



DEPARTMENT OF THE NAVY
NAVAL AIR STATION
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NASPAXRIVINST 1710.23C
PAO
11 Dec 2015

NAS PATUXENT RIVER INSTRUCTION 1710.23C

From: Commanding Officer, Naval Air Station Patuxent River

Subj: HOSTING OF DISTINGUISHED VISITORS AND OFFICIAL CEREMONIES
ONBOARD NAVAL AIR STATION PATUXENT RIVER

Ref: (a) Navy Regulations, Chapter 12
(b) NASPAXRIVINST 5510.15Q

1. Purpose. To provide guidance and establish policies for hosting distinguished visitors and official ceremonies at the Naval Air Station (NAS) Patuxent River Complex. This instruction clarifies roles and responsibilities for hosting distinguished visitors and official ceremonies.

2. Cancellation. NASPAXRIVINST 1710.23B

3. Background. Reference (a) provides guidance pertaining to honors for official visits. Reference (b) delineates NAS Patuxent River access requirements for official and distinguished visitors.

4. Definitions. The following terms are used in this instruction:

a. Distinguished Visitor (DV). A DV generally refers to one or more of the following:

(1) Flag and General officers.

(2) Members of the Senior Executive Service (SES).

(3) Political appointees, elected officials, and government officials of equal position.

(4) Military and civilian foreign dignitaries who are Flag/General/SES equivalents.

(5) Retired Flag and General Officers that are on station as personal guests of the Commander, Naval Air Systems Command (NAVAIR), Commander, Naval Air Warfare Center Aircraft

Division (NAWCAD), any tenant command, or the Commanding Officer, NAS Patuxent River.

(6) Individuals or groups as determined by the Commanding Officer and/or Protocol Officer.

b. Routine Visitors. Routine visitors are those active duty and civil service personnel attached to NAVAIR, NAWCAD, their subordinate commands, and tenants who make frequent visits to the installation for mission accomplishment.

c. Official Visit Notice. The Official Visit Notice is published electronically 24 hours prior to each visit and details the purpose, sponsorship, and final itinerary for the DV.

d. Marquee. Electronic message board displaying incoming and outgoing messages. These boards are located inside Gates 1, 2, and 3 on the installation and at the main and back gates of the Webster Field Annex. Marquee coordination shall occur between the NAVAIR Protocol Office and NAS Commanding Officer.

5. Action.

a. Host Activity.

(1) All personnel who invite DV's to the NAS Patuxent River Complex (NAS Patuxent River, OLF Webster Field, and NRC Solomons) or who are informed of impending DV visits, are to ensure the guest is officially sponsored or sanctioned by any of the following:

- (a) Commander, NAVAIR
- (b) NAVAIR Program Executive Officers
- (c) NAVAIR Assistant Commanders
- (d) NAVAIR Program Managers
- (e) Commander, NAWCAD
- (f) Commanding Officer, NAS Patuxent River

(g) Heads of other tenant activities aboard the NAS Patuxent River Complex.

(2) Upon officially inviting or agreeing to host a DV, the host activity will appoint a representative to serve as an action officer and notify and assist the protocol office in coordinating the final agenda and arrangements. This employee will also serve as official escort on the date of the proposed visit.

(3) For distinguished guests, events and activities relating to their visit, the host activity will arrange appropriate honors in accordance with reference (a), when applicable, and provide administrative support.

(4) Refreshments are a gesture of hospitality and, as such, are the responsibility of the host activity.

b. Protocol Office.

(1) Collaborates with the action officer, guest, assigned Public Affairs Officers, and established points of contact at base facilities, activities, assigned Public Affairs Officers, and program offices to prepare each DV's specific itinerary.

(2) Identifies and coordinates logistical support and other arrangements as required to support the visit.

(3) Electronically publishes official visit notice to base personnel and distributes final agenda to guest's office.

(4) Provides corporate and/or community information to DV's as needed to prepare for impending visits.

(5) Provides host activity/guest with a briefing of detailed logistics and sequence of events for each visit.

(6) Manages logistical support for official special events and ceremonies hosted by the Commander, NAVAIR, Commander, NAWCAD, or on occasion, the NAS Commanding Officer. NAS Public Affairs Officer generally will serve as primary for NAS Commanding Officer.

(7) Manages and arranges various conferences and meetings for the Commander, NAVAIR and Commander, NAWCAD. The NAS Commanding Officer's meetings/conferences will be coordinated between the Protocol Officer and NAS Public Affairs.

(8) Provides support and/or protocol expertise to action officers and Public Affairs Officers charged with hosting special events, ceremonies, meetings and conferences for the Program Executive Officers, NAVAIR Assistant Commanders and Program Managers.

(9) Ensures all host activities have precoordinated security clearances associated with base entry where applicable.

(10) Coordinates and consolidates requests for the electronic signboard according to priority.

6. Review Authority. The NAS Public Affairs Office shall review this instruction annually, making changes as necessary.


H. A. FLEMING

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