

**CHAPTER 1
DUTIES AND RESPONSIBILITIES**

1. **RESPONSIBILITIES.** The Protocol Office has primary staff responsibility for planning, coordinating, and conducting all official visits and other designated events and activities.

2. **COORDINATING INSTRUCTIONS.** Camp Cadre or any member of this headquarters receiving notification of an official visit to Advanced Camp will promptly transmit all details to the Protocol Office (Itinerary Section). The Protocol Office is organized into the following sections for its area of responsibility:

Admin. Operations (Headquarters)

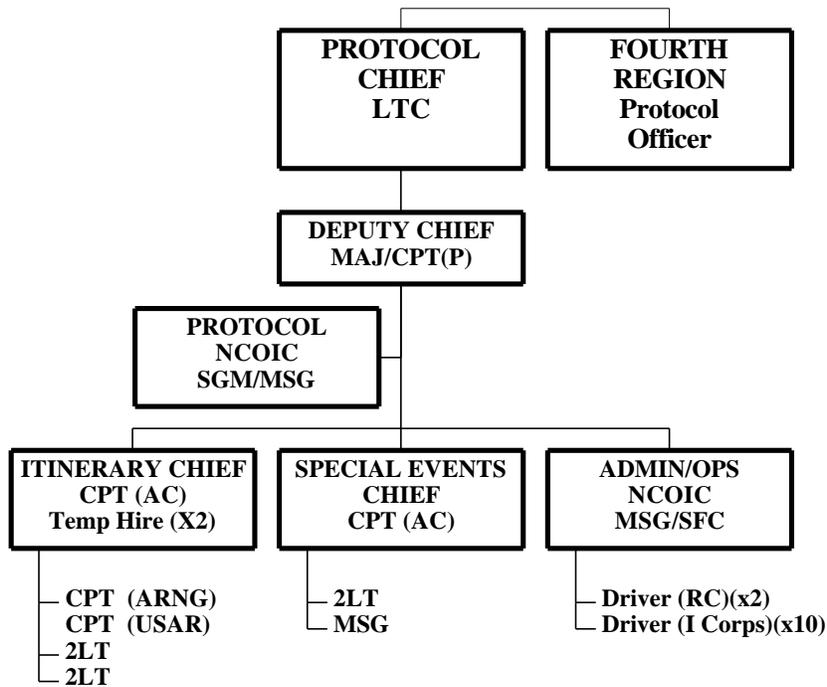
Itinerary Section (Brass Covers)

Educators' Visit Section (NEEDS TO BE A SEPARATE CELL)

Special Events Section

3. ORGANIZATIONAL CHART AND DUTY DESCRIPTIONS

**Advanced Camp
Protocol
Organizational Chart**



a. TDA and Duty Descriptions for Protocol Section

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(1) Position: CHIEF, PROTOCOL OFFICER RANK: LTC

Duty Description: Provides input and recommendations to the Camp chain of command in reference to protocol functions. Seeks guidance/consults with the Fourth Region (ROTC) Protocol Officer reference protocol subject matter. Coordinates all VIP visits to ROTC Advanced Camp. Attends meetings, acquires commander's intent, and ensures the following: Brass Covers are published and distributed; itineraries are coordinated and published; escort officers are assigned, briefed, and supported; accommodations are made; Welcome Books are published and presented to guests; and AAR entries are collected. Assists the Camp Commander with invitations, thank-you letters, programs, ushers, recognition of selected individuals, seating and appropriate use of VIP flags at all ceremonies and special events. The Chief Protocol Officer for first half of Camp attends Pre-Camp conference, drafts section AAR, and completes a transition packet. The Protocol Officer for second half of Camp submits changes to SOP, TDA and completes Protocol's AAR.

(2) Position: DEPUTY CHIEF, PROTOCOL OFFICER RANK: MAJ/CPT(P)*

Duty Description: In the absence of the Protocol Chief, assumes responsibility of the Chief's duties. Quality assurance and quality control (QA/QC) officer for the Itinerary Section, Special Event Section, and Admin. Section. Responsible for ensuring that the Brass Cover and Welcome Book are distributed. Responsible for overall operations and functions of the Protocol Office. The Deputy Chief for the first half of Camp drafts the section AAR, completes a transition packet, and the Continuity Book. The Deputy Chief for second half of Camp submits changes to SOP, TDA, and completes Protocol's AAR.

(3) Position: PROTOCOL NCOIC RANK: SGM/MSG

Duty Description: Responsible as Protocol's primary hand receipt holder for acquiring the building and all other equipment necessary to set up Protocol operations. Protocol equipment includes all vehicles, telephones, fax machine, cellular phones, copier, desks, TA-50, etc. Responsible for building and area maintenance, office appearance, and police of assigned areas. Responsible for supervising the Administration/Transportation NCO in the issuing of vehicles, cellular phones, and VIP TA-50. Responsible for supporting the Special Events section at all regimental activation ceremonies including coordinating with P & A, training, the Commandant of Cadets SGM and the Camp CSM.. Responsible for ensuring the Special Events NCO has all General Officer flags properly displayed at all ceremonies when required and General Officer flag bearers are briefed, trained, and supervised. Responsible for all noncommissioned officers and other assigned, detailed, or attached enlisted personnel, such as drivers. Protocol NCOIC for the first half of Camp must conduct inventory and change of hand receipts for initial set-up. Protocol NCOIC for the second half of Camp must conduct a change of hand receipts with the first half NCOIC upon arrival. He must clear all receipts and establish F-10, 17, 06 warehouse Push Packets for the following Advanced Camp.

b. ITINERARY SECTION

(1) Position: CHIEF, ITINERARY OFFICER RANK: CPT

Duty Description: Responsible for the coordination of all VIP visits to ROTC Advanced Camp. Seeks guidance/consults with Fourth Region (ROTC) Protocol Officer reference protocol subject matter. Publishes daily Brass Cover document, which notifies all

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concerned personnel about scheduled distinguished visitors' visits. Coordinates training visits, Command Group visits, and Post visits (office calls) through the Advanced Camp Training Division, and other offices as necessary. Resolves scheduling conflicts, supervises the creation of itineraries, and ensures distribution of itineraries to include all changes to the affected parties. Coordinates with the Camp Chief of Staff and Training Division for briefings. Informs internal Transportation NCOIC of all needs regarding vehicles, drivers, and field equipment for visiting military VIPs. Overall responsibility for filling billeting requirements being met both on and off post. Ensures escort officers are assigned, briefed, and supported. Ensures welcome booklets are published and presented to guests. Communicates with VIP guests to ensure that all needs are met. Responds to changes and individual requests from General Officers. The Itinerary Chief for the first half of Camp drafts section AAR, updates continuity book, and completes transition packet. The second half Itinerary Chief submits changes to SOP, TDA, and completes the section's AAR.

(2) Position: ITINERARY ACTION OFFICER RANK: 2LT

Duty Description: Coordinates daily with the Transportation NCOIC in charge of drivers and vehicles to ensure that they are on time and available for the VIPs. Creates, updates, and gives the standard escort briefing to the escort officers. Provides support for the escorts throughout their mission. Writes the memorandums requesting escorts, ensuring escorts are assigned 48 hours after requests are turned in. Ensures all VIPs have escorts requested two weeks ahead of their visit. Ensures escort officers fill out AARs, then advises Itinerary Chief of AAR comments to ensure corrections are made immediately. Maintain escort officer request folder with pertinent information pertaining on how to contact each VIPs escort officer. Produce itineraries for VIP visits to Advanced Camp. Ensure approved itineraries are distributed to the TOC, the Commandant of Cadets, and to each committee through Training. Ensure itinerary folder is maintained on the "Y" drive on the computer as well as in the folder. Assist special events on RAC and Graduation days. Serve as narrator for those events on an alternating basis with the special events officer.

(3) Position: ITINERARY ACTION OFFICER RANK: 2LT**

Duty Description: SAME AS ABOVE; to include, coordinates with I Corps billeting to ensure that all on-post billeting requirements are met. Assists Chief, Itinerary officer in meeting all billeting requirements that cannot be met on-post.

(4) USAR Position, ITINERARY USAR LIAISON OFFICER RANK: CPT

Duty Description: Responsible for the coordination of all Reserve VIP visits to ROTC Advanced Camp. Assists the itinerary section with daily updates to the Brass Cover document. Coordinates all training visits, Command Group visits and Post visits (office calls) through the Advanced Camp Training Division and other offices as necessary. Creates and publishes itineraries, as well as changes, and ensures all affected parties are notified of the changes to include resolving any scheduling conflicts. Coordinates with the Camp Chief of Staff and Training Division for briefings. Informs internal Transportation NCOIC of all requirements regarding vehicles, drivers, and field equipment for visiting military dignitaries. Overall responsible for billeting requirements being met both on and off post. Ensures escort officers are assigned, briefed, and supported. Communicates with VIP POC to ensure that all needs are met. Responds to changes and individual requests from General Officers.

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(5) ARNG Position, ITINERARY NG LIAISON OFFICER RANK: CPT

Duty Description: Responsible for the coordination of all National Guard VIP visits to ROTC Advanced Camp and OCS Phase III. Assists the itinerary section with daily updates to the Brass Cover document. Coordinates all training visits, Command Group visits, and Post visits (office calls) through the Advanced Camp Training Division and other offices as necessary. Creates and publishes itineraries, as well as changes, and ensures all affected parties are notified of the changes; to include resolving of any scheduling conflicts. Coordinates with the Camp Chief of Staff and Training Division for briefings. Informs internal Transportation NCOIC of all requirements regarding vehicles, drivers and field equipment for visiting military dignitaries. Overall responsible for billeting requirements being met both on and off post. Ensures escort officers are assigned, briefed, and supported. Communicates with VIP POC to ensure that all needs are met. Responds to changes and individual requests from General Officers.

(6) OFFICE AUTOMATION CLERK, ITINERARY SECTION RANK: GS-03

Duty Description: Aids itinerary officers as needed in writing itineraries and in contacting VIPs' offices. Collects, handles, and organizes internal and VIP information as needed. This information may include things such as VIP biographies, Welcome Books, and the Continuity Book. Answers telephones, types documents (to include AARs), and copies/collates documents for distribution. Has proficient word processing, spreadsheet, database, and general computer skills.

c. ADMIN./TRANSPORTATION SECTION: Position: ADMIN / TRANSPORTATION NCO RANK: SFC

Duty Description: Responsible for weekly/daily coordination with itinerary section for VIP driver/vehicle requirements. Responsible for tasking drivers/vehicles to be on hand to support the VIP driving mission. Supervises the PMCS of vehicles. Coordinates vehicles and driver support. Responsible for controlling cellular phones and VIP, TA-50. Responsible for set-up and supplies for Protocol office. Also picks up mail for the Protocol staff.

d. SPECIAL EVENTS SECTION

(1) Position: CHIEF, SPECIAL EVENTS OFFICER RANK: CPT

Duty Description: Responsible for invitations, seating, greetings, special guests, and representing the command to VIPs at all regimental activation and graduation ceremonies. Seeks guidance/consults with Fourth Region (ROTC) Protocol Officer reference protocol subject matter. Accepts RSVPs from guests invited to various events, including Commander's Call, and Changes of Command. Keeps the Command Group informed on all expected VIPs coming to the ceremonies. Coordinates with the ceremony NCOIC for protocol taskings pertaining to all opening and closing ceremonies. Prepares scripts and trains narrators for all events. The Special Events Officer for the first half of Camp drafts AAR, completes a transition packet, and for the other half, the Special Events Chief submits changes to SOP, TDA, and completes section's AAR.

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(2) Position: SPECIAL EVENTS OFFICER RANK: 2LT

Duty Description: Assists the Special Events Section Chief in all responsibilities. Alternately performs Master of Ceremonies (Narrator) and usher at ceremonies. Keeps the Continuity Book up to date. Keeps track of all award presenters and maintains communication with award sponsors (AUSA, ROA, Cities of Tacoma, Olympia and Lakewood). Drafts scripts and writes narratives.

(3) Position: SPECIAL EVENTS NCO RANK: MSG

Duty Description: Assists the Special Events Section Chief in all ceremonies. Obtains General Officer flags, VIP raincoats, and trains flag bearers. Prepares seating chart and seating cards. Assists Ceremonies NCOIC in training cadet Regiments during event rehearsals. Supervises Flag bearers during Regimental Activation and Regimental Graduation ceremonies. Acting NCOIC of Protocol in the absence of the Protocol NCOIC.

4. PROCEDURES.

a. Camp Protocol Officer:

(1) Maintain liaison with the Protocol Office, I Corps and Fort Lewis, to notify of all official camp visitors and to ascertain the Corps Commander's desire concerning itinerary and/or agenda.

(2) Follow procedures for handling visitors as prescribed in current Fort Lewis regulations.

(3) Notify Camp Headquarters immediately of all proposed visits.

(4) Prepare, staff, publish, and distribute the approved itinerary and/or agenda for each official visitor.

(5) Provide list of off-post billets when billeting is not provided by the Protocol Office, Fort Lewis. Arrange for transportation, reception, and escort of official visitors.

b. **Camp Chief of Staff** is the approving authority for escorts and final itineraries.

c. Commandant of Cadets:

(1) Approves cadet billets or dining facilities to be included in the visitor's itinerary, as appropriate.

(2) Assists in planning and execution of events in conjunction with the Educators' Visit.

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CHAPTER 2 ADMIN. OPS

1. OIC/NCOIC PRE-CAMP CONFERENCE CHECKLIST

- (a) Read AARs and SOP from previous year
- (b) Meet with 4th Region (ROTC) Protocol Officer
- (c) Request vehicle support, LCR cards, fax and copy machines, cellular phones, batteries, pagers and TA-50 support for VIPs from logistics
- (d) Request computers and printers through IMO
- (e) Meet with NCOICs from Warehouses F-06, F-10 and F17. Inspect the push-package supplies against hand receipt and complete signature cards.
- (f) Recon the building that will be used for the protocol section and submit a building diagram with computer network stations and telephone outlet plan
- (g) Request publications and forms
- (h) Coordinate with billeting officer to co-locate all protocol personnel in close proximity
- (i) Coordinate plan for fuel for vehicles
- (j) Determine the appropriate arrival and departure dates (Wargame) for protocol section and submit to Region S-1 (include two days for transition)

2. OPS/ADMIN.

a. Driver and Escort Package.

- (1) All drivers and escorts will report at 08:00 the day prior to the VIP arrival to review the route recon itinerary. After recon the driver and escort must wash and top off vehicle so that they are ready for pickup day.
- (2) When the drivers report in, assign them their vehicle and VIP. While the escort is receiving the escort briefing from the escort OIC, have the driver inspect and sign for the vehicle.
- (3) Get a copy of the VIP's itinerary and check to see what equipment is needed, i.e. MRE, LBE, KEVLAR and PHONE. When the driver has completed inspection of the vehicle he/she should help lay out needed equipment. Have escort officer sign for all equipment. (ENSURE THEY KNOW HOW TO USE THE PHONE)
- (4) List of equipment needed
 - (a) Kevlar

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- (b) LBE
- (c) Phone
- (d) Wet Weather Gear
- (e) Maps
- (f) MRE
- (g) VIP Plate (4 Star to 1 Star)
- (h) Battery Charger

(5) Tell the escort officer to recharge the phone each night, since the cellular phone batteries are weak and only last for a few hours.

(6) Have the escort officer keep control of all equipment and the vehicle until the mission is complete.

(7) Put all paper work such as the hand receipt and vehicle inspection sheet into the folder designed for each VIP.

(8) To keep track of equipment and vehicles at all times. On front of the VIP folder should be:

- (a) Driver_____
- (b) Escort_____
- (c) Phone_____
- (d) Vehicle_____
- (e) VIP_____
- (f) Return_____

(g) When the driver and escort return, the folder must be returned with all equipment on the hand-receipt accounted for. Additionally, the vehicle should be inspected and the driver evaluation sheet secured.

b. TRANSITION CHECKLIST

- (1) Attend transition briefing.
- (2) -Inventory all vehicles and vehicle hand receipts.
- (3) -Inventory MREs and MRE money.

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- (4) -Inventory driver package.
- (5) -Brief and explain driver and escort duties.
- (6) -Brief sign-out SOP.
- (7) -Brief tracking board.
- (8) -Brief how to dispatch vehicles.
- (9) -Brief how to fuel and wash vehicles.
- (10) -Brief about mail room SOP.

3. VISITS -- ITINERARY SECTION

a. **RESPONSIBILITIES.** Itinerary Section has the staff responsibility for planning, coordinating, and conducting all official visits by visitors in the grade of O6 and above (or equivalent), CSMs, and other official visitors as directed.

b. **COORDINATING INSTRUCTIONS.**

(1) Any member of this headquarters receiving notification of an official visit to Advanced Camp will promptly transmit all details to the Itinerary Section.

(2) The Itinerary Section obtains approval from the Chief of Staff for all official visitors to Advanced Camp.

c. **PROCEDURES.**

(1) The Itinerary Section coordinates all aspects of official visits.

(a) An Itinerary Officer obtains all pertinent data, e.g., Name, Rank, Unit, Duty Position, requested training activities, and office calls and/or camp briefing.

(b) The Itinerary Officer prepares a rough itinerary listing recommended training activities, and passes to Training Division Scheduling for review and approval. Training Division Scheduling coordinates with respective Deputy Training Division and Committee Chief(s) for the visit of VIPs. Training Division (scheduling) returns the draft itinerary to the Itinerary Officer. The Itinerary Officer submits the approved itinerary to VIP or POC for their approval.

(c) The Itinerary Officer passes the draft itinerary to the Camp SGS for Command Group approval and scheduling of office calls with the Command Group. The Camp SGS returns the approved draft to the Itinerary Section for final publication and distribution.

(d) The Itinerary Section distributes the proposed itinerary to the Command Group, appropriate staff offices, and training committees.

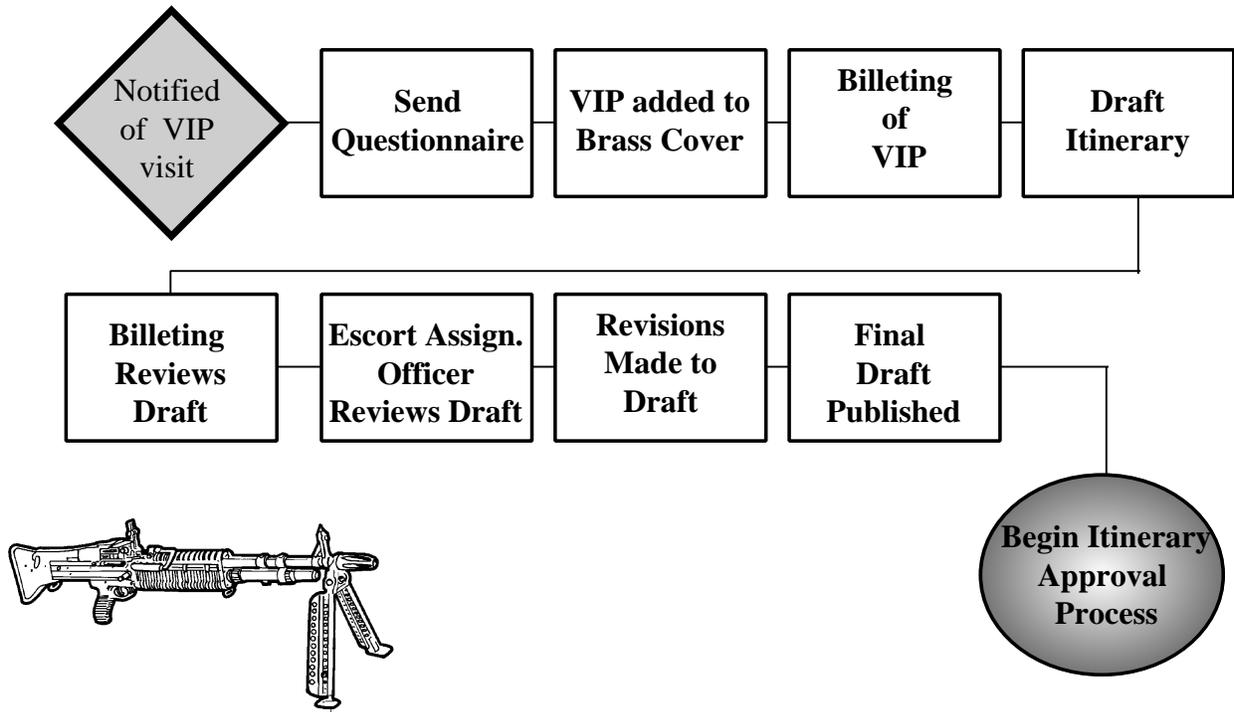
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(2) The Escort Officer reports to the Itinerary Section for a briefing at 0800 the day prior to the official visit. The Itinerary Section arranges a vehicle and a driver to accompany the escort officer to each location. A recon is also performed with the assigned driver the day prior to the visit.

(3) Itinerary Section coordinates quarters and transportation for official visitors with the I Corps Protocol Office or the Camp Transportation Office as appropriate.

(4) This is the approved procedure for the itinerary section:

Draft Itinerary Flow



- Itinerary Section notified of VIP visit (I Corps, Region, Cadet Command)
- Itinerary Section contacts VIP to get input for itinerary (Sends VIP Coordination Questionnaire)
- VIP visit added to Brass Covers NLT 1600
- Initial coordination with I Corps Protocol for billeting of VIP
- Itinerary Section generates draft itinerary for input/review by Training based on VIP Coordination Questionnaire (Initial request for Escort from Training)
- Training returns draft itinerary with additional comments to Itinerary Section within 24 hours (Escort Identified from staff sections)
- Itinerary Section generates proposed itinerary based on draft
- Proposed itinerary reviewed by Chief, Protocol Section; Training; Adv. Camp C of S; Camp Cdr. and returns to Itinerary Section within 48 hours (Escort reports to Protocol for briefing)
- Itinerary Section generates final itinerary for review/approval by Camp Cdr. Final itinerary returned within 24 hours to Itinerary Section (Escort & Driver recons Route)
- Itinerary Section distributes final itineraries IAW distribution plan

Figure 1:

ITINERARY APPROVAL FLOW

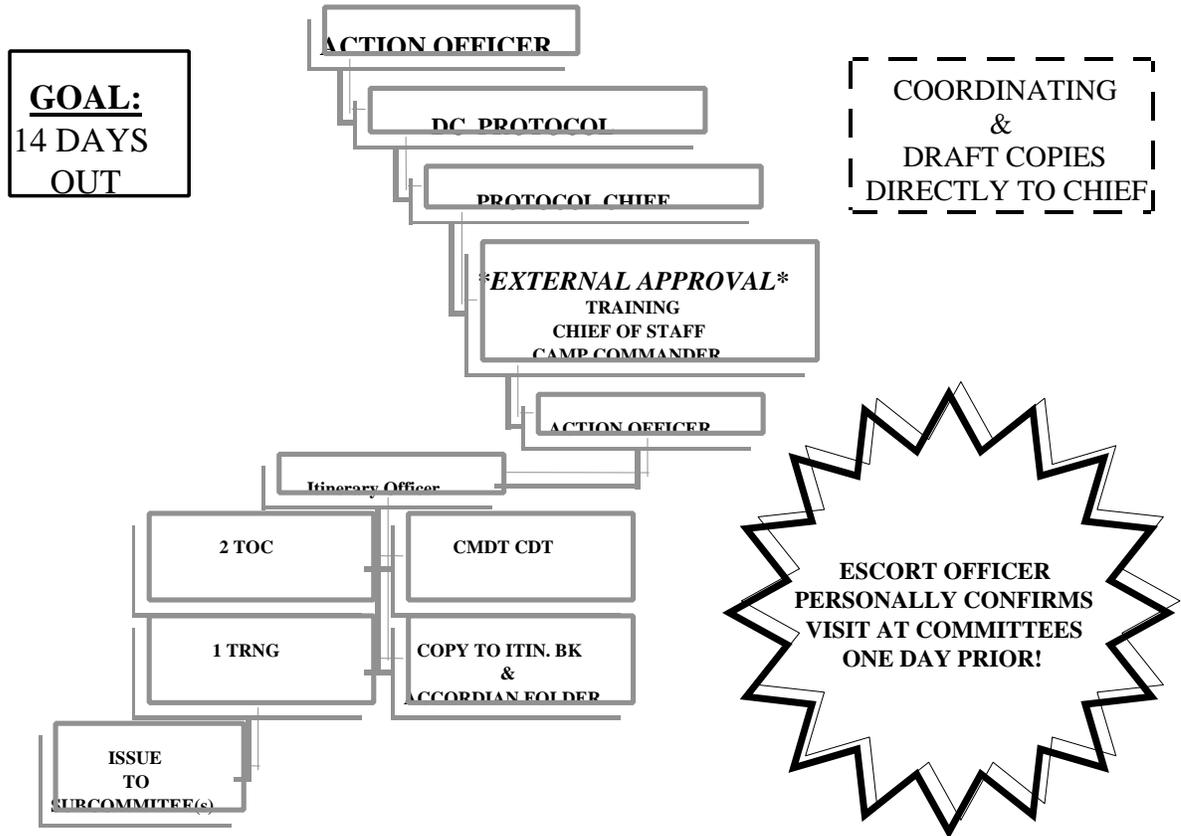


Figure 2:

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Transition Checklist

Computer Usage

- Y drive and saving of itineraries
- E-mail account
- Fax and Binder Usage (How to)
- Printer networking and start-up procedures

Books and Files

- Itinerary Book
- Biography Book
- Billeting Book
- Billeting Officer responsibilities

Itinerary References

- Training Schedule
- Battle Book
- Consolidated Training Facts for Itinerary Planning sheet
- Route Time Chart

Flowchart

- Coordination sheet for itineraries
- Escort briefing and information dissemination
- Coordination with NCOIC Transportation and Equipment

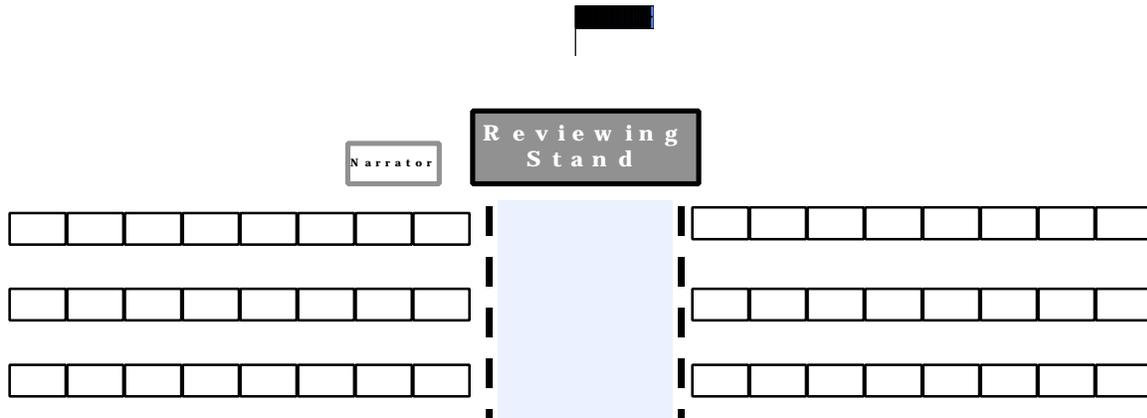
Figure 3:

**CHAPTER 3
SPECIAL EVENTS SECTION**

1. **RESPONSIBILITIES.** Special Events Section has the staff responsibility for planning, coordinating, and conducting all special events as directed by the ROTC Advanced Camp Commander, Fourth Region.
2. **COORDINATING INSTRUCTIONS.** Direct coordination with all post and camp staff is authorized.
3. **PROCEDURES.** The Special Events Section is responsible for:
 - a. Accomplishing responsibilities associated with the Activation and Graduation Ceremonies as outlined in Section C, this SOP.
 - (1) Receive RSVPs, provide guest list to Camp Commander, arrange guest seating.
 - (2) Arrange for General Officer flags, program distribution, and guest ushering.
 - b. Other special events, as required.

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SEATING CHART



RAC/Grad Timeline Checklist

Confirmation Checklist

3x5 card policy for COL Challis day before the event

Updated the day of event

RAC events:

1 Day out: NCOIC configures seating chart, and seat tags for VIPs

Day of event: 1030 key leaders, National Colors, General Officer, and Regimental flag bearers are trained by NCOIC

Day of event: 1330 full rehearsal

Day of event: 1430 event begins

Graduation events:

2 Day out: 1330 key leaders, National Colors, General Officer, and Regimental flag bearers trained by NCOIC

1 Day out: NCOIC configures seating chart, and seat tags for VIPs

1 Day out: 1330 full rehearsal

Day of event: 0900 event begins

Narrative review 1 day out from each event

Guest Speaker BIODs copied 10 days out from Graduation

Review of the Special Events book

10 days from Graduation "Cadet Names" form to be sent to Regiments

Contact list

FIGURE 4:

Special Events Flow Chart

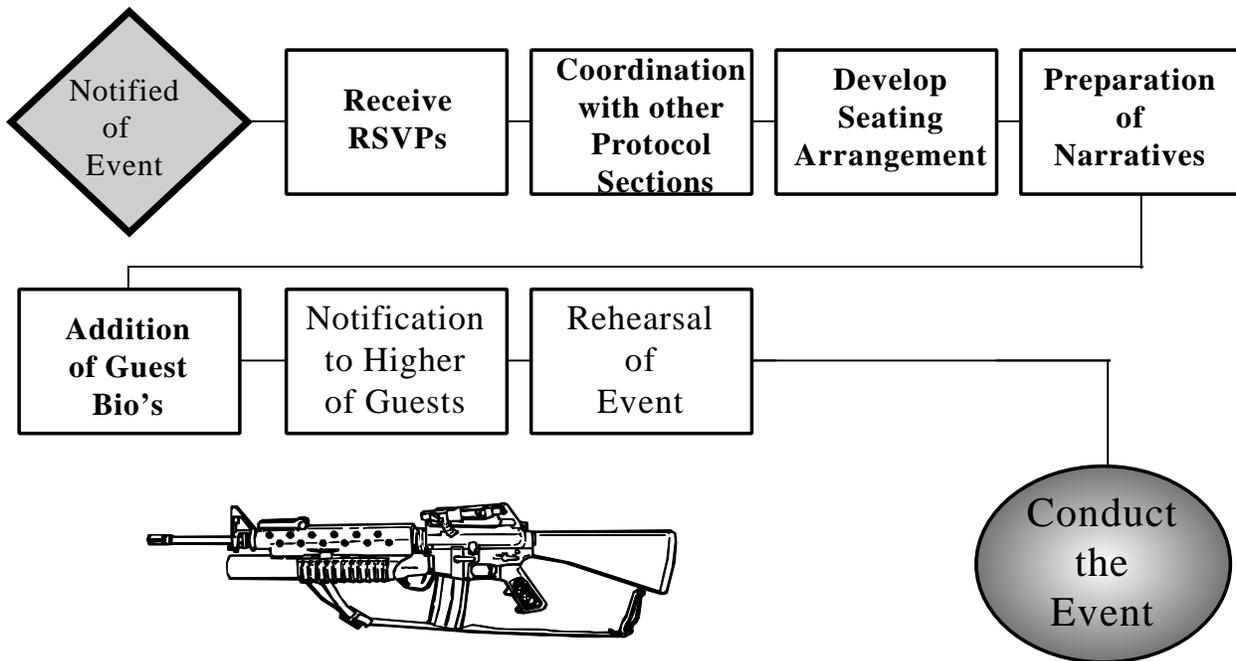


FIGURE 5: