with the CG, USAREUR, call military 537-0103. For office calls with the DCG, USAREUR, call military 537-0205. If planning an office call with the IMCOM-Europe Director, Deputy Region Director, or CSM, call military 337-2664. For an office call with the CoS, IMCOM-Europe, call military 544-5761. Be prepared to state the purpose of the office call and list the requested attendees. A read-ahead for each office call is required (AE Reg 1-10).</li> <li>□ • Obtain current biographies of key Army in Europe personnel with whom the DV will meet for the DV to review before the meeting. Biographies of key USAREUR personnel can be obtained from the USAREUR homepage at <a href="http://www.eur.army.mil">http://www.eur.army.mil</a>.</li> <li>□ • If a dinner function is involved, ask if the dinner is a hosted or no-host dinner and find out where the dinner will be (that is, quarters or local restaurant), who is invited, the seating plan, the payment plan, and the attire. The ESD Protocol Office can provide a list of local restaurants suitable for official functions (mil 537-0407).</li> </ul>
4	<p><b>Miscellaneous</b></p> <ul style="list-style-type: none"> <li>□ • Determine currency requirements for the DV and the DV's party (who pays, keeps receipts, and prepares the travel-voucher summary). In some cases, the aide or escort will pay all bills.</li> <li>□ • If authorized, obtain ration cards or privilege cards for guests. AE Form 600-700A and AE Form 600-702A may be obtained for visitors from the administrative section of the staff office or command sponsoring the visit (AE Reg 600-700 and AE Reg 600-702).</li> <li>□ • Determine what clothing will be needed at each visit location (for example, uniforms, Kevlar helmet, protective vest, civilian attire, wet-weather gear) and include this information on the itinerary for each function.</li> <li>□ • Check to see if transformers, converters, or voltage regulators are required for electrical appliances to be used by the DV or spouse.</li> <li>□ • Determine the DV's communications requirements at each location (for example, e-mail, secure-telephone communications).</li> <li>□ • Obtain telephone numbers and e-mail addresses of contact officers for each unit and location associated with the DV visit to include in the detailed itinerary.</li> <li>□ • Use accurate terms when describing events on itineraries. For example, "social hour" is preferable to "cocktails." "Shopping" should not be listed if the event is better described by listing one or several cultural activities.</li> </ul>

**Figure B-1. Action and Escort Officer Checklist—Continued**

<b>4</b>		<b>Miscellaneous—Continued</b>
	<input type="checkbox"/>	• Include personal time, if needed, in the schedule for the DV at the first destination.
	<input type="checkbox"/>	• Ensure Government vehicles are used to support only official events. When in doubt, contact the ESD Deputy Chief or Office of the Judge Advocate, HQ USAREUR.
	<input type="checkbox"/>	• If the DV is planning to present gifts during the visit, find out who the gifts are for, the fair-market value of the gifts, if possible, and when the DV plans on presenting them. Provide this information to your local judge advocate's office for a legal review.
		<b>PART D. THE DAY BEFORE THE DV'S ARRIVAL</b>
<b>1</b>	<input type="checkbox"/>	Inspect and brief support personnel (drivers, pilots, ESD assistance officer).
<b>2</b>	<input type="checkbox"/>	Verify the estimated time of the party's arrival.
<b>3</b>	<input type="checkbox"/>	Check to find out if DV welcome packets, brochures, the welcome letter from the host, invitations, and the welcome-gift packet (when appropriate) are required. If so, ensure that the items are prepared and determine who will present them.
<b>4</b>	<input type="checkbox"/>	If possible, preregister the DV and his or her party in quarters and inspect the quarters before the party arrives.
<b>5</b>	<input type="checkbox"/>	Confirm and review the transportation plan. Confirm that enough space is available for projected luggage.
<b>6</b>	<input type="checkbox"/>	Confirm all important telephone numbers, both military and civilian numbers.
<b>7</b>	<input type="checkbox"/>	Provide the assigned ESD assistance officer (mil 537-0406) with a situation report. Ask for help if needed.
<b>8</b>	<input type="checkbox"/>	Check completed actions on the checklist (initial coordination, administration, and support organizations).
		<b>PART E. ARRIVAL DAY AND DURING THE DV'S VISIT</b>
<b>1</b>	<input type="checkbox"/>	Verify the estimated time of arrival of the inbound flight directly with the airline (if commercial) or airfield operations (if military). This information may be obtained on the Internet by going to the appropriate airport's website or calling the designated airport's information line. Be at the arrival point 60 minutes before the estimated time of arrival of the DV.
<b>2</b>	<input type="checkbox"/>	If possible, ensure that luggage accompanies the DV and all members of the party. Watch briefcases and briefing-slide containers and keep them with the DV.
<b>3</b>	<input type="checkbox"/>	Provide the DV with welcome packets, information, invitations, or gifts, as appropriate.
<b>4</b>	<input type="checkbox"/>	Review the itinerary with the DV or the DV's administrative assistant.
<b>5</b>	<input type="checkbox"/>	Keep hats, coats, and carry-on gear with you or at the departure door at the locations visited.
<b>6</b>	<input type="checkbox"/>	Know the transportation plan and help members of the DV party reach the correct vehicles and aircraft.
<b>7</b>	<input type="checkbox"/>	Obtain temporary duty orders, advance pay (if desired), and travel requests needed for the duration of the DV visit for yourself, the DV, and the DV party, as required.
<b>8</b>	<input type="checkbox"/>	The escort must update follow-on locations of any delays or changes in the itinerary. The escort should contact the follow-on location POC when the DV departs from the current location and 5 to 10 minutes before the DV arrives at the next location.

**Figure B-1. Action and Escort Officer Checklist—Continued**

9	<input type="checkbox"/>	Provide someone else in your office (who can respond to inquiries) with all required information about the visit. Ensure that all POCs involved in the trip know how to contact this person.
10	<input type="checkbox"/>	Review hand-off procedures at each critical point, including on DV arrival and departure.
11	<input type="checkbox"/>	For nonmilitary DVs traveling on invitational travel orders, process required travel vouchers or honoraria, as required, before the DV leaves.
12	<input type="checkbox"/>	Continually review options in the event that the itinerary changes or if there is a problem with the transportation.
13	<input type="checkbox"/>	Contact the assigned ESD assistance officer if any significant changes to the itinerary or significant unplanned events occur.
<b>PART F. VISIT FOLLOW-UP</b>		
1	<input type="checkbox"/>	Send an after-action report (AAR) by e-mail to the ESD action officer by 24 hours after the visit, based on the DV's grade. The AAR should indicate whether or not the visit was a success, describe any issues that arose during the trip, and mention anything else that should be brought to the attention of the USAREUR or IMCOM-Europe Command Groups.
2	<input type="checkbox"/>	Make a closeout telephone call with the POC of the DV to close out any incomplete actions.
3	<input type="checkbox"/>	Send thank-you notes or other recognition, as appropriate, to support personnel and others who helped you accomplish your DV mission.
4	<input type="checkbox"/>	Complete any required follow-up actions or missions related to the DV trip.
5	<input type="checkbox"/>	By 7 days after the DV departs, close out remaining actions associated with the visit. Send thank you notes for support provided, as appropriate. Mail any items the DV left behind.

**Figure B-1. Action and Escort Officer Checklist—Continued**

**B-3. ARMY IN EUROPE DISTINGUISHED VISITOR FORECAST (AE DV FORECAST)**

The AE DV Forecast provides basic information about DV visits (for example, who, when, where, why), ESD POC information, and DV POC information.

a. The Executive Services Division, Office of the Chief of Staff, HQ USAREUR (ESD), maintains the AE DV Forecast on the SIPRNET at <http://eur.aep.army.smil.mil/sites/command/cos/esd/lists/dv%20forecast.aspx>. The ESD updates the AE DV Forecast continuously as the ESD receives notifications of new visits (additions), changes, and cancellations (deletions). Some users may need to contact the ESD and request page permissions to view the webpage.

b. Visit-sponsors and proponents must send any additions of, changes to (for example, changes to visit dates, destinations, POCs), and deletions of a visit to the ESD as soon as possible. Visit-sponsors and proponents should send change information directly to the ESD.

**B-4. SAMPLE ITINERARY**

The visit-proponent is responsible for maintaining the Army in Europe-master itinerary for the visit. Figure B-2 provides a sample itinerary. The DV's office may use the Army in Europe itinerary or maintain a separate format according to the DV office's internal procedures.

a. **Detailed Inclement-Weather Itineraries.** If bad weather is expected during the trip, an inclement-weather itinerary will be prepared. The inclement-weather itinerary will be in the same format as the detailed itinerary (fig B-2), but will be identified as a "Detailed Inclement-Weather Itinerary."

**b. Spouse Itineraries.** An itinerary will be prepared for the visitor's spouse if necessary. The spouse itinerary will follow the same format as the sample detailed itinerary (fig B-2).

**c. Partial-Trip Itineraries.** If a DV will visit locations outside the USAREUR and IMCOM-Europe area of responsibility (AOR) (that is, the Army in Europe visit is only a portion of the overall trip or a "partial trip"), the Army in Europe itinerary will provide as much detail as possible on the other portions of the visit. At the very least (for the other portions of the visit), the itinerary should indicate the location, arrival and departure times, and the hosting agency, command, or Service.

**d. Itinerary Marking.** Detailed itineraries will be marked For Official Use Only, in accordance with AR 25-55, unless information in the itinerary is classified.

(1) If classified, the itinerary will be marked to show the highest classification of the information (for example, Confidential, Secret) in accordance with AR 380-5.

(2) Itineraries for high-risk personnel (HRP), which includes general and flag officers and civilian equivalents, will be marked with appropriate security classifications.

(3) The DV's office will review the threat to the DV and may apply more stringent controls on the itinerary, including a higher classification, when preparing and coordinating travel itineraries.

**NOTE:** Because of their sensitivity, itineraries for lieutenant generals and higher and civilian equivalents will be transmitted by SIPRNET.

**e. Format.** Itineraries will be prepared using the template for the standard USAREUR Slides Format Bookcover, which is available under Action Officer Tools, Staff Actions, in the Army in Europe Library & Publishing System at <https://aepubs.army.mil>. The itinerary will include at least the following:

(1) The full name and position of the DV and host where their names first appear in the itinerary.

(2) The full name, title, office, e-mail address, and telephone numbers (cell phone and office) of the action and escort officers. Escort officers are highly encouraged to have a cell phone during the visit.

(3) The dates and times of the visit. All time will be accounted for in the itinerary, from the exact time of arrival to the exact time of departure.

(4) Events scheduled to take place during the visit.

(5) The type of transportation for each part of the trip requiring travel, the headquarters providing the transportation, the names of accompanying individuals, and the name and cell phone number of the driver or pilot.

(6) The recommended uniform, if other than the duty uniform, and other required apparel for events on the itinerary (for example, Army Service Uniform, casual, informal, civilian black tie).

(7) The locations, room numbers, and telephone numbers for each place that the DV will remain overnight.

(8) Airfields and helipads to be used, if applicable. If no airfield or helipad exists at the desired location, provide a 6-digit grid coordinate of the location.

(9) Information about dietary restrictions, special menus, visitor preferences, or physical limitations or physical disabilities that affect events on the itinerary.

**NOTE:** The first time they are used in an itinerary, abbreviations and acronyms must be spelled out and established in parentheses. The only exceptions are military ranks, three-letter abbreviations for days and months, and the following brevity codes: CG, Cdr, CSM, CoS, DA, DCG, DOD, HQDA, POC, USAFRICOM, USAREUR, and USEUCOM.

**f. “As-of” Dates on Itineraries.** Each time an itinerary changes, a new date-time group will be posted on each page of the revised itinerary in the lower-left corner and after the words “Current as of.” Users should refer to that date to determine which version of the itinerary is current.



**ITINERARY**  
**LTG Raymond V. Mason**  
**Deputy Chief of Staff (DCS), G4, HQDA**

**9–11 September 2013**

**Office of Primary Responsibility: Chief of Staff, HQ USAREUR**  
**USAREUR Executive Services Division (ESD) POC: CPT Alec Moyer**  
**Sponsoring Staff Office: Office of DCS, G4, HQ USAREUR**

**Purpose of Visit**

- Will meet with USAREUR senior leaders and tour facilities.

**Members of Party**

*LTG Raymond V. Mason, DCS, G4, HQDA*  
*LTC John Smith, Executive Officer to the DCS, G4, HQDA*  
*MAJ Christopher Jones, Aide de Camp to the DCS, G4, HQDA*  
*SFC John Carver, Communications Sergeant to the DCS, G4, HQDA*

**USAREUR Escorts**

**Sponsor office:** COL Cynthia Fox, G4, USAREUR  
military (mil) 537-4001, civilian (civ) 0611-143-537-4001, cell phone +49(0)176-510-7000,  
e-mail (NIPRNET): cynthia.z.fox.mil@mail.mil, e-mail (SIPRNET): cynthia.z.fox.mil@mail.smil.mil  
**ESD (Proponent):** CPT Alec Moyer, Escort Officer, ESD, HQ USAREUR  
mil 537-0413, civ 0611-143-537-0413 cell phone +49(0)176-510-7001  
e-mail (NIPRNET): alec.z.moyer.mil@mail.mil, e-mail (SIPRNET): alec.z.moyer.mil@mail.smil.mil

**Itinerary Summary**

<b>Date</b>	<b>Location</b>	<b>Remain Overnight (RON)</b>
09 Sep (Mon)	Dulles/Frankfurt/Wiesbaden	Wiesbaden
10 Sep (Tue)	Wiesbaden/Landstuhl/Kaiserslautern/Ramstein/Grafenwöhr	Grafenwöhr
11 Sep (Wed)	Grafenwöhr/Munich/Dulles	

LTG Mason  
Current as of: 1500Z, 4 September 2013

**FOR OFFICIAL USE ONLY**

**Figure B-2. Sample Detailed Itinerary**

---

## **09 Sep 2013 (Mon)**

0910 Arrive Frankfurt International Airport (FRA) [United Airlines flight UA910]  
0910 – 0950 Clear customs and claim baggage  
0950 – 1000 Greeted by COL Fox; transition to G4 vehicle  
1000 – 1025 En route to Wiesbaden Army Lodge, Wiesbaden  
1025 – 1110 Check in; personal time  
1110 – 1130 En route to Keyes Building, Clay Kaserne, [travel in G4 vehicle]  
1130 – 1135 Arrive Keyes Building, greeted by LTG Donald Campbell, CG, USAREUR  
1135 – 1200 Office call with LTG Campbell  
1200 – 1205 Walk to Strong Teams Café  
1205 – 1330 Lunch in conference room  
**Attendees (6):** *LTG Mason, DCS, G4, HQDA; LTG Donald Campbell, CG, USAREUR; MG Richard Longo, DCG, USAREUR; CSM David Davenport, USAREUR CSM; Ms. Kathleen Marin, Dir, IMCOM-Europe; BG Darryl Williams, USAREUR G3/5/7*  
1330 – 1415 Walking Tour of Clay Kaserne (Fitness Center, Mission Command Center (MCC), Combined Intelligence Center (CIC) construction)  
1415 – 1420 Transition to ESD vehicle  
1420 – 1530 Windshield tour of Clay Kaserne (Information Processing Center (IPC), Newman Village)  
**NOTE:** *Opportunity to view enlisted and officer housing at Newman Village*  
1530 – 1555 En route to Wiesbaden Army Lodge  
1555 – 1745 Personal time  
1745 – 1800 En route to Weinkeller Altes Rathaus  
1800 – 2100 Dinner (dress: open collar)  
**Attendees (4):** *LTG Mason; LTG Campbell; Ms. Marin; COL John Collins, Cdr, U.S. Army Europe Regional Medical Command and Command Surgeon, U.S. Army Europe*  
**NOTE:** *Support Staff will have dinner at a separate location*  
2100 – 2115 En route to Wiesbaden Army Lodge [travel in ESD vehicle]  
2115 Personal time

## **RON Wiesbaden**

### **10 Sep 2013 (Tue)**

0700 – 0745 Personal time; breakfast as desired  
0745 – 0900 En route to Landstuhl Regional Medical Center (LRMC)  
0900 – 0905 Arrive Emergency Room entrance; met by COL Judith Lee, LRMC Commander  
0905 – 1130 LRMC facility tour, led by COL Lee  
1130 – 1300 Lunch in LRMC dining facility (DFAC)  
**NOTE:** *Receive LRMC Overview Brief*  
1315 – 1400 Visit of Fischer House II led by COL Lee  
1400 – 1425 En route to 21st TSC, Panzer Kaserne, Kaiserslautern, ESD vehicle  
1425 – 1430 Arrive 21st TSC headquarters, met by MG John O'Connor, 21st TSC CG and BG Paul Benenati, 21st TSC Deputy CG/7th Civil Support Command (7th CSC) CG  
1430 – 1450 Office call with MG O'Connor and BG Benenati  
1450 – 1500 Walk to 21st TSC Combined Operations and Intelligence Center (COIC)  
1500 – 1515 COIC tour presented by COL Ronald Brown, G-3, 21st TSC

LTG Mason, 9-11 Sep 13  
Current as of: 1500Z, 4 September 2013

---

**FOR OFFICIAL USE ONLY**

---

**Figure B-2. Sample Detailed Itinerary—Continued**

---

## **10 Sep 2013 (Tue)—continued**

1515 – 1545 21st TSC command brief presented by COL Brown  
1545 – 1615 7th CSC command brief presented by COL Paul Rosenwitz  
1615 – 1630 Discussion  
1630 – 1700 En route to Ramstein Air Base DV Flight line [travel in ESD vehicle]  
1700 – 1710 Transition to rotary wing military aircraft (MILAIR)  
1710 – 1835 En route to Grafenwöhr Army Airfield (GAAF)  
1835 – 1840 Arrive GAAF, greeted by BG Walter Piatt, Commander, Seventh Army Joint Multinational Training Command (JMTC) and JMTC Protocol  
1840 – 1850 En route to Grafenwöhr Army Lodge [travel in JMTC Protocol vehicle]  
1850 – 1925 Check in; personal time  
1925 – 1930 Walk to JMTC CDR's house  
1930 – 2100 Dinner with JMTC Cdr and select guests (dress: open collar)  
**Attendees (7):** LTG Mason, BG Piatt, JMTC Commander; Ms. Piatt, spouse; COL John Norris, Cdr, U.S. Army Joint Multinational Readiness Center; Ms. Norris, spouse; COL Jeffrey Meeker, Director Joint Multinational Simulation Center (JMSC); Ms. Meeker, spouse  
2100 – 2115 Walk to lodging  
2115 Personal time

## **11 Sep 2013 (Wed)**

0700 – 0745 Personal time; breakfast as desired  
0745 – 0800 En route to JMTC  
0800 – 1000 JMTC and JMSC briefings  
1000 – 1200 Tour of units training at JMTC and JMSC  
1200 – 1300 Lunch and JMTC Cdr farewell  
1300 – 1415 Travel to Munich Airport  
1415 – 1530 Arrive Munich Airport, check-in, and await departure flight [United Airlines flight UA 900]

LTG Mason, 9-11 Sep 13  
Current as of: 1500Z, 4 September 2013

---

## **FOR OFFICIAL USE ONLY**

---

### **Figure B-2. Sample Detailed Itinerary—Continued**

#### **B-5. PERSONNEL TRAVEL-CLEARANCE REQUIREMENTS FOR USAREUR PERSONNEL**

All Army personnel requesting official travel to the Army in Europe area of responsibility (USEUCOM theater) must request personnel travel-clearance for countries, special-areas, and the theater in accordance with DOD 4500.54-M. Travelers must receive personnel travel-clearance approval in writing from HQ USAREUR (basic reg, para 7a) before departing on the trip.

#### **B-6. BIOGRAPHIES**

Biographies (bios) are generally available on the Internet or from the DV's staff. Visit-proponents should provide a copy of the DV's bio to all USAREUR and IMCOM-Europe representatives, especially general officers (GOs), involved in the visit. The following websites provide bios for the type of DV described in the name of the website:

a. General Officer Management Office: <https://www.gomo.army.mil>. For bios of active and retired U.S. Army GOs, U.S. Army Reserve GOs, and U.S. Army National Guard GOs, click the "Resumes" link on the right side of page. For bios of U.S. Navy flag officers, U.S. Marine Corps GOs, and U.S. Air

Force GOs, click the “*Resources*” link on the right side of page. Access to this site requires an Army Knowledge Online (AKO) account or CAC-login credential.

b. Civilian Senior Leader Management Office: <https://www.cslmo.army.mil>. This site provides bios of U.S. Army Senior Executive Service civilians.

c. DOD: <http://www.defense.gov/bios/>. This site provides bios of DOD civilian and military personnel.

d. U.S. State Department: <http://www.state.gov/r/pa/ei/biog/index.htm>. This site provides bios of senior foreign service personnel.

e. U.S. Senate: [http://www.senate.gov/general/contact\\_information/senators\\_cfm.cfm](http://www.senate.gov/general/contact_information/senators_cfm.cfm). This site provides bios of U.S. senators.

f. U.S. House of Representatives: <http://www.house.gov/representatives/>. This site provides bios of U.S. representatives.

**APPENDIX C**  
**LODGING FACILITIES AND DISTINGUISHED VISITORS QUARTERS**

Table C-1 lists telephone numbers for lodging facilities and distinguished visitor quarters (DVQ) POCs. If the DVQ POC number is not the same as the number for the lodging facility, the POC is usually the local DVQ protocol office.

**NOTE:** The following abbreviations are used in table C-1: Supreme Headquarters Allied Powers Europe (SHAPE), Kaiserslautern Military Community (KMC), barracks (Bks).

<b>Table C-1</b>			
<b>Telephone Numbers for Lodging Facilities and DVQ</b>			
<b>COUNTRY</b>		<b>(International Country Prefix)</b>	
<b>City</b>	<b>Lodging (mil tel)</b>	<b>Lodging (civ tel)</b>	<b>DVQ POC (mil tel)</b>
<b>BELGIUM</b>		<b>(0032)</b>	
Chièvres/SHAPE	366-7211 /7212	65-739300	same
<b>GERMANY</b>		<b>(0049)</b>	
Ansbach/Katterbach	467-2812	09802-950-60	same
Bamberg	469-1700	0951-300-1700	same
Baumholder	485-1700	06783-999-300	same
Garmisch	440-2575	08821-9440	same
Grafenwöhr	475-1700 /6182	09641-9364411	475-8964
KMC (Kaiserslautern, Landstuhl, Ramstein, and Vogelweh)	480-4920	06371-45-4920	480-7558
Schweinfurt	354-1700	09721-96-7940	same
Spangdahlem	452-0500	06565-9560	452-6057
Stuttgart: • Kelley Hotel (Kelley Bks) • Panzer Hotel (Patch Bks)	421-2815 431-3490	0711-7292815 or 0711-907260 07031-153490	421-4455
Vilseck	476-1700	09662-83-1700 or 09662-441104	same
Wiesbaden	338-7212 /7493	0611-343136	same
<b>ITALY</b>		<b>(0039)</b>	
Livorno	633-7580 /7448	050-54-7580 /7448	same
Vicenza	634-8036 /8035	0444-71-8036 /8035	634-7712 /7713
<b>TURKEY</b>		<b>(0090)</b>	
Incirlik	676-9356 /9357	322-316-9356 /9357	676-8352
Izmir	675-3366	232-493-0855	same

**APPENDIX D**  
**MILITARY GRADES AND THEIR CIVILIAN EQUIVALENTS**

Table D-1 provides a list of military and equivalent civilian grades for the purpose of protocol. If required, the Protocol Officer, Executive Services Division, Office of the Chief of Staff, HQ USAREUR (mil 537-0406), can help clarify requirements and standards for protocol as they relate to high-ranking military and civilian employees.

**NOTE:** Precedence lists of grades are subject to change, based on the event and the grades of the attendees. The Department of the Army Protocol Precedence List (DA Pam 600-60, app D) provides a prioritized list of civilian positions in eight categories (or very important person (VIP) code groupings) for use in determining precedence and equivalency of military and civilian grades. Table D-1 merely summarizes the official DA Precedence List in DA Pamphlet 600-60.

<b>Table D-1. Military Grades and Their Civilian Equivalents</b>				
<b>Pay Grade</b>	<b>Army, Marine Corps, and Air Force</b>	<b>Navy and Coast Guard</b>	<b>Civilian</b>	<b>VIP Code (Army Protocol Precedence List)</b>
<b>O10</b>	General	Admiral	SES-3	2/3
<b>O9</b>	Lieutenant General	Vice Admiral	SES-4	4
<b>O8</b>	Major General	Rear Admiral (upper half)	SES-5	5
<b>O7</b>	Brigadier General	Rear Admiral (lower half)	SES-6	6
<b>O6</b>	Colonel	Captain	GS-15	7
			GS-14	
<b>O5</b>	Lieutenant Colonel	Commander	GS-13	
<b>O4</b>	Major	Lieutenant Commander	GS-12	
			GS-11	
<b>O3</b>	Captain	Lieutenant	GS-10	
<b>O2</b>	First Lieutenant	Lieutenant Junior Grade	GS-9	
			GS-8	
<b>O1</b>	Second Lieutenant	Ensign	GS-7	

## GLOSSARY

### SECTION I ABBREVIATIONS

7th CSC	7th Civil Support Command
21st TSC	21st Theater Sustainment Command
AAR	after-action review
AE	Army in Europe
AEPUBS	Army in Europe Library & Publishing System
AKO	Army Knowledge Online
AOR	area of responsibility
APACS	Aircraft and Personnel Automated Clearance System
ARNG	United States Army National Guard
BG	brigadier general
bio	biography
CASO	Centralized Aviation Scheduling Office, Aviation Operations Branch, G33 Operations Directorate, Office of the Deputy Chief of Staff, G3/5/7, Headquarters, United States Army Europe
CG	commanding general
CG, USAREUR	Commanding General, United States Army Europe
CG XO	Commanding General's Executive Officer
CIC	combined intelligence center
civ	civilian
COIC	combined operations and intelligence center
COL	colonel
CONOPS	contingency operations
CONUS	continental United States
CoS	chief of staff
CoS, HQ USAREUR	Chief of Staff, Headquarters, United States Army Europe
CPT	captain
CSM	command sergeant major
DA	Department of the Army
DCG, USAREUR	Deputy Commanding General, United States Army Europe
DCoS, HQ USAREUR	Deputy Chief of Staff, Headquarters, United States Army Europe
DCS	deputy chief of staff
DFAC	dining facility
DOD	Department of Defense
DV	distinguished visitor
DVQ	distinguished visitors quarters
ESD	Executive Services Division, Office of the Chief of Staff, Headquarters, United States Army Europe
ESWG	Engagement Synchronization Working Group
FRA	Frankfurt International Airport
GAAF	Grafenwöhr Army Airfield
GO	general officer
GS	General Schedule
HQ USAREUR	Headquarters, United States Army Europe
HRP	high-risk personnel
ID	identification

IMCOM-Europe IOD (G7)	United States Army Installation Management Command, Europe Region Information Operations Division (G7), G33 Operations Directorate, Office of the Deputy Chief of Staff, G3/5/7, Headquarters, United States Army Europe
IPC	information processing center
JMSC	Joint Multinational Simulation Center
JMTC	Seventh Army Joint Multinational Training Command
JVB	joint visitors bureau
LRMC	Landstuhl Regional Medical Center
LTC	lieutenant colonel
LTG	lieutenant general
MAJ	major
MG	major general
mil	military
MILAIR	military aircraft
Mon	Monday
NATO	North Atlantic Treaty Organization
NIPRNET	Unclassified but Sensitive Internet Protocol Router Network
NTV	nontactical vehicle
POC	point of contact
RFV	request for visit
RON	remain overnight
SAS	staff action summary (AE Form 1-10A)
SCD	Security Cooperation Division, Office of the Deputy Chief of Staff, G3/5/7, Headquarters, United States Army Europe
SEA	senior enlisted advisor
SES	Senior Executive Service
SF	standard form
SFC	Sergeant First Class
SGM	sergeant major
SHAPE	Supreme Headquarters Allied Powers Europe
SIPRNET	Secret Internet Protocol Router Network
tel	telephone
TF	task force
Tue	Tuesday
U.S.	United States
USAFRICOM	United States Africa Command
USAR	United States Army Reserve
USAREUR	United States Army Europe
USEUCOM	United States European Command
Wed	Wednesday

## **SECTION II**

### **TERMS**

#### **Army in Europe Distinguished Visitor Forecast**

A tracking log maintained by the Executive Services Division, Office of the Chief of Staff, HQ USAREUR, used to track distinguished visitors (DVs), coordinate USAREUR interaction with DVs, manage USAREUR support to DVs, and provide visibility to the command group of projected DV visits.

**distinguished visitor**

A military executive or political decision-maker. Distinguished visitors include political leaders; flag officers, general officers, and Senior Executive Service equivalents; the senior-enlisted counterparts to those military executives (that is, the command sergeant major, sergeant major, or senior enlisted advisor); Government officials; and other individuals who, because of their grade or position in Government or non-Government organizations, are decision-makers or have the ability to influence the opinions of decision-makers.

**Engagement Synchronization Working Group**

A weekly meeting for members of the USAREUR Command Group, their staff, and members of HQ USAREUR to ensure that upcoming visits by distinguished visitors are planned, coordinated, synchronized, and designed to achieve USAREUR command objectives.

**escort officer**

The person from the visit-sponsoring organization or the visit-proponent organization who will escort the distinguished visitor (DV) during the entire visit. An escort officer is usually a general officer or a field grade officer who is a commander or subject-matter expert in the DV's area of interest and can reasonably be expected to answer DV questions and provide information about areas of DV interest.

**Executive Services Division escort officer**

A member of the Executive Services Division, Office of the Chief of Staff, HQ USAREUR, who is responsible, as the visit-proponent escort officer, for helping the staff of a distinguished visitor (DV) and the visit-sponsor escort officer plan the DV visit.

**Executive Services Division visit-assistance officer**

A member of the Executive Services Division, Office of the Chief of Staff, HQ USAREUR (ESD), who is responsible for helping the escort officer from the visit-proponent office's (that is, the hosting unit, the applicable HQ USAREUR staff office, or an element of IMCOM-Europe) plan the visit of a distinguished visitor (DV) and, if required, assist the DV's staff. The ESD visit-assistance officer also serves as a technical expert and adviser on protocol and logistic matters relating to DV visits.

**visit endstate**

A statement of the desired outcome of a visit. A visit may have more than one endstate.

**visit-proponent**

The Executive Services Division, Office of the Chief of Staff, HQ USAREUR (ESD), or the USAREUR major subordinate or specialized command, HQ USAREUR staff office, or element of IMCOM-Europe responsible for final coordination of a distinguished visitor (DV) visit.

**NOTE:** For DVs who are lieutenant generals and above and civilian equivalents, the visit-proponent is usually the ESD, and the hosting organization is usually the visit-sponsor. For DVs who are major generals and below and civilian equivalents, the hosting organization is usually both the visit-proponent and the visit-sponsor, and ESD provides only assistance and advice as required.

**visit-sponsor**

The USAREUR major subordinate or specialized command, HQ USAREUR staff office, or element of IMCOM-Europe that is hosting the distinguished visitor.

**visitor**

An individual traveling in the USAREUR or IMCOM-Europe area of responsibility for less than 30 days who does not perform an operational mission and who is escorted and supervised by the hosting unit.