



UNITED STATES MARINE CORPS  
COMMAND ELEMENT  
II MARINE EXPEDITIONARY FORCE  
PSC BOX 20080  
CAMP LEJEUNE, NORTH CAROLINA 28542-0080

II MEFO 1710.7  
G-3

18 MAR 2015

II MARINE EXPEDITIONARY FORCE ORDER 1710.7

From: Commanding General  
To: Distribution List

Subj: STANDARD OPERATING PROCEDURES (SOP) FOR DISTINGUISHED  
VISITOR (DV) VISITS TO II MARINE EXPEDITIONARY FORCE (II  
MEF)

Ref: (a) OPNAVINST 1710.7A, Social Usage and Protocol Handbook  
(b) MCO 1710.23B W/CH1, Armed Forces Professional Entertainment  
Program Overseas  
(c) Marine Corps Warfighting Publication 3-27, Operational Support  
Airlift

Encl: (1) Example Confirmation Brief  
(2) Example Convoy Commander Checklist  
(3) 30-Day DV Checklist/7-Day Hasty DV Checklist  
(4) Example Execution Checklist  
(5) Example Letter of Instruction  
(6) Military Air Passenger/Cargo Request

1. Situation. II MEF frequently receives visit requests from DVs. This Order will synchronize staff actions and provide for an optimum division of labor amongst staff sections. Upon notification of an upcoming DV visit to II MEF, the procedures laid out in this document will be followed to ensure proper planning and coordination is conducted. The enclosures shall be utilized by the assigned Action Officer (AO) to successfully complete the mission.

2. Mission. On order, II MEF will prepare, support, and execute DV visits within its assigned area of responsibility in accordance with the references in order to provide DVs with a better understanding of II MEF's mission, readiness, contributions to national defense, or allow them to tour and visit desired units.

3. Execution

a. Commander's Intent. All leaders and staff sections will work together as a team in preparation, support, and execution of DV visits. II MEF will maintain the reputation of a "Can Do Easy" organization - one that is easy to work with and knows how to work collectively to get any job done. The end state is to provide all DVs with a visit that supports their requests for information and allows access to desired II MEF units.

b. Concept of Operations. Upon notification of an upcoming DV visit to II MEF, the Assistant Chief of Staff (AC/S) G-3, Strategic Engagements Officer will coordinate with the Protocol Officer and Staff Secretary (SSEC) to provide a recommendation for DV support to the Chief of Staff (CoS). If the DV visit is limited to an office call or social call, the Protocol

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Officer will be assigned Office of Primary Responsibility (OPR) with the Strategic Engagements Officer, and SSEC in support. For visits that require tours of II MEF units and adjacent local area commands, the Strategic Engagements Officer will submit to the CoS, via the SSEC, recommendations for assigning facilitating/supporting staff sections. The CoS will approve/assign the appropriate II MEF staff section for supervision of the event (i.e. G-4 will be assigned a predominantly logistics DV oriented visit). The assigned staff section will provide the appropriate AO to facilitate the visit; the Strategic Engagements Officer will track all concurrent Plans of Action and Milestones (POA&Ms) that are in development, and provide subject matter expert support and oversight to assigned AOs. The assigned AO will contact the Strategic Engagements Officer, Protocol Officer, and SSEC for initial planning information and requirements. After initial guidance is received from the Command Deck to the AO, the Protocol Officer will contact the DV office/Aide/AO to obtain the DV itinerary/objectives and the AO will develop an initial POA&M for the visit. Once the POA&M has been drafted, the tasks will be executed to ensure proper planning and coordination is conducted for the visit. The schedule, tasks, and milestones will be outlined in a DV Letter of Instruction (LOI). The DV LOI will be reviewed by the AO's Staff Principal, Strategic Engagements Officer, Protocol Officer, Aide de Camp, and SSEC. The LOI will then be reviewed/signed by the CoS and distributed by the SSEC.

c. Tasks

(1) II MEF Chief of Staff

(a) Assign the Strategic Engagements Officer, Protocol Officer, or appropriate Staff Section to function as OPR on the planning and execution of the DV visit.

(b) Provide II MEF Commanding General (CG) guidance for the AO/staff during planning.

(2) G-3, Strategic Engagements Officer

(a) During the Current Operations Synchronization Meeting, provide weekly updates to the II MEF G-3 Current Operations Officer (COPs) on upcoming DV visits.

(b) Track all current POA&Ms and provide oversight to concurrent planning for assigned AOs.

(c) Upon notification of a DV visit, assess the level of support required and make appropriate AO assignment recommendation to the CoS.

(d) Assume lead and oversight for planning and execution of all 3-4 star General Officers (GOs)/Flag Officer (FO)/Senior Executive Service (SES) equivalent visits until the AO has been assigned by the II MEF CoS. After AO assignment is complete, the Strategic Engagements Officer will assume an over watch role for the visit.

(e) Review all In Progress Review (IPR) and confirmation briefs, before they are submitted to the Command Deck for review, to ensure standardization and thorough planning.

(3) G-2. Provide weather forecast for period of the DV Visit.

(4) G-6. Be prepared to provide communication support to the DV and AO.

(5) Assigned Staff Section. Provide an AO who will coordinate with II MEF Major Subordinate Commands (MSCs), Major Subordinate Elements (MSEs), and Marine Corps Installations-East to plan and execute all facets of DV support for the assigned event.

(6) AO

(a) Develop and coordinate a schedule for the DV (and the DV's spouse), as necessary.

(b) Develop a POA&M from initial planning and coordination with the visiting DV's office, II MEF Strategic Engagements, and the II MEF Command Deck staff.

(c) Develop an execution checklist for the visit and provide the II MEF Command Operations Center (COC), G-3 COPs, and Deputy COPs a copy of the execution checklist to track the event.

(d) Report the completion of events on the execution checklist to the II MEF COC as they occur during the visit.

(e) Develop and provide a confirmation brief, per the example brief in enclosure (1).

(f) Coordinate with the Command Deck to assign personnel to act as escort officers, if required for the visit.

(g) Assign a Convoy Commander (CC) for convoy movements of 3-4 star GO/FO/SES (or equivalent). The CC will not be an AO, Escort Officer, or a driver. The CC will be an Officer or Staff Noncommissioned Officer.

(h) Coordinate with the II MEF G-3 for all DV visits that will affect operational units, training, or require II MEF air support.

(i) Develop and coordinate a transportation plan to support the planned itinerary. Before route planning, contact the Protocol Officer to determine if the DV is entitled to Naval Criminal Investigative Service (NCIS) special security during the visit. NCIS has the responsibility for building the vehicle route and alternate route/s when that criteria is reached.

(j) Develop power-point slides that depict aerial photos of the vehicle movement route, vehicle seating diagrams, and convoy organization.

(k) Conduct the Initial Planning Conference, Mid-Planning Conference, and Final Planning Conference for the DV visit.

(l) Ensure appropriate requests/waivers have been submitted for all visitor events (Department of Defense (DoD) civilians and non-DoD personnel meals in mess halls, foreign disclosure approvals, etc...).

(m) Coordinate with the II MEF G-3, Air Operations Section for "authorized to fly" requests.

(n) Plan for inclement weather to include the availability of umbrellas and alternate venues/locations. The AO will brief the inclement weather plan as part of the confirmation brief.

(o) Plan for backup transportation to ensure resources will be available to accomplish the mission. In the case of air, plan for ground transportation in the event aviation assets are unable to support.

(p) Coordinate DV baggage handling when baggage vehicle will exceed (1) 12-passenger van with the II MEF Headquarters Group, S-4.

(q) Brief the CC on his/her responsibilities, including vehicle placards, vehicle numbering plan, convoy organization, and route recon, at least 48 hours in advance of execution.

(r) Develop "smart-packs" for each driver that include the route, itinerary, and appropriate points of contact, with phone numbers.

(s) Coordinate with G-3 Strategic Engagements Officer for any issues that arise beyond the ability of the AO to resolve.

(7) II MEF Staff Secretary

(a) Schedule an IPR with II MEF CoS for the purpose of disseminating Commander's guidance for the visit. The AO will identify the IPR attendees. Standard attendees are as follows:

1. II MEF Protocol Officer
2. II MEF, G-3, Strategic Engagements Officer
3. Supporting Staff Sections/Special Staff
4. Key Personnel from MSCs/MSEs
5. Key Personnel from Adjacent Commands
6. Public Affairs Officer (PAO) (as required)
7. Comptroller (as required)
8. Security Manager (as required)
9. Marine Corps Community Services (as required)
10. Staff Judge Advocate (SJA) (as required)
11. Family Readiness Officer (as required)
12. G-3, Mission Assurance (as required)
13. NCIS (as required)

(b) In coordination with the AO and Command Group staff, schedule a confirmation brief 48 hours prior to the visit, or based on CG/Deputy Commanding General/CoS availability. The AO will identify the appropriate confirmation brief attendees. Standard attendees are as follows:

1. II MEF CoS
2. II MEF Protocol Officer
3. II MEF, G-3, Strategic Engagements Officer
4. Primary Staff Sections/Special Staff
5. Key Personnel from MSCs/MSEs
6. Key Personnel from Adjacent Commands
7. Security Manager (as required)
8. Marine Corps Community Services (as required)
9. SJA (as required)
10. Mission Assurance Officer (as required)
11. NCIS (as required)
12. G-3, Mission Assurance (as required)

(8) II MEF Protocol Officer

- (a) Coordinate billeting for the DV and official party.
- (b) Coordinate appropriate official courtesies (i.e. parking space, display of personal flag, and marquee greetings).
- (c) Coordinate all II MEF hosted meal plans for the DV, to include a seating diagram, name placards, and menus. All seating diagrams and menus will be included in the confirmation brief.
- (d) Coordinate all II MEF gift exchanges required for the visit.
- (e) Coordinate vehicle and driver support to meet the requirements set forth in the itinerary.
- (f) Provide the AO with all seating diagrams for vehicle movements.
- (g) Plan for departure and farewell of DV throughout the planning process. Plan to meet the DV at Marine Corps Air Station New River, Marine Corps Air Station Cherry Point, Albert Ellis Air Port, or other location as required, plan for greeting and farewell of the DV, including recommended representation of II MEF GOs or other officers/senior enlisted/spouses.

(h) Secure biographies of DV, and provide to Command Deck.

(i) Ensure all drivers internal to II MEF are identified by name not later than 48 hours prior to the visit.

(j) Develop baggage handling plans for DV and party if total baggage requires no more than (1) 12-passenger van.

(k) Develop slides that depict all seating arrangements for planned meal periods, briefs, and social functions, as required.

(l) Identify the escort officer requirements to be tasked by the AO. All three star and above GO/FO/SES shall have an escort officer assigned, unless directed otherwise by the visiting DV or the CoS.

(m) Protocol will coordinate with the CG, II MEF on any social events associated with the visit. These social events may include, but are not limited to dinners, receptions, and officer calls.

(n) Brief the Protocol Plan at the Confirmation Brief.

(9) PAO

(a) Provide internal and external public affairs support to the visit, as appropriate. (i.e. specific media representation at the event, any interviews of the DV, if applicable)

(b) Brief the PAO plan at the Confirmation Brief, if required.

(c) Arrange for photograph/combat camera support, as required.

(10) Security Manager. Coordinate all security related issues pertaining to foreign visitors, as necessary. Review all planned briefs and static displays to foreign visitors, as required, prior to the event.

(11) Family Readiness Officer. Coordinate all elements pertaining to the DV spouse program, if required.

(12) Convoy Commander. Conduct route reconnaissance, vehicle inspections, and driver briefs/back briefs no later than 24 hours prior to execution of the convoy (See enclosure (2)).

#### 4. Administration and Logistics

a. The POA&M will adjust based on changes to the timeline of the DV visit. Enclosure (3) provides a 30-Day DV checklist and 7-Day Hasty DV checklist. All recommendations in the enclosure are recommendations based upon the scope of DV visit.

b. A LOI will be provided for appropriate coordination with Staff Sections and MSCs; however, time critical DV coordination might preclude a LOI from being published.

c. An After Action Report (AAR) is critical to ensuring on-going updates to SOPs and maintaining II MEF CG standards. A copy of the AAR will be provided to the G-3 COPs upon completion.

d. Changes/Refinements. Changes and refinements to the DV schedule will be disseminated by the G-3 Strategic Engagements Officer, via message traffic or email.

5. Command and Signal

- a. This Order is applicable to the II MEF Total Force
- b. This Order is effective the date signed.

  
G. S. JOHNSTON  
Chief of Staff

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This can also be used for IPG,  
IPC, MPC or FPC events.  
Change the type of brief as  
required



# **Distinguished Visitor Rank, Name and Billet IPR/Confirmation Brief Date of Visit**

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**Date of Brief**

**Name of Briefer (Rank, First, Last)**

**Overall Classification: UNCLASSIFIED**

Ensure this is on  
every slide to  
provide version  
control

Each slide  
requires a page  
number and  
classification.





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# Agenda

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- Background and Overview
- POA&M
- Official Party
- Weather Forecast
- Itinerary and Route Planning
- Administration and Logistics

Update as  
required to match  
brief.



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# Purpose

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Provide the purpose of the brief. IE: To receive guidance from Commanding General (CG) II Marine Expeditionary Force (II MEF) regarding the upcoming event; Or To provide information regarding the upcoming event; etc.

Ensure that the purpose is for the brief not for the event itself. The purpose of the event will be laid out in the Background and overview slide.

## **\*Additional Information\***

Color Coding in briefs:

Red – CGs attention is required (can be used for items which are outstanding)

Green – BZ or Completed

Yellow – AO level issues

Blue – Updates or items which need to be specifically addressed



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# Background and Overview

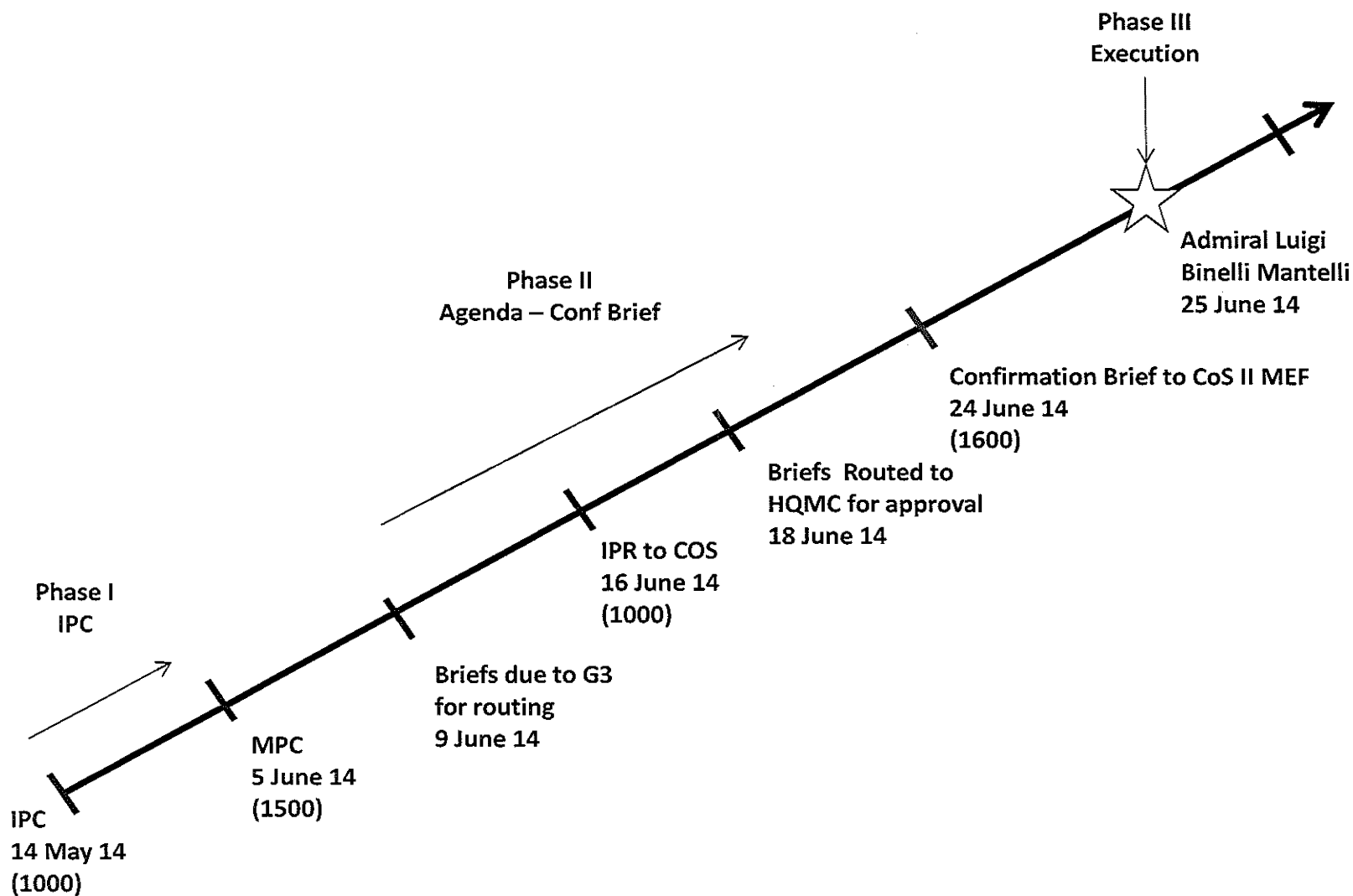
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- **Background:** Give a brief description of who is coming, and when. Include any pertinent information regarding the request for support, etc. (ie: Admiral Luigi Binelli Mantelli, Italy's Chief of Defense (CHOD), will conduct a visit to the United States of America from 22 – 27 June 2014. The Joint Staff has requested that the United States Marine Corps host Admiral Binelli Mantelli and his delegation in the Camp Lejeune area.)
- **Overview:** Provide an overview of the plan to accomplish the goals of the DV visit as laid out by the requestor. (ie: Admiral Binelli Mantelli has requested the following specific events during the visit: an orientation flight in an MV-22; briefing on MV-22 reliability and safety; briefing on SPMAGTF Africa force generation, training, and proposed way ahead; a concurrent spouse program in the Camp Lejeune area (funded by CJCS ORF); and a lunch (funded by CJCS ORF) during the visit.)



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# POA&M



Updated: 210800R Jul 14

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ENCLOSURE (1)



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# Official Party

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Total number in the party (xx)

1. Distinguished Visitor, title/billet
2. Additional names of travel party personnel and their titles/billets.



# Camp Lejeune, NC

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## 7 DAY FORECAST FOR 24 June 2014 – 30 June 2014

Updated 24 June 2014 @ 0730L

Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday		Monday	
24 June 2014		25 June 2014		26 June 2014		27 June 2014		28 June 2014		29 June 2014		30 June 2014	
Partly to mostly cloudy skies		Mostly cloudy skies with scattered showers and thunderstorms in the afternoon into the evening		Mostly cloudy skies with isolated afternoon showers and thunderstorms		Partly to mostly cloudy skies		Partly cloudy to mostly cloudy skies with isolated afternoon showers and thunderstorms		Partly to mostly cloudy skies		Partly to mostly cloudy skies	
Winds		Winds		Winds		Winds		Winds		Winds		Winds	
SSE @ 04-08kts		SSW @ 08-12kts Gusting 25kts		WSW @ 05-09kts		WSW becoming S @ 04-06kts		S @ 03-07kts		SSE @ 04-08kts		SSW @ 05-07kts	
72°F	86°F	73°F	89°F	72°F	92°F	73°F	90°F	72°F	89°F	72°F	88°F	73°F	89°F
Max Flag		Max Flag		Max Flag		Max Flag		Max Flag		Max Flag		Max Flag	
SR 0558	SS 2028	SR 0558	SS 2028	SR 0558	SS 2028	SR 0559	SS 2028	SR 0559	SS 2028	SR 0600	SS 2028	SR 0600	SS 2028
00-12	12-00	00-12	12-00	00-12	12-00	00-12	12-00	00-12	12-00	00-12	12-00	00-12	12-00
Ground													
Aviation													
Logistics													
Amphibious													

The weather slide is provided by the G2 no more than 7 days prior to the event.

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KEY: T-Temperature P-Precipitation C-Ceilings W-Wind V-Visibility Z-Thunderstorms F-Fog S-Sea X-Wind Chill I-Icing M-Trafficability

ENCLOSURE (1)



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# Itinerary

Wednesday, 25 June 2014:

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0930

Arrive at MCAS Cherry Point Air Operations via Mil Air  
Greeted by: MajGen Hedelund  
Escorted by: LT Cooper (II MEF Strategic Engagements Officer)  
Photographer: MAW PAO

0930 – 0945

Movement to Miller's Landing (MCAS Cherry Point Officer's Club)

0945 – 1100

Briefs at Miller's Landing  
SPMAGTF Brief: Maj Snell (26 MEU Operations Officer)  
MV-22 Brief: Maj Douglas Thumm (HQMC Aviation APW-52A)

1100 – 1145

Lunch at Miller's Landing (Gift Exchange)  
Attendees: MajGen Hedelund, Maj Thumm, Maj Snell, LTJG Manica (Italian PEP Officer)

1145 – 1200

Transit to MCAS Cherry Point Air Operations  
Escorted by: MajGen Hedelund

1200 – 1245

MV-22 Familiarization Flight (VMM-266)  
Location: MCAS Cherry Point Air Operations  
Narrator: LT Cooper  
Photographer: MAW PAO

No time gaps in the  
itinerary.

Updated: 210800R Jul 14

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ENCLOSURE (1)



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# Itinerary

Wednesday, 25 June 2014:

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1245 – 1300

Farewell on the flight line  
Farewelled by: MajGen Hedelund

1300

Italian Delegation Departs via Mil Air  
Location: MCAS Cherry Point Air Operations

## Uniform

USMC – Service Charlies  
USN – Summer Whites or Khakis  
ITALIAN – Summer Whites

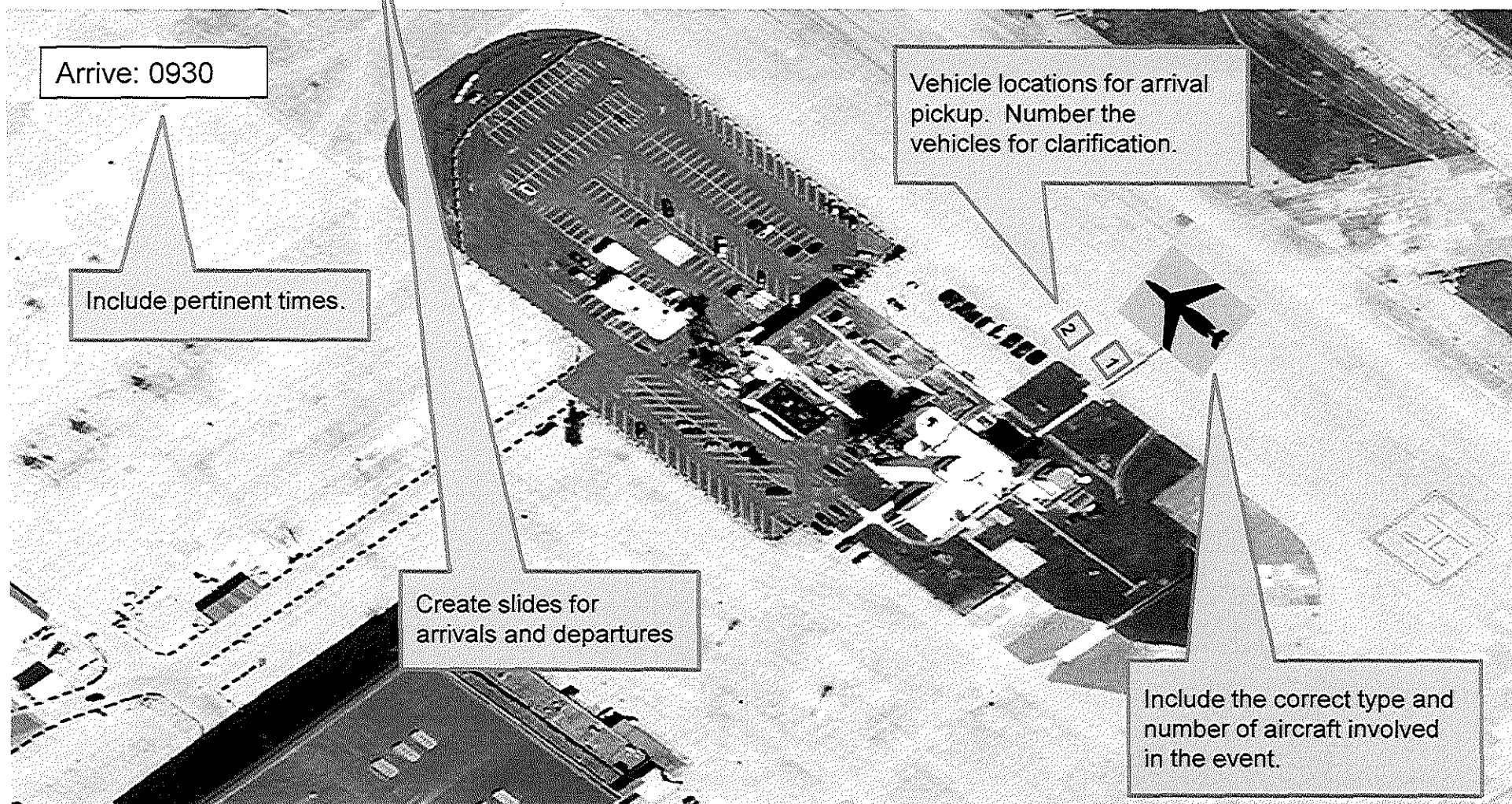
Additional notes with  
amplifying information as  
required.





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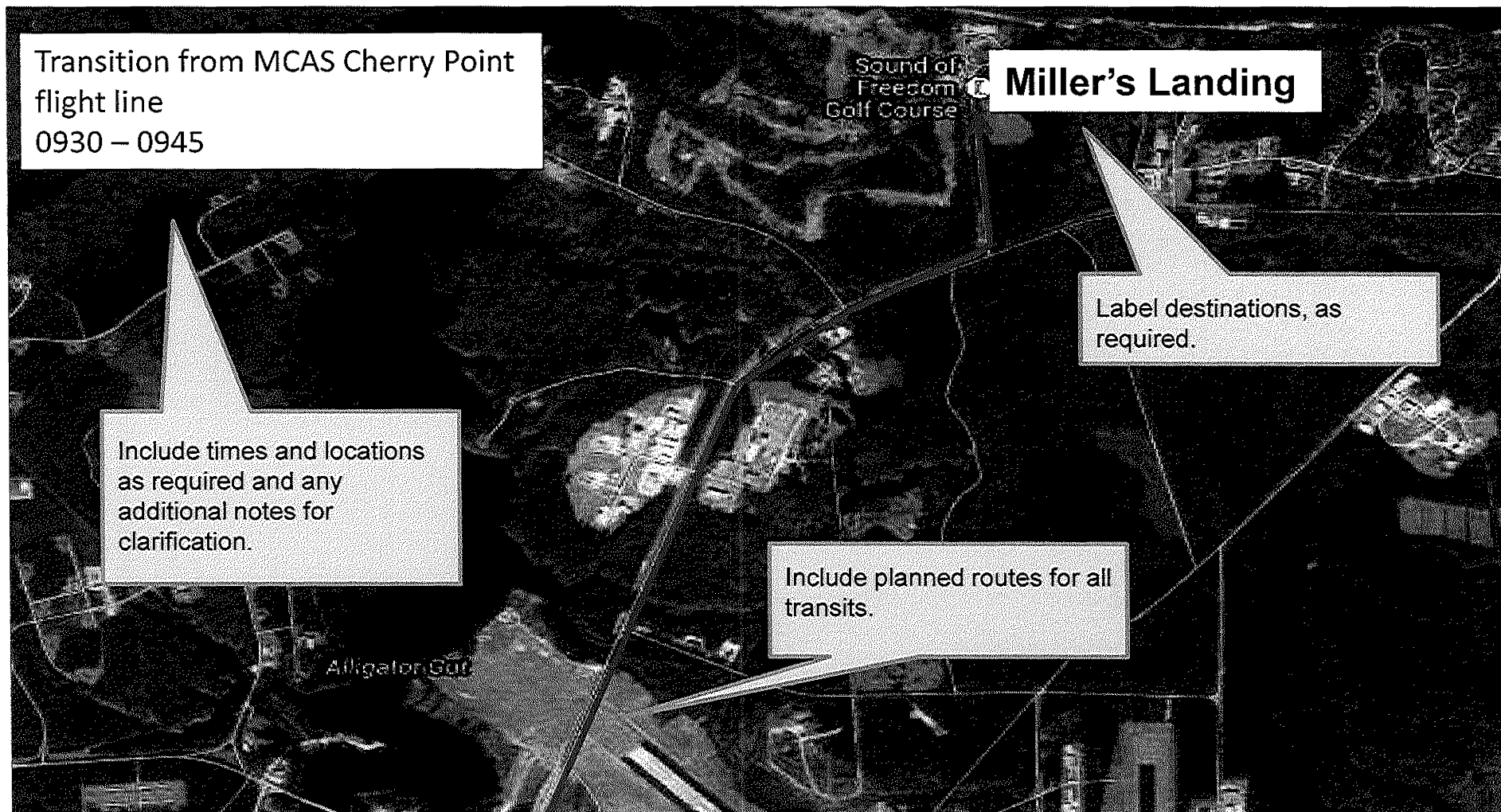
# Arrival at MCAS Cherry Point Air Operations





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# Transit to Miller's Landing



Updated: 210800R Jul 14

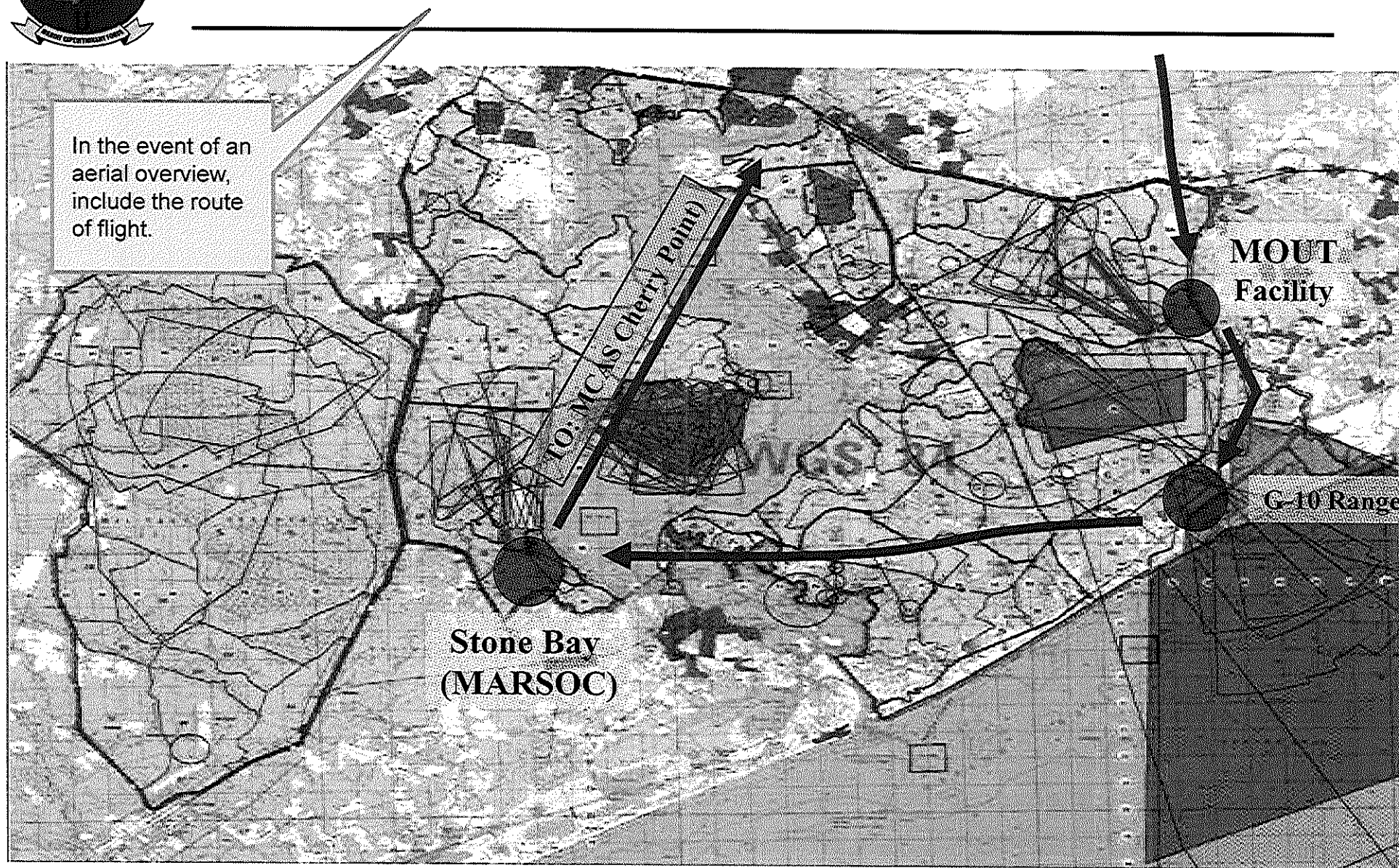
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ENCLOSURE (1)



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# MV-22 Familiarization Flight Route



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ENCLOSURE (1)



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# Vehicle Seating Plan

Vehicle 1 – II MAW VIP Bus



Driver: Name

First Row Left: Name

First Row Right: Name

Second Row Left: Name

Second Row Right: Name

Third Row Left : Name

Third Row Right: Escort

Fourth Row Left: MAW PAO Photographer

Fourth Row Right:

Fifth Row Left:

Fifth Row Right:

Vehicle 2 – II MEF Vehicle



Driver: Name

Front Left: Name

Back Right: Highest ranking in vehicle

Back Left:

Include and number all required vehicles. DV arrives first at all locations and sits on the right side of the vehicle.





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# Admin and Logistics

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- Inclement Weather Plan – Complete (Name of person or persons responsible)
- Weather Forecast for DV Date – Complete (Name of person or persons responsible)
- Foreign clearance Confirmed – Complete (Name of person or persons responsible)
- Briefers Identified – in progress (Name of person or persons responsible)

1. All outstanding admin and logistics should be complete prior to the Confirmation Brief if possible.
2. All items should change from red to green upon completion.
3. Include all items required to successfully complete planning for the DV Event.
4. This can be more than one slide if required.

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# ***GUIDANCE***



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# Back-up Slides



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# USMC Aircraft

This slide is for reference purposes only. Do not include in formal brief slide deck.



CH-53E



CH-53D



F-35



CH-46E



AH-1W



UH-1N



MH-53J



H-60



MV-22  
CONVERSION



MV-22  
AIRPLANE



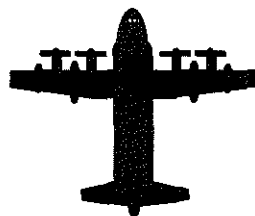
AH-1Z



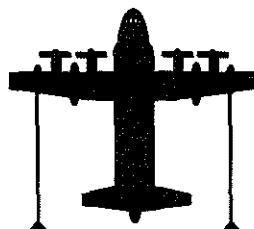
UH-1Y



EA-6B



KC-130T/J



KC-130T/J  
AR HOSES OUT



AV-8B



F/A-18



Passenger  
Plane





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# Vehicles

This slide is for reference purposes only. Do not include in formal brief slide deck.



Vehicle #1: II MEF Mini-Van

Driver:  
Front Right:  
Middle Left:  
Middle Right:  
Back Left:  
Back Right:



Vehicle #4: II MEF Sedan

Driver:  
Front Right:  
Back Left:  
Back Right:



Vehicle #2: II MEF Suburban

Driver:  
Front Right:  
Middle Left:  
Middle Right:  
Back Left:  
Back Right:



Vehicle #5: II MEF Van

Driver:  
Front Right:  
First Row Left:  
First Row Right:  
Second Row Left:  
Second Row Right:  
Back Left:  
Back Right:



Vehicle #3: II MEF DV Bus

Driver:  
Front Right:  
First Row Left:  
First Row Right:  
Second Row Left:  
Second Row Right:  
Third Row Left:  
Third Row Right:  
Back Row Left:  
Back Row Right:

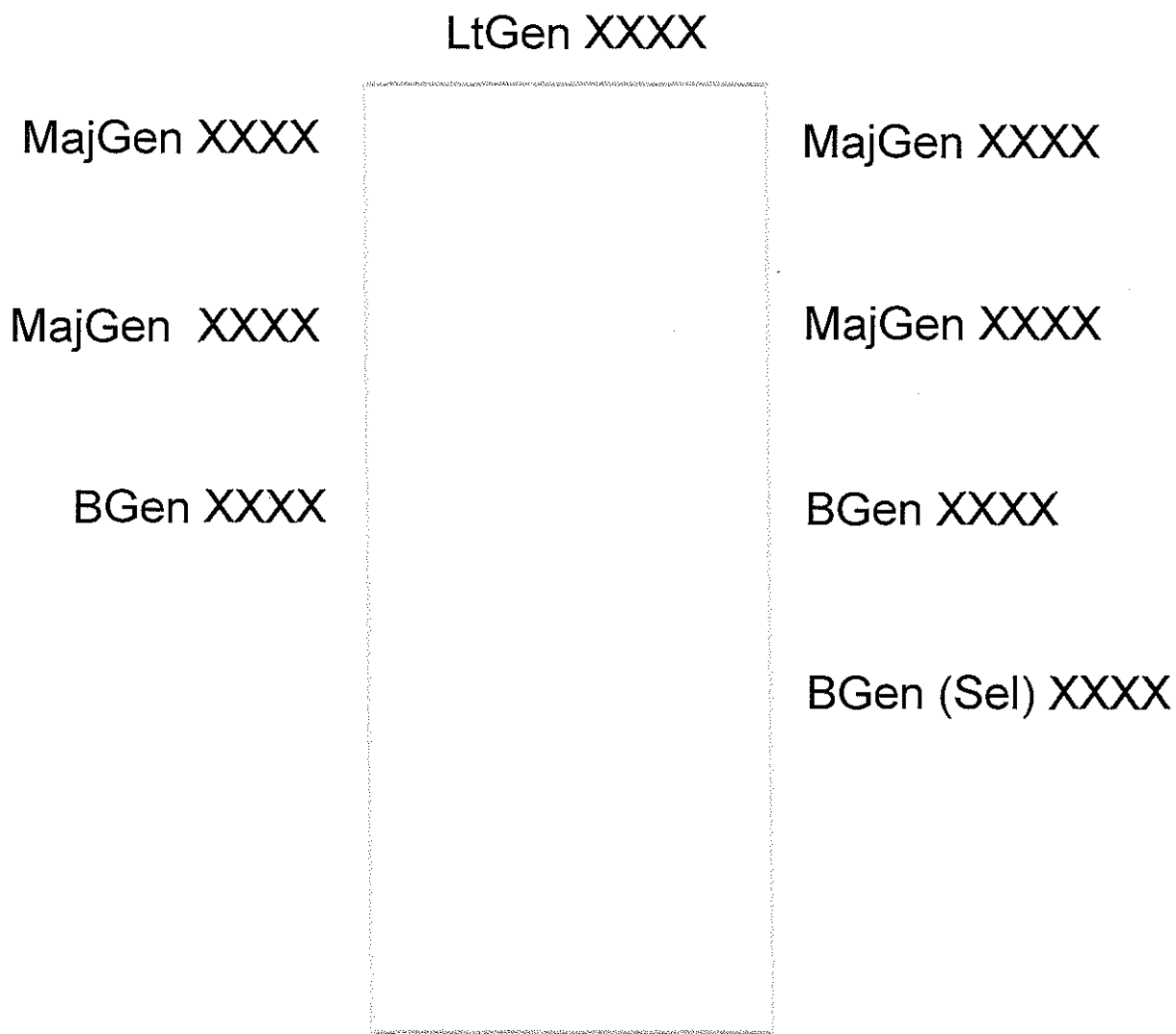


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18 December

Sample seating chart –  
Completed by protocol

## II MEF GO Seating Diagram





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# Menu

Sample menu –  
Completed by protocol

## Breakfast

- Assorted Breakfast Biscuits
- Hard Boiled Eggs
- Granola with Greek Yogurt
- Fruit Bowl

## AM Break

- Assorted Granola and Energy Bars
- Mini Bagels with Cream Cheese
- Whole Fruit

## PM Break

- Popcorn
- Trail Mix
- Whole Fruit
- Assorted Freshly Baked Cookies

## Lunch

- Salad Station: Caesar, Coleslaw and Potato
- Soup Station: Creamy Chicken and Wild Rice & Chili
- Sandwich Station: BBQ Beef Brisket, Chicken Bacon Ranch Wrap, Egg Salad Croissant & Grilled Cheese with Tomato

## Evening Social (Cash Bar)

- Spicy Mac & Cheese Bites
- Pigs in a Blanket
- Mini Crispy Oyster Po Boys
- Chicken Fajita Bar
- Deviled Eggs
- Brownie Bites

**NOTE:** Coffee, Water, Iced Tea & Assorted Sodas served throughout the day.

## **II MEF CONVOY COMMANDER CHECKLIST DISTINGUISHED VISITOR (DV)/VERY IMPORTANT PERSON (VIP) STANDING OPERATING PROCEDURES (SOP)**

**Mission:** The Convoy Commander is responsible for the safe and efficient transport of DV and their official party from their aircraft to their initial destination and back to their point of departure.

### **72 Hours prior to arrival:**

- Make liaison with point of contact (POC) who is coordinating DV's travel.
- Get POC for individual who will be on aircraft with DVs.
- Ensure Admin Chief has necessary vehicles locked on. Ensure sufficient number of bump spaces exist (planning factor – the vehicle with the most people in it experiences a mechanical breakdown). A minimum of one mini-van is required as a bump vehicle.
- Ensure drivers are designated and know they are designated. A minimum of one backup driver should be designated.

### **48 Hours prior to arrival:**

- Get manifest of who will be arriving from POC on incoming DV's staff.
- Generate convoy manifest per the DV's intent (who he/she wants to ride with).
- Generate convoy vehicle placement.
- Coordinate with Naval Criminal Investigative Service (NCIS) as needed.
- Ensure the head NCIS agent understands that you are in charge of the non-NCIS vehicles in the convoy. Need to facilitate good communication with this individual in the event the plan changes at the last minute (change of airport due to weather, etc..).
- Finalize route and alternate route (if applicable).

### **24 Hours prior to arrival:**

- Ensure competent Marine conducts route reconnaissance (ensure you are aware of road construction, etc...).
- Ensure all vehicles are picked up.
- Inspect all vehicles to ensure they are cleaned and free of obvious problem.
- Generate signs for vehicle occupants.
- Sign needs to be visible from 20+ yards and clearly represent who is in each vehicle (DVs and their entire party should be able to get off the plane and instantly see their name by the vehicle they need to get into).

### **Arrival day:**

- Muster all drivers one hour prior to departure and stage all vehicles in convoy order outside the front of H-1.
- Ensure you have umbrellas in the event foul weather is in the forecast.
- Ensure all vehicles are equipped with the appropriate rank placard and the driver has the correct occupant sign for his/her vehicle.
- Keep Staff Secretary and Action Officer informed of vehicle movement/mission status. This is the responsibility of the Convoy Commander.
- Once you have arrived, first order of business is to conduct link up with NCIS lead agent if applicable.
- Ensure drivers have their signs ready to go and display them properly when the DV's plane lands.

II MEF  
30 Day DV Checklist – 7 Day Hasty DV Checklist

**DISTINGUISHED VISITOR CHECKLIST**

The below checklist is a guide for tasks to be completed after the dates for the Distinguished Visitor (DV) visit have been confirmed. Protocol Office, Staff Secretary (SSEC), and assigned Staff Section are responsible for DV events. G-3 Strategic Engagement will maintain oversight of all concurrent planning for all DV events and areas that overlap must be coordinated and/or deconflicted to ensure no gaps or oversights in planning occur. "D" represents the days that the DV arrives.

Action	Description	Lead/Support	30-Day	7-Day
Contact Strategic Engagement Officer	Obtain Action Officer (AO) order/checklist/guidance	AO Strategic Engagement Officer	D-30	D-7
Contact Protocol Officer	Identify Protocol Support Required (Greeting Official/Escort Officer/Social Events)	AO Protocol Officer	D-30	D-7
Contact SSEC	Schedule IPR to II MEF Chief of Staff	AO SSEC		
Contact SSEC	Schedule Confirmation Brief to II MEF CG	AO SSEC		
Greeting Official WARNO	Request sent to selected General Officer office	Protocol Officer	D-30	
Create Principal itinerary, Plans Objectives, Actions, & Milestones and confirm purpose	Receive input for objectives, themes, proposed schedule from DV HQ, Aide, or Action Officer. (Cross-check w/Naval Criminal Investigative Service (NCIS) if 4-star or up)	AO Protocol Officer Strategic Engagement Officer	D-30	
Notify supporting/participating units, if known	AO will phone appropriate Major Subordinate Command/Element (MSC/E) S3, Marine Corps Installation-East representatives as a WARNO.	AO Protocol Officer	D-30	
Conduct Initial Planning Conference	Present principal (and spouse) itinerary draft taskings and conduct initial planning. AO, Strategic Engagement Officer, Protocol Officer, Family Readiness Officer (FRO), supporting unit representative will participate.	AO Protocol Officer Strategic Engagement Officer	D-30	D-6
Greeting Official Confirmed	Protocol Officer/SSEC will initiate	Protocol Officer SSEC	D-25	D-6
Conduct initial update with II MEF G3 Current Operations Officer	Deliverables should include: objectives, themes, proposed schedule, list of official party and social events.	AO Protocol Officer	D-25	D-6

## II MEF

### 30 Day DV Checklist – 7 Day Hasty DV Checklist

Arrange for interpreters (if international event).	Coordinate contracted or USMC interpreters via International Affairs Branch, Plans, Policies, & Operations. Contact G1 for Marines within II MEF who are native language speakers from DV nation. Check for exchange officers!	Protocol Officer  Strategic Engagement Officer	D-25	If required
Ensure Foreign Visit Request (FVR) has been submitted to II MEF Security Manager	Partner nation embassy submits FVR to the Foreign Liaison Officer who will forward to II MEF Security Manager. DV host nation action officer will be included.	II MEF Security Manager	D-25	If required
DV biography(s) delivered by HQMC or DV HQ action officer	Unclassified bios will be included in confirmation briefs.	AO	D-25	D-6
Confirm members (by-name) of the DV visit official party. Assign escort officer (s).	Determine who will be assigned to the official party to include: principal, spouse, II MEF Escort Officer, Strategic Engagement Officer, NCIS, translators, etc.	Protocol Officer AO	D-20	D-6
Request communications support for DV event.	Determine requirement for communications support i.e. microphones, speakers, radios, etc.	AO G-6	D-20	If required
Schedule DV Office Call/ Confirmation Brief with II MEF CG	Contact Aide de Camp (ADC) Executive Assistant/SSEC for scheduling requests.	AO ADC	D-20	D-6
Finalize principal and spouse agendas and uniforms	Finalize dates, time, location and uniform for each event with HQMC or DV HQ action officer	Protocol Officer, FRO AO	D-15	If required
Conduct Mid Planning Conference (MPC)	Refine principal and spouse agendas and logistical support plan.	AO Protocol Officer FRO	D-14	If required
Finalize gift plan	Coordinate with HQMC or DV HQ on appropriate gifts to be exchanged at each event (As applicable).	Protocol Officer	D-14	If required
Submit final draft of themes and talking points papers to II MEF CG.	Draft papers will state DV visit objectives and talking points that are linked to the themes of the visit. This will become contents of CG's read-ahead binder.	Staff Section, II MEF G-3	D-10	If required

II MEF  
30 Day DV Checklist – 7 Day Hasty DV Checklist

Final Planning Conference (FPC)	Refine principal and spouse agendas and logistical support plan	Protocol Officer FRO AO	D-6	D-4
Finalize DV read ahead binders	Finalize contents of binder IAW Enclosures	AO	D-4	If required
Confirmation Brief to II MEF CG	Staff Section AO, Protocol, NCIS, all supporting MSC/E representatives	Staff Sections AO	D-4 to D-2	D-3 to D-2
Arrival of DV	Receive DV at airport and supervise billeting. NCIS executes convoy security operations (As applicable).	Protocol Officer, FRO, AO, II MEF Escort Officer(s)	D-Day	D-Day
Execution of DV Plan	II MEF Protocol Officer, FRO, AO, II MEF Escort Officer(s), All MSC/Es	AO	D-Day to D+6	D-Day to D+6
Departure of DV	Ensure smooth checkout at billeting. Senior escort provides II MEF Command Operations Center with updates per Enclosure (4).	AO	D+6	D+6
Disseminate After Action Review (AAR) final to supporting organizations and stakeholders	All participants will submit AAR to AO NLT D+7. Submit final copy to G-3 Strategic Engagements Officer for filing.	AO	D+14	D+14
Publish final AAR	Submit AAR to CoS/CG via G-3	AO	D+15	D+15

## Enclosure (4) Execution Checklist dtd 12 Mar 15

ACTION	15 April	EVENT NUMBERS	NOTES	EST. TOE	COMP.
CG TECOM MAJGEN MURRAY MOVEMENT PLAN					
MajGen Murray departs Quantico		1		1400	
MajGen Murray ARR Camp Lejeune		2		1930	
MajGen Murray Check into Billeting		3		1945	
16-Apr					
Dep All Points Inn		4		0400	
Area 2 Gym Workout		5		0405	
Complete Workout		6		0630	
Executive Time		7		0635	
MajGen Murray Enroute DFAC MH 227		8		0710	
Breakfast Chow Hall MH 227		9		0715	
Enr to IIT Bldg 904		10		0800	
Visit IIT Joe Purcell MCI East		11		0815	
Enr to OP2 Lyman Road		12		1000	
MajGen Murray Visits SAVT/MET/HEAT/MET		13		1015	
MajGen Murray Chow Hall MH 227		14		1230	
Arr All Points Inn		15		1300	
Enr to Cherry Point		16		1345	
Arrive 2D MAW O/C MajGen Walters		17		1500	
Enr CLNC		18		1600	
No Host Dinner		19		1730	
RON CLNC All Points Inn		20		2200	
17-Apr					
Dep All Points Inn		21		0400	
Area 2 Gym Workout		22		0405	
Complete Workout		23		0630	
Executive Time		24		0635	
MajGen Murray Enroute DFAC MH 227		25		0710	
Breakfast Chow Hall MH 227		26		0715	
Enr to CAST Bldg H13		27		0800	
Visit CACTUS Bldg H13 Mr Cariker		28		0815	
Enr CTC Bldg H17		29		1015	
Visit CTC Capt Chamberlain CTC Director		30		1030	
MajGen Murray Chow Hall MH 128		31		1200	
Enr to II MEF Sim Center Bldg 125		32		1300	
Visit MTWS, VBS2, DVTE, ADTVE Mr Cariker		33		1315	
Enr LWTC Bldg H1 Mr Joe Purcell		34		1530	
Visit LWTC (BA13 Rehearsals)		35		1545	
No Host Dinner		36		1730	
RON CLNC All Points Inn		37		2200	
18-Apr					
Dep All Points Inn		38		0400	
Area 2 Gym Workout		39		0405	
Complete Workout		40		0630	
Executive Time		41		0635	
MajGen Murray Enroute DFAC MH 227		42		0710	
Breakfast Chow Hall MH 227		43		0715	
Enr to Bldg H1		44		0755	
O/C CG II MEF		45		0800	
TSC and TECOM Support to the OPFOR		46		0830	
Check Out VOQ		47		1000	
MajGen Murray Departs Gov V to Quantico		48		1030	
Arrive MCB Quantico		49		1530	
Capt Maria Bennett CG TECOM Aide de Camp		BB: 703-232-7622			
LtCol Power II MEF G3 Action Officer		BB: 910-358-2499			

All updates to be phoned to the COC 910-451-8138/8252

II MEF COC will email the distribution list

updates to the execution checklist as they occur.





## UNITED STATES MARINE CORPS

II MARINE EXPEDITIONARY FORCE  
PSC BOX 20080  
CAMP LEJEUNE, NC 28542-0080

5050  
SSEC  
Date

From: Commanding General, II Marine Expeditionary Force  
To: Distribution List

Subj: LETTER OF INSTRUCTION (LOI) FOR COMMANDANT GENERAL ROYAL  
NETHERLANDS MARINE CORPS (RNLMC) VISIT 20-22 MARCH 2013

Encl: (1) RNLMC Official Travel Itinerary  
(2) Point of Contact list  
(3) Execution Checklist

1. Purpose. To promulgate information and assign responsibilities for the Commandant General (CG) RNLMC visit to II Marine Expeditionary Force (MEF) Command Element (CE), 2d Reconnaissance Battalion (Recon Bn), Expeditionary Operations Training Group (EOTG), and Wounded Warrior Bn-East (WWBn-E).

2. General. II MEF will host Brigadier General R. G. Oppelaar, CG RNLMC on 20-22 March 2013. The visit will include official briefs, meeting Marines, static display, and visiting facilities. The official party includes (2):

Brigadier General R. G. Oppelaar, CG RNLMC

Colonel J. C. Coumans, Naval and Assistant Defense Attaché at Embassy of the Kingdom of the Netherlands, Washington D.C.

3. Information. The U.S. Marine Corps (USMC) shares deep historical ties and robust cooperation on current operational issues with the RNLMC. Brigadier General Oppelaar is visiting Camp Lejeune to build on those existing ties and discuss ongoing RNLMC-USMC initiatives with II MEF leadership.

4. Concept of Operations (ConOps). With the use of briefs and breakfast/lunch settings, Brigadier General Oppelaar desires to visit various commands to strengthen ties, training, and exchange Enclosure (2) opportunities with USMC and II MEF Forces.

a. The highlights of Brigadier General Oppelaar's visit include:

- Breakfast at Mess hall 227 with RNLMC Exchange Officer and USMC personnel
- Visit to II MEF CE
- Office call with MajGen Fox
- Lunch with DCG of 2d Marine Division (MarDiv)
- Tour of WWBn-E
- Tour and static display at 2d Recon Bn
- Capabilities and mission brief at EOTG

Enclosure (5)

Subj: LETTER OF INSTRUCTION (LOI) FOR COMMANDANT GENERAL ROYAL  
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- Evening dinner at MajGen Fox's Quarters

5. Schedule of Events (SOE). Reference Enclosure 1.

6. Tasks

a. Assistant Chief of Staff, G-2

(1) Assign Action Officer (AO) in G-2 to coordinate visit for the CG RNLMC. AO is responsible for coordination between all participants, support elements and staff.

(2) Provide confirmation brief to CG II MEF on the CG RNLMC visit.

(3) Coordinate and provide CG, II MEF talking points for BGen Oppelaar's office call no later than 19 March 2013.

(4) Coordinate with Marine Corps Community Services (MCCS) to arrange for use of the special events signs on Holcomb Boulevard and at the Bachelor Officers Quarters (BOQ). Label special events sign as follows: "Welcome to Camp Lejeune, Brigadier General Oppelaar, Commandant General Royal Netherlands Marine Corps." Run message 20-21 Mar 13.

b. Assistant Chief of Staff, G-6

(1) Provide radio communications to support convoy operations during the visit.

(2) Provide one extra battery per radio.

c. Protocol Officer

(1) Coordinate vehicles/drivers in support of ground transportation plan for the visit.

(2) Plan and coordinate the II MEF CG's reception on 21 March/1830. Additionally, develop the alternate plan in case of inclement weather.

(3) Coordinate billeting for Distinguished Visitor guests as required.

d. Public Affairs Officer (PAO). Provide public affairs support for the visit as appropriate.

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e. CG, 2d MarDiv

(1) Provide a Greeting Official (O-7) and Escort Officer (O-6) to receive Brigadier General Oppelaar at the front entrance of Building H-1 at 0800 on 21 March 2013. The Greeting Official will remain with Brigadier General Oppelaar until completion of the office call with MajGen Fox and the Escort Officer will remain with BGen Oppelaar until completion of the EOTG tour.

(2) Coordinate with AO to schedule 2d Recon Bn capabilities brief and static display.

f. Commanding Officer, EOTG. Coordinate with AO to schedule EOTG capabilities and mission briefs.

g. Commanding Officer, II MEF Headquarters Group

(1) Provide 2 drivers to assist in the movement plan of the General and staff on 20 Mar 13.

(2) Drivers will coordinate with Mr. Troy McKinney, II MEF Protocol (451-8956) for details of duties and times to report.

(3) Provide a point of contact to the AO for scheduling the conference room in H-1, Wing 1-G-N for 20 - 21 March.

h. Commanding Officer, WWBn-E. Request a capabilities brief and tour of WWBn-E to include the Warrior Hope and Care Center and the Fisher House.

7. Coordinating Instructions

a. Milestones

11 Mar/1030	In Progress Review with Staff Secretary
12 Mar/1400	In Progress Review with Chief of Staff, II MEF
18 Mar/1200	Publish Letter of Instruction (LOI)
19 Mar/1600	Confirmation Brief to CG II MEF
20-22 Mar	CG RNLMC visit

b. Dinner

(1) Place: MajGen Fox Quarters

(2) Time: 1830

(3) Dress: Civilian Casual

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c. Invitees:

Major General Fox  
Mrs Fox  
Brigadier General Love  
Mrs Love  
Brigadier General Oppelaar  
Brigadier General Banta  
Mrs Banta  
Brigadier General Whitman  
Colonel Coumans  
Colonel Cooling  
Mrs Cooling  
Colonel Steidl  
Mrs Steidl  
Col Shafer  
Mrs Shafer  
LtCol Davis  
Mrs Davis  
LtCol Revoir  
Mrs Revoir  
Capt van Oosterhout  
GySgt van de Vuurst

d. Changes/Refinements. Changes and Refinements will be disseminated by Fragmentary Orders via message traffic or email.

e. Schedule of Events. Reference Enclosure (1).

f. Uniform

(1) Dinner 21 March: Civilian Casual

(2) Tours 21 March: Camouflage Utilities/Appropriate Civilian Attire.

8. Points of Contact. Reference in Enclosure (2).

G. S. JOHNSTON  
Chief of Staff

DISTRIBUTION: A, B

Copy to: Commanding General, MCI-E  
Director of MCCS, Camp Lejeune

MILITARY AIR PASSENGER/CARGO REQUEST				
<i>NOTE: Keep this data on file for two years after submission date.</i>				
<b>1. SELECT APPLICABLE TRAVEL STATEMENT:</b>				
PRIORITY 1	Direct support of operational forces engaged in combat <u>or</u> contingency peace-keeping operations directed NCA, <u>or</u> for emergency lifesaving purposes.			
PRIORITY 2	"Required use" travel <u>or</u> compelling operational considerations making commercial transportation unacceptable (within 24 hours). Mission cannot be satisfied by any other mode of travel. Requester should provide a 2-hour window for departure and arrival times to allow consolidation of missions per DoD Directive 4500.43.			
PRIORITY 3	Official business travel which when consolidated by JOSAC with other travelers, is more cost effective than commercial air travel or official business travel on previously scheduled missions. Requester must provide at least a 2-hour window for departure and arrival times to allow consolidation of missions per DoD Directive 4500.43.			
<b>2. PURPOSE OF TRAVEL</b>				
a. PUJC CODE	b. COMPLETE MISSION DESCRIPTION			
3. TOTAL NUMBER OF PAX	c. PRIORITY 2 COMPELLING CONSIDERATIONS AND REASON COMMERCIAL TRAVEL UNACCEPTABLE			
<b>4. SENIOR TRAVELER</b>				
a. NAME (Last, First, Middle Initial)	b. GRADE/DV CODE	c. DUTY TITLE	d. BRANCH OF SERVICE	
<b>5. ADDITIONAL PASSENGERS (Note: Required only for DV 7 or higher)</b>				
a. NAME (Last, First, Middle Initial)	b. GRADE/DV CODE	c. DUTY TITLE	d. BRANCH OF SERVICE	
<b>6. DESIRED FLIGHT ITINERARY</b>				
	a. DEPARTURE ICAO	b. DEPART DATE/TIME (Z)/MO/YR (+/- 2 hrs) <i>(Example: 25/1200 DEC 98 (1400))</i>	c. ARRIVAL ICAO	d. ARRIVE DATE/TIME (Z)/MO/YR (+/- 2 hrs) <i>(Example: 25/1200 DEC 98 (1400))</i>
(1) LEG 1				
(2) LEG 2				
(3) LEG 3				
<b>7. COST OF COMMERCIAL TRAVEL (Transportation, additional per diem, lost time, etc.)</b>				
a. LEG 1	b. LEG 2	c. LEG 3	d. TIMES NO. OF PASSENGERS	e. EQUALS TOTAL COST 0.00
<b>8. CARGO TRANSPORTATION (Cargo acceptors and handlers are required at destination airfield.)</b>				
a. CARGO DESCRIPTION				
b. LARGEST ITEM DIMENSIONS	c. HEAVIEST ITEM DIMENSIONS/WEIGHT	c. TOTAL WEIGHT	d. TOTAL CUBIC FEET	
e. SPECIAL HANDLING REQUIREMENTS (Explain)				

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Front

ENCLOSURE (b)

9. POINT OF CONTACT <i>(Must be able to contact traveler(s) before departure and after arrival in case of delay(s) or cancellation(s))</i>				
	a. NAME <i>(Last, First, Middle Initial)</i>	b. GRADE	c. DUTY PHONE <i>(DSN/Commercial)</i>	d. AFTER HOURS <i>(DSN/Commercial)</i>
(1) DEPARTURE				
(2) ARRIVAL				
10. NON-DV PASSENGERS				
	a. NAME <i>(Last, First, Middle Initial)</i>	b. GRADE	c. DUTY TITLE	d. BRANCH OF SERVICE
11. REMARKS/ADDITIONAL COMMENTS				
12. REQUESTER				
	a. NAME <i>(Last, First, Middle Initial)</i>	b. GRADE	c. DUTY TITLE	d. OFFICE SYMBOL
e. DUTY TELEPHONE <i>(DSN/Commercial)</i>	f. SIGNATURE			g. DATE
h. PLAIN LANGUAGE ADDRESS <i>(PLAD)</i>				
13. TRAVEL AUTHORIZING OFFICIAL <i>(As appointed by Service)</i>				
	a. NAME <i>(Last, First, Middle Initial)</i>	b. GRADE	c. DUTY TITLE	d. OFFICE SYMBOL
e. DUTY TELEPHONE <i>(DSN/Commercial)</i>	f. SIGNATURE			g. DATE
14. SENIOR TRAVELING PASSENGER <i>(Signature may not be delegated)</i>				
	a. NAME <i>(Last, First, Middle Initial)</i>	b. GRADE	c. DUTY TITLE	d. OFFICE SYMBOL
e. DUTY TELEPHONE <i>(DSN/Commercial)</i>	f. SIGNATURE			g. DATE

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ENCLOSURE (6)