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Army Public Affairs

RECEPTION OF VISITORS

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MASG

FOR THE SUPERINTENDENT:

OFFICIAL:  
GRANT M. SMITH  
COL, EN  
Chief of Staff

*/Original Signed/*  
J. M. S. Beckstrom  
LTC, AG  
Adjutant General

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**Summary:** This regulation establishes procedures for the reception of visitors to West Point.

**Applicability:** This regulation applies to all U.S. military members and civilian employees who are assigned or attached to any U.S. Military Academy unit.

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**Table of Contents**

	<u>Page</u>		<u>Page</u>
<b>Section I - General</b>		<b>Section III - Procedures</b>	
1-1. Purpose	1	1-14. Action Activity	6-7
1-2. References	1	1-15. Congressional Visitors	7-8
1-3. Acronyms	1		
1-4. Objective	1	1-3 <b>Section IV - Other Guest Categories</b>	
1-5. Definitions		1-16. Foreign Nationals	8
<b>Section II - Responsibilities</b>		1-17. Tourists	8
1-6. Chief of Staff	3-4	1-18. Personal Guests, USMA Staff/Fac Mbrs	9
1-7. DAD	4-5		
1-8. DIA	5	Glossary	10
1-9. Garrison Commander	5	Appendix A - References	11
1-10. O/CMDT	5		
1-11. O/DEAN	5-6		
1-12. USMAPS	6		
1-13. USMA Escort Officer	6		

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**\*This regulation supersedes USMA Reg 360-3, dated, 24 January 1997**

## **Section I**

### **General**

**1-1. Purpose.** To prescribe procedures for the reception and hosting of visitors to the United States Military Academy (USMA).

**1-2. References.**

Required and related publications are listed in Appendix A.

**1-3. Acronyms.** Acronyms used in this regulation are explained in the Glossary.

**1-4. Objective.**

a. As a world-renowned military academy, national historic landmark, U. S. Army installation and academic institution, USMA receives numerous official visitors each year. These visitors participate in events, functions and/or activities such as conferences, conventions, official meetings and/or orientations/tours of West Point. Courteous and efficient hosting of all visitors to West Point is imperative.

b. Individuals extending invitations for a person or persons to visit USMA assume the responsibility of their guest(s). If the guest(s) are general officers, civilians of equivalent status or prominent persons as outlined in para 1-5c below, the host (Action Activity) will notify the Protocol Office using USMA Form 14-26. The USMA Form 14-26-E (Data on Arrival of Visitors) is the primary means to inform the Chief of Staff and the Superintendent of an impending USMA visitor.

c. Documents that must be submitted to the Protocol office will include:

(1) USMA Form 14-26. (If the Superintendent is involved with the visit, a detailed description of his participation is required in the Remarks Block. Compliance with responsibilities outlined in the USMA Policy Memorandum 45-97, subj: Superintendent Involvement at Invited Functions, is necessary.

(2) Visitor Biography, if available.

(3) Draft or Proposed Visit Itinerary.

d. When a decision or action is requested from the Superintendent or the USMA Chief of Staff for a particular visit, Summary Sheets are the principal staff action paper submitted IAW USMA Regulation 25-2, USMA Staffing Procedures, Chapter 5. If the Superintendent is involved in any event/activity the Read Ahead is required, IAW USMA Reg 25-2, Chapter 6.

**1-5. Definitions.**

a. **Official Visitors.** Specifically invited by the Superintendent, a USMA Activity, or a request approved by the Superintendent or the Chief of Staff. Official foreign visitors will follow procedures outlined in paragraph 1-16 below.

b. **Unofficial Visitors.** Those whose purpose at USMA is sightseeing, attendance at an athletic event/Eisenhower Hall performances, participation in the Admissions Candidate Orientation Visit Program, visiting the museum or attending a privately sponsored meeting or convention. In addition, visiting a member of the USMA staff and faculty or a cadet on a personal basis [or a foreign guest (tourist

or diplomat) not possessing approval and proper security clearance from the Department of the Army Military Intelligence, Washington, DC.]

c. **Prominent Persons.** All government officials or civilians including Foreign visitors with a protocol precedence of 198 or less, Military of the rank 0-7 and above (active duty and retired), senior members of DOD to include civilian GM-15 and above, foreign visitors of similar status or rank, and Members of Congress or their primary staff.

d. **Action Activity.** The department or activity that has primary responsibility for planning, coordinating and executing a particular visit. See para 1-14 below for specific procedures and responsibilities. In addition, action activities should coordinate with the Protocol office to obtain a “How to Prepare a Visit” book, as needed. Listed below are several staff sections, agencies and/or offices that have responsibility as the action activity for specific visits or visitors. (Note: Military of the rank 0-6 or civilians of equivalent rank and below are the responsibility and supported exclusively by the inviting activity or individual)

(1) **Protocol:** Most prominent persons as defined above in para c, except when specifically invited by a MAD or staff section for a specific event or function. Or as required and/or when tasked by the Superintendent, Chief of Staff or SGS.

(2) **Directorate of Operations , Plans & Security (DOPS):** All foreign visitors including military officers and/or civilians, 0-6 and below, Foreign Academy Exchange Cadets and any Reserve Component/National Guard visitors that include military or civilian.

(3) **Public Affairs Office (PAO):** Local community leaders, Civilian Public Affairs Committee members, veterans groups, state and local government officials and media.

(4) **Director of Academy Advancement (DAA):** Major and potential donors to include corporate visitors, Board of Trustee members, the Thayer Award recipient (in coordination with Association of Graduates, {AOG}), any guest with the specific purpose of visiting AOG or attending an AOG related event and/or function, and those as directed by the Superintendent and/or Chief of Staff.

(5) **O/CMDT:** Guest(s) specifically visiting the Commandant’s office or USCC activities, to include any guest(s) scheduled to be a cadet banquet speaker at events (100<sup>th</sup> and 500<sup>th</sup> Night, Yearling Winter Weekend, Graduation Banquet, MLK and Henry O. Flipper Dinners, etc.), Kermit Roosevelt Professional Development Lecture series and/or any lecturers visiting West Point on behalf of Cadet Professional Development.

(6) **O/DEAN:** Guest lecturers to include the Distinguished Lecture Series (DLS), internal Officers/Cadet Professional Development related visitors, guest(s) specifically visiting the Dean’s office or areas of concern associated with the academic departments and/or organizations.

(7) **Garrison Commander (GC):** Visiting football team official party and those visitors specifically visiting the installation and/or internal organizations. Defense Advisory Committee on Women in the Services (DACOWITS).

(8) **United States Military Academy Preparatory School (USMAPS):** Visitors to USMAPS to include, but not limited to guest lecturers, staff and faculty/cadet candidate professional development visitors, and banquet and graduation speakers

(9) **Director of Admissions (DAD):** Any potential candidate and/or family member(s) (including those listed in para 1-5c above) visiting USMA with the direct purpose of an admissions orientation and/or interest in attending West Point.

(10) **Director of Intercollegiate Activities (DIA):** Any guest(s) invited by DIA for the purpose of attending USMA athletic events, or visiting athletic facilities, staff and faculty, or special events. Major and potential donors to DIA and/or USMA athletic programs.

e. **Escort Officer.** The military or civilian member of the USMA staff and faculty assigned to escort a visitor or group. Escort officers are selected on the basis of appointment by the individual MAD, the USMA Chief of Staff, or as tasked by DOPS. The escort officer is designated as the official representative of the academy, responsible for the proper execution of the visitor(s) itinerary and/or performing duties as directed. Specific responsibilities are listed in paragraph 1-13.

## **Section II Responsibilities**

**1-6.** Chief of Staff is the primary approving authority for official visitors when officially invited or sanctioned by the USMA staff activity. USMA Staff Sections will provide briefings and assume escort duties for visits as action agency for visitors when directed or tasked by the Chief of Staff. In addition, selected USMA staff sections are responsible as follows:

a. **SGS** is responsible for Congressional Visitors as described in paragraph 1-15 below.

b. **DAA** will:

(1) When required to act as action activity for visits, coordinate with AOG in providing appropriate information for use by the Superintendent or leader team in association with a visit, if applicable, provide 14-26, itinerary and biography.

(2) Assume duties as action activity to assist AOG in the planning, coordinating, and publishing itineraries for major and potential donors to include corporate visitors, Board of Trustee members, Thayer Award recipient (in coordination with AOG).

(3) Assume action agency when tasked by the Chief of Staff for responsibility for any USMA guest(s) with the specific purpose of visiting AOG, visiting with intent of possibly becoming a donor to the Academy, or attending an AOG related event and/or function.

c. **DOPS** will:

(1) Plan, task, coordinate, and publish itineraries for the Foreign Academy Exchange Program and all Reserve Component/National Guard military or civilian visitors.

(2) Support by tasking for an appropriate action activity or assuming the role as action activity for all approved visit requests associated with foreign visitors to include those officers 0-6 and/or below or civilian equivalent.

(3) Task for an escort officers, as requested or directed.

(4) Receive, approve and support tasking requirements submitted in conjunction with visits to the appropriate MAD, staff section and/or organization, as required.

(5) Provide the USMA Leader Team any information required, to include (if available) classified biographies or material for foreign visitors as outlined in para 1-5c above.

(6) Maintain records of previous foreign visits to West Point for a minimum of 5 years or as directed by HQDA.

(7) Coordinate and maintain the direct link between USMA, HQDA and appropriate security agencies, offices and/or organizations involving selected West Point visits or visitors, as required, or directed by the Chief of Staff.

d. **Protocol Office** will:

(1) Support visitors as noted in para 1-5d(1) above.

(2) Escort visitors as required or tasked by the Superintendent, Cof S and/or SGS.

(3) Maintain the Known Visitor's Report (KVR is posted daily on USMA MS exchange bulletin board) using input from USMA Form 14-26-E.

(4) Coordinate visits as directed by the Superintendent, Chief of Staff and/or SGS.

(5) Provide protocol assistance and guidance to action activities as requested.

(6) Maintain records provided with 14-26 forms with regard of previous guests or visits to West Point for a minimum of 5 years as provided by action activities.

(7) Review summary sheets and/or Read Ahead as directed.

(8) Maintain a "How to Prepare a Visit" book in the Protocol Office.

e. **PAO** will:

(1) Be responsible for all official media visits and/or visitors. Primary responsibility for unofficial visits involving the general public via the West Point Visitors Center. When such visits are the result of an invitation, the guests are the responsibility of the individual or activity issuing the invitation. This includes complete coordination and supervision of the visit as specified above.

(2) Receive request and submit for approval as required for all visitors noted in para 1-5d(3) above to visit West Point. Assume duties as action activity to plan, coordinate, publish itinerary(ies) and support these visits or visitor requirements as necessary.

(3) Comply with the information listed in para 1-16d below.

1-7. **DAD** will:

a. Assume responsibility as action agency to plan, coordinate, and publish itinerary(ies) (as necessary) for any potential candidate and/or family member(s) (including those listed in para 1-5c above) visiting USMA for the purpose of an admissions orientation.

b. Provide admissions briefings to visitors as required or tasked.

1-8. **DIA** will:

a. Assume responsibility as action agency to plan, coordinate, and publish itinerary(ies) (as required) for any guest(s) with a direct purpose of visiting USMA athletic events, athletic facilities, athletic staff and faculty, or special events, in addition to major and potential donors to DIA.

b. Provide briefings as required or tasked.

c. Assume escort duties as required or tasked.

1-9. **Garrison Commander** will:

a. Coordinate and assume primary responsibility for the visiting football team official party participation at home football functions, activities and/or events. Ensure a continuity file is maintained and provided to the action officer. The file should include but not be limited to duties, responsibilities and actions required to effectively support the visiting football team's official party.

b. Plan, coordinate and assume duties as action activity for guest(s) visiting the Installation and/or internal organizations, as required/tasked.

c. Assume responsibility as action agency to plan, coordinate, publish itinerary(ies) and provide necessary support for the Defense Advisory Committee On Women In The Services (DACOWITS).

d. Escort visitors as required/tasked.

1-10. **O/CMDT** will:

a. Assume role of action agency to plan, coordinate, publish itinerary(ies) and provide necessary support for guest(s) specifically visiting the Commandant's office or USCC activities.

b. Action agency for scheduled cadet banquet speaker at events (100<sup>th</sup> and 500<sup>th</sup> Night, Yearling Winter Weekend, Graduation Banquet, MLK and Henry O. Flipper Dinners), or any cadet sponsored event or function, and the Kermit Roosevelt Lecture Series.

c. Serve as action agency for Commandant's Staff and Faculty and Cadet Professional Development related visitors.

d. Provide briefings, tours and/or assistance to visitors as required/tasked.

e. Assume escort duties as required or tasked.

1-11. **O/DEAN** will:

- a. Action agency to plan, coordinate, publish itinerary(ies) and provide necessary support for guest(s) specifically visiting the Dean's activity.
- b. Action agency for guest lecturers to include the Distinguished Lecture Series (DLS).
- c. Act as action agency for visitors to the Dean's Staff and Faculty; and visitors invited by any of the Dean's activities for the purpose of providing cadet instruction or professional development.
- d. Provide briefings, tours and/or assistance to visitors as required/tasked.
- e. Assume escort duties as required or tasked.

**1-12. USMAPS will:**

- a. Assume responsibility as action agency to plan, coordinate, publish itinerary(ies) and provide necessary support for USMAPS guest speakers and staff and faculty/Cadet Candidate Professional Development visitors.
- b. Assume escort duties as required or tasked.

**1-13. USMA Escort Officers.** USMA escort officers are responsible for the proper execution of an itinerary. Escorted officers should:

- a. Remain on time the schedule listed on the itinerary. Also, keep track of time and call ahead to the next office or venue POC, if behind by ten minutes or more.
- b. Maintain positive control of the TMP vehicle and driver. Informing the driver where he/she should be at all times, do not release the driver until completion of the visit, as necessary.
- c. As required, collect payment from the visiting party and pay for Cadet Mess tickets if a meal is involved at the Cadet Mess. Payment is made in advance of the meal, when possible.
- d. Obtain guidance, advice and/or individual instructions from the action agency POC and/or a Protocol Office representative.
- e. Additional information and assistance is available by contacting the USMA the Protocol Office.

**Section III  
Procedures**

**1-14. Action Activity.** The department/activity extending an invitation or tasked by DOPS, Chief of Staff or Superintendent, for someone or a group to visit USMA becomes the Action Activity for that visit. For persons/groups (outlined in paragraph 1-5c above) requesting a visit to USMA on an official basis the request must be forward through the SGS and approved by the Chief of Staff. Academic departments are authorized to make direct coordination with guest lecturers and/or their staffs, as required. Action Activity's will accomplish the following:

- a. Coordinate with the appropriate USMA chain of command prior to issuing invitations for any official visitors. Prior to the submission of any invitation extended by an action activity or individual for a prominent person (as defined in para 1-5c above), the invitation must be forwarded as part of a

summary sheet through the chain of command to the SGS/Protocol Office for final approval by the USMA Chief of Staff. If the Superintendent is being asked to personally extend the invite and/or ask the invitee to be a Q-100 house guest, the request MUST be forwarded as an enclosure to a summary sheet. This summary sheet is submitted through the activities chain of command, SGS/Protocol Office, the Chief of Staff, and Superintendent for final approval and signature. The summary sheet must outline details and information surrounding the invite and scheduled event, in addition to including alternative names if the principle invitee declines the invitation. As a general rule, the action agency should allow a minimum of 8 to 12 weeks lead time for an invite to be approved, extended to the invitee and response provided to the action agency POC. The action agency must provide the SGS a follow-up report via MS Outlook or message that indicates whether the invitee accepted or declined the invite.

- b. Submit USMA Form 14-26, biography and draft itinerary as addressed in para 1-4c(1-3) above.
- c. Submit summary sheet to all concerned activities IAW USMA Reg 25-2.
- d. Coordinate for West Point general officers' appointments, as necessary.
- e. Coordinate itinerary(ies) and visitor activities with all USMA staff offices and/or activities, along with visitor staff and/or office, as required.
- f. Submit necessary transportation request (to include aviation support)
- g. Arrange for billeting on or off the installation as necessary.
- h. Make necessary arrangements for all meals on or off the installation as necessary.
- i. Coordinate details for all events, dinners, and receptions. The Protocol Office will review the initial plans on physical layouts, seating diagrams, menu recommendations and, if required, provide input based on the Superintendent's preferences. The Protocol Office will also submit requests to the Contingency Fund Custodian IAW AR 37-47, paragraph 3-1(d)(e) for use of Official Representation Funds (.0012), when appropriate and authorized.
- j. Coordinate for necessary general officer flag support as required. The Superintendent's and Dean's flag requirements are supported by the Protocol Office, the Commandant's flag support is provided by S-3, USCC.
- k. Distribute the final itinerary in advance of the visit to all activities involved in the visit.
- l. Confirm all itinerary times and dates two working days prior to the visit, and if required be prepared to pre-brief the Chief of Staff or the Superintendent.
- m. If the Superintendent is involved in the visit provide a Read Ahead (4 copies) to the SGS, NLT 1 day prior to the event/visit and as noted in para 1-4d.

**1-15. Congressional Visitors.** The SGS is the Superintendent's direct link to the Headquarters Department of the Army Office Chief of Legislative Liaison (OCLL) which is responsible for any congressional visit scheduled for West Point. The SGS must be notified of any visit to West Point involving members of Congress. All West Point activities are reminded of the provisions of AR 1-20, Chapter 2 regarding requirements for visiting Congressional personnel.

## Section IV Other Guest Categories

**1-16. Foreign Nationals.** Foreign nationals may visit the academy in any one of four capacities.

a. **Invited Guest of the Academy.** USMA activities that want to invite any foreign national(s) to official functions (lectures, conferences, etc.) must first contact the DOPS Security Office in writing with a request to host the individual(s). Considering the guest's rank, the DOPS Security Office may direct other internal coordination be conducted, for example security provided by the Military Police. The USMA Security Office is the only staff section to ensure all official foreign national visitor(s) have the necessary clearance and visit approval.

b. **HQDA request to support or foreign national self-invite to visit USMA.** Any USMA activity that receives a request from a foreign national to visit West Point must refer the individual to contact their embassy. Official foreign visitors requesting to visit West Point must gain prior authorization from the Deputy Chief of Staff for Intelligence (DCSINT) Department of the Army. They gain approval by providing their embassy with a request outlining the purpose of their visit to West Point and their embassy forwards the Request to HQDA. HQDA will forward the request to DOPS who will coordinate the request internally and determine if the command can support the request. However, if the request is denied an explanation for denial must follow. The request for a foreign visit should be received no less than 30 days before the visit to ensure appropriate staffing can be accomplished. If the USMA activity has specific questions on the proper procedure for a foreign visitor to obtain clearance to visit USMA, contact the Foreign Actions Section of the DOPS.

c. **Foreign Journalists.** PAO will assume responsibility for all foreign journalist(s) visits and will coordinate with the Foreign Press Center, the Office of the Chief of Public Affairs and DOPS to ensure that journalists have appropriate clearances. PAO will coordinate necessary requirements for the visit.

d. **Foreign nationals who wish to visit West Point as tourists.** Officials of foreign governments (Diplomats) who wish to enter West Point as tourists must enter through Thayer Gate and identify themselves. Other foreign nationals may visit West Point as tourists without coordination. Foreign tourists will receive no special assistance from the Academy's staff. USMA staff and faculty members may host foreign nationals as a tourist at their quarters without coordination, but a USMA 14-26-E must be submitted in accordance with paragraph 1-4c above.

e. Failure to follow the procedures as outlined above may result in disapproval of the visit. The DOPS Office is initially the executive agent for all foreign visits or visitors to USMA, and is available to provide additional information as required.

**1-17. Tourists.** The Visitors Information Center is operated for the convenience of unofficial visitors who desire a tour of West Point. Tourists or unofficial visitors touring the post may visit those areas not specifically marked as closed to visitors. Unofficial visitors who are guests of assigned military personnel, cadets and/or civilians will not enter closed areas unless escorted by a sponsor who is authorized in that area.

**1-18. Personal Guests of USMA Staff and Faculty Members.** Members of the USMA Garrison whose personal guests are or above the grade of O-7, GM-15, or would otherwise be logically characterized as a prominent person are responsible for informing the Superintendent of the visit. Members will notify the Superintendent through the Protocol Office by using a USMA Form 14-26-E per para 1-4c above or with a summary sheet, as necessary.



**GLOSSARY****Acronyms**

AAD	Academic Affairs Division
ACD	Academic Computer Division
AD	Activity Director
ADC	Aide-de-Camp
AG	Adjutant General
C/S	Chief of Staff
CHAP	Chaplain
CMDT	Commandant
CPO	Civilian Personnel Office
CSM	Command Sergeant Major
DAA	Directorate of Academy Advancement
DAD	Directorate of Admissions
DCFA	Directorate of Community and Family Activities
DDS	Directorate of Dental Services
DEAN	Dean of the Academic Board
DHPW	Directorate of Housing and Public Works
DHS	Directorate of Health Services
DIA	Directorate of Intercollegiate Athletics
DOC	Directorate of Contracting
DOIM	Directorate of Information Management
DOL	Directorate of Logistics
DOPS	Directorate of Operations, Plans, and Security
DPTM	Director of Plans, Training, and Mobilization
DRM	Directorate of Resource Management
EEO	Equal Employment Opportunity Officer
EO	Equal Opportunity
GC	Garrison Commander
IG	Inspector General
IRO	Internal Review Office
MAD	Major Activity Director
OPA	Office of Policy, Planning, and Analysis
ORD	Operations and Registrar Division
RRD	Research and Resources Division
PAO	Public Affairs Office
PMO	Provost Marshal Office
SDS	Office of the Secretary of the Dean's Staff
SGS	Secretary of the General Staff
SO	Safety Officer
SJA	Staff Judge Advocate
SUPT	Superintendent
USCC	United States Corps of Cadets
USMA	United States Military Academy
USMAPS	United States Military Academy Preparatory School

**APPENDIX A  
REQUIRED REFERENCES**

**AR 1-20**  
Legislative Liaison

**AR 15-1**  
Committee Management

**AR 25-50**  
Preparing and Managing Correspondence

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

**AR 105-31**  
Record Communications

**AR 310-50**  
Authorized Abbreviations, Brevity  
Codes, and Acronyms

**AR 381-10**  
Foreign Disclosures

**AR 600-20**  
Army Command Policy

**FM 101-5**  
Staff Organization and Operations

**USMA SOP (DOIM)**  
"Desk Top Guide for the West Point Telecommunications Center"

**USMA Regulation 25-2**  
USMA Staffing Procedures

**USMA Policy Memorandum #45-97**  
Superintendent Involvement at Invited Functions

**USMA SOP**  
"How to Prepare a Visit"