



The Military Escort

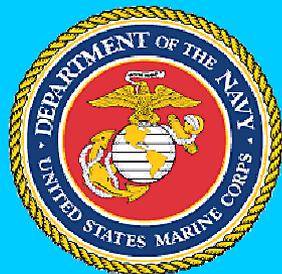
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Information contained in this brief is based upon information provided by the Army, Navy, and Air Force Protocol Directives and the personal experiences of the presenter.



The Military Escort

**There is only one opportunity
to make a Good First
Impression...**

Seize the Moment!

Types of Escort

- Ushers/By Name (Assist during Official and Social Functions)
- Local (Foreign Escort assigned to assist U.S. Escort)
- DV Escort
- Spouse Escort
- U.S. Escort (Accompanies Foreign Dignitary)

Selection of the the Military Escort

- The Escort Officer should be chosen carefully and briefed on all facets of the schedule, including potential problems and their probable best solutions
- Ensure the Escort Officer is of commensurate rank
- The Escort of a foreign DV should speak and understand the language of the guest or have a interpreter assigned to assist with language barriers
- Take the cultural background of the DV into consideration
- Assign separate Escort Officers for married DVs

Selection of the Military Escort

- If possible, assign same-sex escorts for spouse (in the absence of a female escort officer, a knowledgeable spouse is an appropriate substitute).
- Take the language, age, and position into consideration when escorting the spouse of a foreign DV.
- The Escort Officer must present a neat appearance.

THE ESCORT OFFICER

- Review all available information on DV provided by your organization's Project Officer.
 - ✓ Schedule of Events
 - ✓ Biography
 - ✓ Culture gram (foreign visitor)
 - ✓ Information regarding previous visits to your installation
 - ✓ Special requirements such as dietary preferences, recreational activities and the like

THE ESCORT OFFICER

- Obtain a copy of the printed Schedule of Events – generally from Protocol – be prepared for changes. Rarely are visits executed precisely as advertised.
- Remember the old adage, “Prior Planning Prevents Poor Performance”? It’s certainly applicable for Escort Officers. *Plan everything!* Your “plan” should include:
 - ✓ Pre-walking or pre-driving all routes you will use while escorting.
 - ✓ Knowing the location of restrooms, telephones, snack bars, etc.

ESCORT OFFICER RESPONSIBILITIES

- Have a phone listing immediately accessible to include Protocol, Hospital, Officers' Club, and extension for every stop on itinerary. A base phone book also can be useful.
- Carry a cell phone set on vibrate mode.
- When escorting in a foreign country, have the appropriate adapters (220/110).
- Carry a note pad and make notes as required.

ESCORT OFFICER RESPONSIBILITIES

- Be prepared for inclement weather – raincoat or poncho and umbrella accessible for use by the DV.
- Ensure the vehicle is in immaculate condition and that a star plate is available if required.
- Check the Distinguished Visitor's Quarters.
 - ✓ Inspect quarters
 - ✓ Fruit basket or flowers (if applicable), welcome letter, and visitor packet are in place
- Pre-register the DV (Confirm who is paying bill).

ESCORT OFFICER RESPONSIBILITIES

- Be certain you are in the correct uniform.
 - ✓ Know the dress requirements for every event on the schedule.
 - ✓ Be prepared to brief the DV's spouse on appropriate dress for each event.
 - ✓ International standards may differ from local standards.
- Ensure you know everyone in your DV's entourage. If a spouse is accompanying, for example, familiarize yourself with any separate itinerary.

ESCORT OFFICER RESPONSIBILITIES

- Determine what other DVs are attending any special events – to the extent possible – as it's likely you'll be asked.
- Ensure you are up-to-the minute on arrival and departure times and places.
 - ✓ Double-check with the flightline or with the commercial airline.
- Know arrival protocol: Where to stand, when to salute the aircraft, where to position vehicles and off-load luggage.

Attributes of the Escort Officer

- Organizational Skills
- Humility
 - ✓ Willingness to Admit Error and the Determination to continue
- Cooperation
- Flexibility
- Communication Skills
- Resourcefulness
- Personal Appearance (in and out of uniform)



How to handle the myriad of projects you'll face?

- Expend a little mental energy before jumping into anything
 - ✓ Sit down; decide what needs to be done
 - ✓ Think it through from beginning to end
 - ✓ Make notes of your thoughts
 - ✓ Make this a repetitive process
 - ✓ Think Who, What, When, Where and Why?



Relations with the Commander and Staff

- Remember: the Escort Officer is *not* the Protocol Officer
- You owe your Commander complete loyalty and must live up to the confidence bestowed upon you





Staff Coordination

- Work closely with the Protocol Officer.
- Deal with Principal Staff and Subordinate Commanders.
- Forget your natural instinct to work things out at the lowest level.
- Work through the Senior Leadership to ensure the Commander's intent is known.
- Allow the Senior Leadership to inform their subordinates.

Resources

- Work through relationships established by the Protocol Officer for the following:
 - ✓ Transportation Personnel
 - ✓ Lodging Staff
 - ✓ Hospitality Staff
 - ✓ Other support organizations



Expectation Setting

- Set Expectations. Don't leave things to chance.
- Brief those who need to know ... at the right time.



A Few Final Suggestions ...

- Ask the Protocol Officer to provide you with a “read-ahead” project folder for your event.
- Keep an up-to-date pocket itinerary of all official and social events scheduled for all members of the DV’s entourage.
- Use the experiences of former Escort Officers to make your experience positive and effective.
- Avoid discussing controversial topics or offering specific opinions – *especially concerning politics.*

A Few Final Suggestions ...

- Never make yourself the focus – you are the escort, not the DV.
- Inform the Protocol Officer of any points of confusion or conflict encountered during the visit.
- Keep an extra, fully charged battery for your cell phone.
- Keep all promises to follow-up made to DV.
- Avoid the use of service-specific jargon or acronyms.

“Duty is the most beautiful word in the English language. Do your duty in all things. You cannot do more. You should never wish to do less.”

Robert E. Lee

Questions???????



