

Department of the Army
Headquarters, United States Army
Training and Doctrine Command
Fort Eustis, Virginia 23604-5700

*TRADOC Memorandum 1-16

25 November 2019

Administration

Distinguished Visitors, Conferences and Ceremonies,
Headquarters, U.S. Army Training and Doctrine Command

FOR THE COMMANDER:

OFFICIAL:

THEODORE D. MARTIN
Lieutenant General, U.S. Army
Deputy Commanding General/
Chief of Staff



WILLIAM T. LASHER
Deputy Chief of Staff, G-6

History. This is an administrative revision of U.S. Army Training and Doctrine Command Memorandum 1-16.

Summary. This memorandum establishes policies, responsibilities, and administrative procedures governing distinguished visitors, conferences, and ceremonies, at Headquarters, U.S. Army Training and Doctrine Command.

Applicability. This memorandum applies to all Headquarters, U.S. Army Training and Doctrine Command staff activities and all U.S. Army Training and Doctrine Command TRADOC organizations located on Fort Eustis.

Proponent and exception authority. The proponent of this memorandum is the TRADOC Executive Services Office. The proponent has the authority to approve exceptions or waivers to this memorandum. Proponent may delegate this approval authority, in writing, to a staff chief or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Staff may request a waiver to this memorandum by providing justification that includes a full analysis of the expected benefits and must include formal review by the staff's senior officer. All waiver requests will be endorsed by the senior leader of the requesting staff

*This memorandum supersedes TRADOC Memorandum 1-16, dated 17 March 2015.

and forwarded through its chain of command to Chief, Executive Services Office, (ATCS-XE), 950 Jefferson Avenue, Fort Eustis, Virginia 23604-5700.

Distribution. This memorandum is available in electronic media only on the TRADOC Administrative Publications website at <https://adminpubs.tradoc.army.mil>.

Summary of Changes

This administrative revision, dated 25 November 2019-

- o Deletes reference to the Army Capabilities Integration Center and moves the International Army Programs Directorate responsibilities under TRADOC Deputy Chief of Staff, G-3/5/7 (reorganization).
 - o Adds records management requirements (paragraph 1-5).
 - o Updates the link for the distinguished visitor and significant events report (paragraph 2-3).
 - o Adds reference from Army Regulation 37-47 for official representation funds (paragraphs 2-9 and 3-3) and gifts (paragraph 2-3).
 - o Updates the link to the briefing slide template (paragraph 2-4).
 - o Adds appendix B with records management requirements.
-

Contents

	Page
Chapter 1 Introduction	5
1-1. Purpose	5
1-2. References	5
1-3. Explanation of terms.....	5
1-4. Responsibilities.....	5
Chapter 2 Distinguished Visitors	6
2-1. Distinguished visitors categories.....	6
2-2. Visit requests	6
2-3. Distinguished visitors procedures.....	7
2-4. Briefings to Commanding General/Deputy Commanding General	10
Chapter 3 Conferences.....	12
Chapter 4 Ceremonies.....	13
4-1. Major U.S. Army Training and Doctrine Command Ceremonies.....	13
4-2. Promotion and retirement ceremonies.....	13
4-3. Salute battery	13
Chapter 5 Procedures for Reserving Morelli Auditorium, Command Conference Room and U.S. Army Training and Doctrine Command Event Stand.....	15
5-1. Morelli Auditorium (Building 950, Room 1048).....	15
5-2. Command Conference Room (Building 950, Room 5001).....	16
5-3. TRADOC Event Stand (Building 701, outside Building 950).....	16
Appendix A. References	16
Appendix B. Records Management	17
Glossary	17

Table List

Table 2-1. Headquarters, U.S. Army Training and Doctrine Command Distinguished Visitors Checklist	11
Table 3-1. Headquarters, U.S. Army Training and Doctrine Command Conferences Hosted by the Commanding General, Deputy Commanding General/Chief of Staff, or Deputy Chief of Staff	12
Table 4-1. Major U.S. Army Training and Doctrine Command Ceremonies and Commanding General-Hosted Promotion and Retirement Ceremonies.....	14

Figure List

Figure 2-1. Format to report distinguished visitors visits.....	6
---	---

This page intentionally left blank

Chapter 1

Introduction

1-1. Purpose

This memorandum establishes policies and procedures to assist with executing conferences, ceremonies, and other significant events at Headquarters (HQ), U.S. Army Training and Doctrine Command (TRADOC) and to facilitate hosting distinguished visitors (DVs) to the Command.

1-2. References

Required and related publications and prescribed and referenced forms are listed in [appendix A](#).

1-3. Explanation of terms

Special terms used in this memorandum are in the [glossary](#).

1-4. Responsibilities

a. TRADOC Deputy Commanding General (DCG)/Chief of Staff (COS) will have overall responsibility and approval authority for DVs, conferences, and ceremonies at HQ TRADOC and will assign leads, as appropriate, based on the nature of the event.

b. Other DCGs, HQ TRADOC Deputy Chiefs of Staff (DCSs), and Chiefs of Special/Personal Staff will serve as TRADOC lead for visits or events when directed by the DCG/COS or Deputy Chief of Staff (DCOS) or when initiating a visit or event and will provide subject matter expertise when serving in an assist capacity. The TRADOC lead will accomplish all responsibilities and tasks to include planning, coordinating, and executing the visit or event.

c. TRADOC Executive Services Office (ESO) is responsible for protocol aspects of TRADOC events hosted by the Commanding General (CG), DCG/COS, and the DCOS. ESO provides support for foreign visits when hosted by others on behalf of the CG and DCG/COS. ESO also provides advice to the staff and subordinate commands and organizations on protocol technical matters.

1-5. Records management requirements

Records management (recordkeeping) requirements for all record numbers, forms, and reports required by this memorandum are addressed in Records Retention Schedule-Army (RRS-A). Detailed information for all related record numbers, forms, and reports are located in RRS-A at <https://www.arims.army.mil>. See [appendix B](#), for some records management requirements related to this publication.

Chapter 2
Distinguished Visitors

2-1. DV categories

DVs are individuals who, based upon rank or position, receive special consideration during official visits to HQ TRADOC. DVs to HQ TRADOC are assigned categories that determine the type and level of support provided. DVs consist of both international and domestic visitors. DVs are different from “authorized guests” for purposes of using official representation funds. Army Regulation (AR) 37-47, provides specific definitions of authorized guests. The following categories of DVs are addressed in this memorandum:

- a. Category 1a. United States of America general officers (GOs) (O-9 and higher), civilian equivalents, and civilian senior executives (SESS) at the three-star level and above.
- b. Category 1b. United States of America GOs (O-7 and O-8), civilian equivalents, and SESS at the one- or two-star level.
- c. Category 2. International GOs and civilian or positional equivalents.
- d. Category 3. International colonels and civilian or positional equivalents.
- e. Category 4. Other visitors for whom the CG, DCG/COS, or DCOS may have special interest.

2-2. Visit requests

- a. DV visit requests are approved during regularly scheduled visit update briefings with the DCG/COS. The DCG/COS visit update briefing will consist of two mandatory pages for each DV visit. The first will include the background information for the visit outlining the who, what, when, where, why, and objective of the visit utilizing the format, see [figure 2-1](#). The second page will be the DV biography.
- b. Immediately upon receipt of a DV notification, each organization shall provide the completed DV request and biography to ESO, see [figure 2-1](#).

DISTINGUISHED VISITOR REQUEST
WHO: TYPE: (Examples: CG-invite; self-invite; Chief of Staff Army counterpart visit) WHEN: OBJECTIVES: (Visitor/TRADOC/Department of Army) BRIEFINGS: WHERE: HOST: ITINERARY: OTHER/NOTES:

Figure 2-1. Format to report DV visits

2-3. DV procedures

a. TRADOC DCG/COS will review and approve all requests for DVs during regularly scheduled visit update meetings and designate leads for visits, as required. If a visit requires a lead assigned prior to a regularly scheduled meeting with the DCG/COS, the visit request will be coordinated through the DCOS.

b. TRADOC ESO has responsibility for all protocol aspects of TRADOC events as indicated in [table 2-1](#). Additionally, ESO will:

(1) Update and publish the [HQ TRADOC Distinguished Visitors and Significant Events](#) roster.

(2) Prepare funding requests, with the TRADOC lead's input, for all visits requiring the use of official representation funds and coordinate Staff Judge Advocate Office review. Request will be submitted for approval to the DCOS. Official representation funds will only be used to extend official courtesies to authorized guests of TRADOC (not all DVS are considered "authorized guests," see AR 37-47, for how to expend official presentation funds.

(3) Maintain a gift locker with an assortment of gifts for presentation to authorized recipients in accordance with AR 37-47.

(4) Update Command Group on itinerary changes confirmed with lead organization action officer.

(5) Coordinate any senior spouse requirements and itineraries.

(6) Notify lead organizations of requirement to attend DCG/COS visit update meetings and of DV request form suspenses.

c. TRADOC DCS, G-3/5/7 will:

(1) Assume lead responsibility for visits from the Secretary of the Army, Chief of Staff of the Army, Under Secretary of the Army, Vice Chief of Staff of the Army, and other DVs as directed by the DCG/COS or DCOS.

(2) Provide formal tasking and orders support for visits and ceremonies as required.

(3) Maintain and post a template for DV briefings to the CG and DCG/COS, see [chapter 2-4](#).

(4) Attend visit update meetings to the DCG/COS.

(5) International Army Programs Directorate (IAPD) has lead responsibilities for all international visits and in addition to responsibilities outlined in [table 2-1](#), IAPD will:

(a) Determine host based on the availability of the CG and DCG/COS and the nature of the visit. If the CG and DCG/COS are both unavailable, IAPD will recommend a TRADOC lead and the DCG/COS or DCOS will approve and assign the lead.

(b) Determine visit focus/objectives and briefing topics to include content and expected outcomes; confirm members of visiting party; confirm dietary restrictions and preferences; and provide ESO with timely confirmation if gift(s) are needed for presentation by the TRADOC host.

(c) Immediately upon receipt of a visit request, provide a completed DV request and biography to ESO for inclusion in recurring visit update meetings with the DCG/COS, see [figure 2-1](#).

(d) Attend visit update meetings to the DCG/COS and brief all international visits.

(e) Provide DCS, G-2 Foreign Disclosure Office (ATIN-SD) with visit request approval or disapproval not later than the designated suspense date. Provide information copy of visit request to ESO. (If the visit request is not initiated through DCS, G-2, ensure international DVs are aware of the requirement to submit a Foreign Visit Request through their respective embassy no less than 30 days prior to the event in accordance with AR 380-10.)

(f) Determine the international DV's language capability. Arrange for interpreters and translation requirements as needed.

(g) Coordinate tasking requirements to support international visits.

d. TRADOC Commander's Planning Group will:

(1) Assume lead responsibilities for [category 4 DVs](#) hosted by the CG that do not require major support from other staff offices. Staff offices will provide briefers as necessary based on the visit topic(s). These visits typically involve a brief visit with the CG with few staff participants.

(2) For all other visits hosted by the CG, provide the lead with CG strategic guidance to shape the visit to include expected outcomes.

e. TRADOC DCS, G-2 (Security Directorate, Foreign Disclosure Office) will:

(1) Process all foreign visit requests assigned to HQ TRADOC on the automated Foreign Visit System. Review and forward [category 2](#) and [3](#) DV visit requests to IAPD for appropriate action.

(2) Inform HQDA (DAMI-CI) of HQ TRADOC DCG/COS visit approval or disapproval.

(3) Provide lead organization action officer briefers support with disclosure and clearance process.

f. TRADOC Congressional Affairs Office will take the lead on congressional or political visits.

g. TRADOC Public Affairs Office (PAO) will:

(1) Based on the assigned category of the visit, work with the lead to determine the type and extent of support required. Depending on the visit subject matter, support may include internal and/or external media coverage.

(2) For internal media, produce or coordinate with Joint Base Langley-Eustis (JBLE) PAO to provide coverage in support of visit objectives.

(3) For external media, if desired, market the opportunity to local, regional and national media. PAO will provide escort to the media representatives while on site and work with Subject Matter Experts in preparation for media engagement.

(4) Use photos from the visit to support internal/external media engagement. For photographic support, the lead for each visit will coordinate for Enterprise Multimedia Center (EMC) photographer, and provide photos to PAO.

(5) Coordinate with JBLE PAO for promotion of visit on digital signage as well as use internal Building 950 signage in support, as requested.

h. TRADOC Secretary of the General Staff (SGS) will maintain a repository for Command Group-hosted DVs and conferences.

i. The staff lead is responsible for note taking during events hosted by the Command Group. Prepare notes and taskers in accordance with the format in the Staff Action Officer Resource Center under TRADOC Templates, see [TRADOC Regulation 1-11](#). Command Group notes and taskers are released by the staff principal or deputy. Forward the notes and taskers to TRADOC SGS Staff Actions Division (SAD), by e-mail for disposition/ required taskings within 2 duty days of the event with a cc to the CG XO, DCG/COS XO, DCOS XO, and the Commander's Planning Group. SAD will post the notes and taskers on the SGS repository and send out any taskers, accordingly.

j. Other DCGs, HQ TRADOC DCSs, and chiefs of special/personal staff will:

(1) Electronically report all proposed category [1a](#), [2](#), and [3](#) DV visits to ESO via e-mail at usarmy.jble.tradoc.mbx.hq-tradoc-eso@mail.mil for inclusion on the HQ TRADOC Distinguished Visitors and Significant Events calendar.

(2) Serve as TRADOC lead for visits when directed by the DCG/COS or when initiating a visit.

(3) Perform those tasks noted in [table 2-1](#), as well as other normal operational procedures associated with planning and executing visits by DVs.

k. Escort officer will:

(1) Prior to DV arrival:

(a) Receive escort officer briefing from either the lead or ESO based on the DV category as outlined in table 2-1.

(b) If escorting an international DV ([category 2](#) and [3](#) DVs), coordinate with the DCS, G-2 Foreign Disclosure Office.

(c) Conduct reconnaissance to ensure familiarization of all routes associated with the itinerary to include buildings, conference rooms, individual offices, and ceremony locations, if applicable.

(d) Coordinate for office space, as required.

(e) Be familiar with JBLE history and local landmarks.

(2) Upon arrival: Greet DV and secure luggage.

(3) During visit:

(a) Escort DV to briefings, meals, and social functions.

(b) Ensure DV's official itinerary is followed and that the visitor is comfortable with the flow of events.

(c) Notify the lead and ESO if the DV requests changes to the itinerary.

(d) Report any foreign disclosure concerns to the DCS, G-2 Foreign Disclosure Office.

(4) Upon departure:

(a) Remain with the DV until actual departure and wheels up.

(b) Notify ESO and lead of DV's departure and provide out brief of events for after action report.

2-4. Briefings to CG or DCG/COS

For briefings to the CG or DCG/COS, all organizations will use the TRADOC briefing slides template, located in the [Staff Action Officer Resource Center templates library](#).

Table 2-1.
HQ TRADOC DV Checklist

VISIT TASKS	Category				
	1a	1b	2	3	4
Coordinate principal's itinerary/agenda	Lead	Lead	Lead	Lead	Lead
Coordinate spousal itinerary/agenda	ESO*	Lead	ESO	Lead	ESO
Publish final itineraries/agenda	ESO*	Lead	ESO	Lead	ESO
Coordinate briefings and attendees	Lead	Lead	Lead	Lead	Lead
Reserve briefing location(s)	Lead	Lead	Lead	Lead	Lead
Coordinate social/special events	ESO*	Lead	ESO	Lead	ESO
Coordinate meals and refreshments	ESO*	Lead	ESO	Lead	ESO
Prepare Form 5 for .0012 fund support	ESO	N/A	ESO	ESO	ESO
Recommend mementos/gifts and prepare for presentation	ESO*	N/A	ESO	ESO	ESO
Schedule/conduct in progress reviews (IPRs). See para 2-4 for briefing template link.	Lead	Lead	Lead	Lead	Lead
Prepare readaheads	Lead	Lead	Lead	Lead	Lead
Develop talking points**	Lead	Lead	Lead	Lead	Lead
Clear briefing materials with DCS, G-2	Lead	Lead	Lead	Lead	Lead
Coordinate or assist with lodging	ESO*	Lead	Lead	Lead	ESO
Request EMC audiovisual/photographic support	ESO*	Lead	ESO	Lead	ESO
Assign escort officers	Lead	Lead	Lead	Lead	Lead
Provide ground transportation support for DV, as required	ESO	Lead	ESO	Lead	ESO
Conduct route reconnaissance and consider alternate routes	Lead/ESO	Lead	Lead/ESO	Lead	Lead/ESO
Coordinate with JBLE security for gate access pass and reserve parking space(s)	ESO*	Lead	ESO	Lead	ESO
Arrange office calls	Lead	Lead	Lead	Lead	Lead
Provide setup for office calls (CG, DCG/COS and DCOS)	ESO	ESO	ESO	ESO	ESO
Arrange flag displays	ESO	Lead	ESO	N/A	ESO
Prepare seating plans, place cards, tent tags, and name badges	Lead/ESO*	Lead	ESO	Lead	ESO
Coordinate with PAO for Lobby Marquee	Lead	Lead	Lead	Lead	Lead
Prepare welcome packets, if needed	ESO*	Lead	ESO	Lead	ESO
Obtain building security badges for all DVs/visitors	Lead	Lead	Lead	Lead	Lead
Greet and farewell DVs (to include remaining with party during all official/social functions)	Lead/ESO	Lead	Lead	Lead	Lead/ ESO
Provide notes and taskers to SGS for Command-group hosted visits	Lead	Lead	Lead	Lead	Lead

Note: *If hosted by CG, DCG/COS, or DCOS, the ESO will perform task; for all other hosts, the lead will perform task.

Note: **If CG hosted, lead will ensure coordination with CPG.

Chapter 3 Conferences

Conferences not hosted by the CG, DCG/COS, or DCOS are the full responsibility of the lead organization hosting the conference. ESO will provide transportation support to category 1a DVs attending the conference and will also advise on protocol technical matters. Conferences hosted by the CG or DCG/COS, or DCOS involve shared responsibilities, see [table 3-1](#).

Table 3-1.
HQ TRADOC Conferences Hosted by the CG, DCG/COS, or DCOS

TRADOC CONFERENCE TASKS	ESO	LEAD
Prepare invitation lists		X
Prepare e-invite invitation	X	
Send invitation link to invitees		X
Track RSVPs	X	
Reserve conference space		X
Schedule/conduct in progress reviews (IPRs)		X
Prepare readaheads		X
Schedule IPRs for working group, if applicable		X
Publish briefing slides and other administrative guidance with ESO input to briefing participants and attendees		X
Establish a budget for conference costs		X
Provide and coordinate ground transportation for category 1a DVs and guest speakers	X	
Assist guests with lodging requirements	X	
Execute meals/refreshments	X	
Coordinate social/special events	X	X
Provide or task for escort officers, if required		X
Brief escort officers - See 2-3.k	X	
Coordinate with JBLE security for gate access pass for attendees	X	
Coordinate reserved parking spaces with Facilities Management Office		X
Request EMC audiovisual/photographic support		X
Obtain building security badges and establish a registration desk to issue and collect badges		X
Assist at registration table if conference fee will be collected	X	
Prepare seating charts, tent tags, and name badges, as applicable	X	
Arrange flag displays	X	
Prepare the after action report		X

Chapter 4 Ceremonies

4-1. Major U.S. Army Training and Doctrine Command Ceremonies

TRADOC DCS, G-3/5/7 has overall responsibility for TRADOC change of command, TRADOC assumption of command, and DCG (TRADOC/Army National Guard/U.S. Army Reserve) and United States Army Center for Initial Military Training retirement, promotion, and change of command/responsibility ceremonies. Basic responsibilities are outlined in [table 4-1](#). Additional roles and responsibilities of supporting organizations are established in supplementing tasking orders issued by DCS, G-3/5/7.

4-2. Promotion and retirement ceremonies

Outside of the provisions in this paragraph, each organization is responsible to execute all aspects of ceremonies in support of personnel being promoted or retiring within their organizations.

- a. CG hosted ceremonies. DCS, G-3/5/7 will serve as the lead when the TRADOC CG hosts ceremonies for GOs, SESs, and the TRADOC Command Sergeant Major. Responsibilities are outlined in [table 4-1](#).
- b. Non-CG hosted ceremonies. When the CG is not hosting the ceremony, the parent organization has lead responsibility to execute the GO or SES ceremony.
- c. ESO will provide protocol support in accordance with [table 4-1](#) for CG, DCG/COS and DCOS hosted events. For other hosted events, ESO will provide protocol advice and guidance to organization reference seating, invitations, and ceremony sequence of events. Organizations should designate a lead point of contact, other than the honoree, to work the details of the event.
- d. ESO will execute ceremonies for staff members in the offices of the TRADOC CG, TRADOC DCG/COS, DCOS, and TRADOC Command Sergeant Major.

4-3. Salute battery

- a. Composition. The TRADOC Salute Battery is comprised of select Soldiers and NCOs from HQ, TRADOC as an additional duty for each Soldier assigned. As such, their availability and use is strictly limited and controlled. Overall management, training, and control of the Salute Battery is the responsibility of the First Sergeant of Headquarters and Headquarters Company (HHC), TRADOC.
- b. Ceremonial use. The TRADOC Salute Battery may be utilized without additional approval for all TRADOC ceremonies hosted by the CG or DCG/COS. Any use beyond what is contained in this memorandum must be approved in accordance with the process in the paragraph below.
- c. Exceptions to policy. Requests for any use of the TRADOC Salute Battery not already defined in this memorandum must be requested in writing to the TRADOC G-3/5/7 at least 90

days in advance of the proposed event. Each request must be fully justified and clearly identify why the exception is in the best interest of TRADOC to support. Support to enduring exceptions may be requested once and remain in effect until cancelled or the requirement is complete (such as, support to TRADOC Band for the 1812 Overture).

Table 4-1.

Major TRADOC ceremonies and CG hosted promotion and retirement ceremonies

TRADOC CEREMONY TASKS	ESO	G-3/5/7	PAO	HHC	Honoree Office
Publish operation order		X			
Task for support personnel, e.g., ushers, escorts, awards bearers, ops reaction cell		X			
Task for organizational support (to include Band/Chaplain/Narrators/Rehearsal Stand-Ins/VIP inclement weather transportation/DCS,G-2 (weather forecast)/Safety Office (risk assessment)		X			
Conduct action officer working groups		X			
Schedule/conduct in progress reviews (IPRs)	A	X			A
Reserve ceremony site for rehearsals and ceremony		X			
Request EMC audiovisual/ photographic support, to include audio-only copy of CG remarks		X			
Request 733rd Mission Support Group coordinate tasking support for bleachers/chairs (outdoor ceremony)		X			
Complete contracting for rental and setup of tents and equipment (outdoor ceremony)		X			
Provide personal invitation list (with e-mail addresses) to ESO					X
Coordinate with JBLE security for gate access pass for attendees	X				
Prepare e-Invite invitations and track RSVPs	X				
Prepare script		X			
Coordinate engraving of shell casing, as required (personally funded by honoree)					X
Coordinate all arrangements for reception, if desired (Exception: ESO will coordinate reception for TRADOC Change of Command)					X
Conduct training for support personnel (ushers, escorts, awards bearers, ops reaction cell, etc.)	X				
Provide any special music selections to TRADOC Band					X
Provide music for event			X		
Provide narrator and backup narrator			X		
Provide color guard (including flags) and salute battery				X	

Note: X denotes lead and A denotes assist.

Table 4-1.
Major TRADOC ceremonies and CG hosted promotion and retirement ceremonies,
continued

TRADOC CEREMONY TASKS - continued	ESO	G-3/5/7	PAO	HHC	Honoree Office
Provide combat lifesaver with first aid equipment				X	
Provide certificates, awards, and gifts					X
Provide individual/positional flags for ceremony	X				
Provide U.S. Army/TRADOC flags for ceremony				X	
Provide personal flag for presentation and flag case					X
Coordinate building security/access plan for attendees, to include badges		X			
Coordinate media coverage			X		
Coordinate post marquee announcement			X		
Coordinate reserved parking spaces with Facilities Management Office		X			
Notify JBLE security and/or Command Provost Marshal Director for traffic control plan and any special security requirements		X			
Prepare and print programs	X	A			A
Prepare ceremony site (indoor/outdoor) for rehearsals and ceremony	A	X		A	
Provide and coordinate ground transportation for category 1a DVs	X				
Prepare seating charts and seat tags	X				
Supervise placement of equipment		X		A	
Conduct rehearsals (including providing stand-ins as needed)	A	X	A	A	A
Brief host and guest of honor	A	X	A		
Purchase and deliver flowers/gifts, as desired (personally funded by honoree)					X
Supervise execution of ceremony		X			
Seat DVs at the ceremony	X				
Provide oversight for post-ceremony receiving line	X				
Prepare after action report	A	X	A	A	A

Chapter 5
Procedures for Reserving Morelli Auditorium, Command Conference Room (CCR) and TRADOC Event Stand

5-1. Morelli Auditorium (Building 950, Room 1048)

The Morelli schedule is maintained and approved by ESO. All reservations are scheduled online via the TRADOC Conference Room Scheduler. When making a reservation, customers must agree to the “Terms and Conditions” before they are allowed to enter a reservation. All information on the request form must be completed to ensure mission success. Include the host to ensure the correct individual flag (GO/SES flag) is displayed. Completing the reservation request does not guarantee a reservation; however, once the reservation is confirmed by ESO, a

reservation confirmation email will be sent to the point of contact's email address identified in the reservation request submission. After an event, users are responsible for cleaning and restoring the Morelli to its original condition. Any required audiovisual support must be annotated on the request and coordinated directly with the HQ TRADOC Commandant Video Teleconference Operations Team.

5-2. CCR (Building 950, Room 5001)

The CCR schedule is maintained and approved by the Office of the Commanding General. All reservations are scheduled online via the TRADOC Conference Room Scheduler. CCR equipment is not to be operated without coordination with the Office of the Commanding General telecommunications supervisor.

5-3. TRADOC Event Stand (Building 701, outside Building 950)

The TRADOC Event Stand schedule is maintained and approved by the Facilities Management Office in Building 950. All reservations are scheduled online via the TRADOC Conference Room Scheduler.

Appendix A
References

Section I
Required Publications

AR 37-47
Official Representation Funds of the Secretary of the Army

TRADOC Regulation 1-11
Staff Procedures

Section II
Related Publications

A related publication is a source of additional information. The user does not have to read it to understand these implementation procedures.

Army Regulation 380-10
Foreign Disclosure and Contacts with Foreign Representatives

DoD Instruction 7250.13
Official Representation Funds

TRADOC Regulation 10-5
Organization and Functions, U.S. Army Training and Doctrine Command

Section III Prescribed Forms

This section contains no entries.

Section IV Referenced Forms

This section contains no entries.

Appendix B Records Management

B-1. DV records

U.S. and international DV files (record number 600-25b) contain information accumulated in controlling, administering, and facilitating visits of U.S. and international personnel to Army installations. Included are requests to visit, information on social and billeting arrangements made and honors rendered, meetings and demonstrations scheduled and conducted, and similar information. Record disposition: Keep in current file area until no longer needed for conducting business, but not longer than 6 years, then destroy.

B-2. Ceremonies and special events records

Ceremony and special events files (record number 600-25c3) contain information on the planning and conduct of ceremonies and special events. Included are ceremonies such as retirements, promotions, senior leader forums, international receptions and comparable activities. The files consist of copies of ceremonial orders, diagrams indicating formations or movement, task orders, scripts, and related information. Record disposition: Keep in current file area until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

Glossary

Section I Abbreviations

AR	Army regulation
CCR	Command Conference Room
CG	Commanding General
COS	Chief of Staff
DCG	Deputy Commanding General
DCS	Deputy Chief of Staff
DCS, G-2	Deputy Chief of Staff, Intelligence
DCS, G-3/5/7	Deputy Chief of Staff, Operations, Plans, and Training
DCOS	Deputy Chief of Staff

DV	distinguished visitor
EMC	Enterprise Multimedia Center
ESO	Executive Services Office
GO	general officer
HHC	headquarters and headquarters company
HQ	headquarters
IPR	in-progress review
JBLE	Joint Base Langley-Eustis
PAO	public affairs office
SES	senior executive service
SGS	Secretary of the General Staff
TRADOC	U.S. Army Training and Doctrine Command

Section II

Terms

action officer

The individual designated by the TRADOC lead with the responsibility for coordinating all aspects of the visit.

assist

TRADOC organizations or staff elements directed to provide augmentation or other support to a lead for a function, task, or role.

distinguished visitors

Individuals who, based upon rank or position, will receive special consideration during official visits to HQ TRADOC.

escort officer

The individual designated by the TRADOC visit lead to escort visiting DV and keep the action officer apprised of significant changes/occurrences during the visit.

foreign visit request

A request initiated by the supporting embassy for authorization to permit contact by foreign government representatives with a DA element or DA personnel. Foreign government personnel are defined as foreign military, foreign government civilian employees, or contractors working on an approved foreign government contract with representational duties.

host

The individual with the primary role of receiving or entertaining guests and visiting DV in a social and/or official capacity.

lead

The TRADOC organization or staff element having primary responsibility for a function, task, or role a higher headquarters assigns. The organization which receives assistance from another organization(s) or staff element(s), and is responsible for ensuring that the supporting organization(s) or staff element(s) understands the assistance required.

official representation funds

Funds designated to be used to extend official courtesies to authorized guests as described in AR 37-47.

ops reaction cell

Small cadre of soldiers on standby on event day prepared to execute last-minute tasks.