



DEPARTMENT OF THE ARMY
UNITED STATES MILITARY ACADEMY
WEST POINT, NEW YORK 10996

REPLY TO
ATTENTION OF

MASG-PO (100)

6 March 1997

USMA POLICY MEMORANDUM # 44-97

SUBJECT: Protocol Rooms in Hotel Thayer

1. PURPOSE. To identify specific requirements and procedures assigning Hotel Thayer rooms exclusively for Protocol's use on a daily basis and during special events/activities.

2. APPLICABILITY. This policy applies to the DCFA, SGS, Protocol and anyone requiring use of rooms assigned exclusively for Protocol.

3. BACKGROUND.

a. Protocol had exclusively reserved at the Hotel Thayer, one full suite (Room 336) and two regular rooms (340 and 341). Based on records maintained by the Hotel Thayer over a two year period, Protocol normally requires rooms that are actually suites. Additional requirements for rooms were not projected in advance and were normally requested on an as-needed basis.

b. Protocol hotel support requirements are:

- (1) Designate specific rooms for Protocol's use on a daily basis throughout the year.
- (2) Identify Protocol room requirements to support annual events/activities.
- (3) Notify and release of Protocol designated rooms.
- (4) Schedule monthly meetings between Hotel Thayer and Protocol.

4. POLICY.

a. **Specific Rooms Designated for Daily Use.** Hotel Thayer will continue to reserve room 336 (Full Suite) and combine 340/341 to create an additional suite. If the visitor has additional room requirements the Hotel Thayer will work directly with Protocol to reserve rooms within the hotel.

b. **Specific Number and Type Rooms Required for Special Events.**

(1) A list outlining requirements for rooms and (if any) special room requirements throughout the year is provided to Hotel Thayer each September for the upcoming new year.

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(2) Exception to this policy will be the annual Board of Visitor (BOV) Meetings held at West Point. The specific dates for these meetings are not identified until their annual winter meeting in Jan/Feb each year. Upon receipt of their scheduled dates to visit West Point, Protocol will provide the dates to Hotel Thayer. Hotel Thayer will reserve a minimum of 25 rooms (2/3 exceptional rooms) for each of the BOV West Point meetings.

c. Notification and Release of Protocol Designated Rooms and Blocked Rooms:

(1) Monday thru Thursday at 1630, Protocol rooms are available for overnight sale by the Hotel Thayer. If Protocol's rooms are not reserved by Thursday 1200, Hotel Thayer may contact Protocol and request permission to sell the Protocol rooms for Friday, Saturday and/or Sunday nights of the upcoming weekend. If Protocol has not reserved the rooms by 1630 on Friday, Hotel Thayer can automatically release the rooms for sale, Friday, Saturday and/or Sunday of that weekend.

(2) Often senior military and/or civilian visitors maintain flexible travel plans and require their overnight accommodations be adjusted. Hotel Thayer finds it extremely difficult to sell reserved rooms that are released late in the week. Protocol will coordinate with the visitor and/or their staff to adjudicate room requirement(s) and date(s) of their stay. This information along with the visitor's itinerary and biography, if available, will be provided to the Hotel Thayer, NLT 3 days prior to their arrival.

d. Coordination Meeting between Hotel Thayer Manager and Protocol. A monthly meeting involving a representative from Protocol and the Hotel Thayer will be hosted by Hotel Thayer the 1st Monday of each month. The meeting agenda will focus on reviewing the most current USMA Known Visitor Report, exchanging known room requirements, and discussing unexpected requests for rooms or hotel services.

5. EXPIRATION. This policy supersedes Memorandum, Subj: Policy on Usage of Protocol Rooms - Hotel Thayer, dated 17 June 1991 and remains in effect until superseded or rescinded.

FOR THE SUPERINTENDENT:

Encl
as

/ original signed /
STEPHEN A. WINSOR
COL, GS
Chief of Staff

DISTRIBUTION:
A-F (DIV & BR)