

Training
VISITS TO FORSCOM ACTIVE AND RESERVE COMPONENT
INSTALLATIONS, CENTERS, AND UNITS

Summary. This regulation establishes policies, assigns responsibilities, and describes procedures for conducting visits to FORSCOM installations, centers, and units.

Applicability. This regulation applies to HQ FORSCOM and all subordinate commands, USAR commands, and installations, including FORSCOM units stationed on non-FORSCOM installations.

Supplementation. Supplementation of this regulation is prohibited without prior approval of Commander, FORSCOM, ATTN: AFOP-OT.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by the Director of Command, Control, Communications and Computers, G6, FORSCOM. Users will destroy interim changes on expiration dates unless sooner superseded or rescinded.

Suggested improvements. The proponent of this regulation is Director of Operations, G3. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications) to Commander, FORSCOM, ATTN: AFOP-OT, Fort McPherson, GA 30330-6000.

Restrictions. This regulation is approved for public release with unlimited distribution. Local reproduction is authorized.

FOR THE COMMANDER:

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DISTRIBUTION of this regulation is Special for HQ FORSCOM, FORSCOM installations, FORSCOM units on non-FORSCOM installations, FORSCOM Op Actv, LO to HQ FORSCOM, CONUSA, USAR, ARNG, intended for command levels A, B, C, D, and E.

Copies furnished:
TRADOC installations, HQDA(SAIS/DALO/DAMO/DAPE/DAMA/DAMI/DACA/DAAR/DACH/DAEN/DAIG/DAJA/DASG/DAMH; NGB (AD-PP); HSC; AMC; MDW; USAREUR & Seventh Army; WESTCOM; HQ USAISC; INSCOM; Eighth U.S. Army; U.S. Army Japan; DESCOM; Special Ops Cmd; HQ FORSCOM (AFIS-RPP) (record copy)

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FORSCOM Regulation 350-21

1. Purpose { tc "Purpose" \l }

The purpose of this regulation is to establish policies, assign responsibilities, and describe procedures for conducting visits to FORSCOM installations, centers, and units.

2. Visits to FORSCOM Active Component (AC) Units and Installations { tc "Visits to FORSCOM Active Component (AC) Units and Installations" \l }

Two programs are available to assist in the approval and control of visits to FORSCOM AC units and installations. These programs are:

a. The Umbrella Week Program.

(1) The purpose of Umbrella Week is to allow a maximum number of personnel to visit FORSCOM AC installations/units each year during a one week period. This program is designed to minimize disruptions to scheduled training activities.

(2) Umbrella Week will be scheduled annually (by fiscal year) at those FORSCOM and TRADOC installations where major FORSCOM AC troop units are stationed.

(3) Umbrella Week will consist of five (5) working days devoted to the support of visiting agencies/personnel.

(4) Though Umbrella Week requirements take precedence over normal training and readiness activities, they will be scheduled to ensure that training in accordance with FM 25-100 (Training the Force) may proceed with as little interruption as possible.

(5) In order to comply with FM 25-100, Umbrella Week visit requests should be received by the installation a minimum of 90 days prior to Umbrella Week. The installation commander has the option to refuse requests which are not received at least 60 days prior to the scheduled start of Umbrella Week. All requests for Umbrella Week visits will include HQ FORSCOM, ATTN: AFOP-OT, as an information addressee.

(6) Umbrella Week requests which require the participation of more than 100 soldiers per day will be coordinated with and submitted to the installation a minimum of 120 days in advance.

(7) Each installation will designate a single point of contact (POC) to coordinate Umbrella Week requirements. The name, office symbol, and telephone number of the POC will be

submitted to HQ FORSCOM, ATTN: AFOP-OT, and will be updated as changes occur.

(8) Each year, FORSCOM Central Tasking Division (AFOP-OT) publishes an Umbrella Week Schedule, based upon input submitted by FORSCOM's subordinate commands. This schedule is provided to all requesting agencies. Once published, Umbrella Week dates will not be changed.

b. Special Visits Program.

(1) The Special Visits Program recognizes that certain visits cannot be accomplished during Umbrella Week.

(2) Any non-FORSCOM agency desiring to visit a FORSCOM installation or unit under this program must obtain authorization from FORSCOM Central Tasking Division (AFOP-OT). To facilitate coordination with unit short range planning calendars, a visit request should be received by FORSCOM a minimum of 110 days prior to actual visit date.

(3) Visit requests must contain the following:

(a) Installation or unit to be visited (included as info addressee).

(b) Primary and alternate visit dates.

(c) Purpose of the visit.

(d) Type of unit to be visited.

(e) Support requirements (transportation, escort, billeting, briefings, etc.).

(f) Number of personnel in the visiting party.

(g) Reason that the visit could not be accomplished during Umbrella Week.

(4) Though FORSCOM approval is not required for non-FORSCOM agencies desiring to visit their activities stationed on a FORSCOM installation, the visited activity will notify the installation commander of the visit.

(5) A visit by a FORSCOM staff agency to a FORSCOM installation/unit during a period other than Umbrella Week will be approved by the FORSCOM staff agency chief or his designated representative. Such a visit will be coordinated with the installation/unit concerned to ensure that it can be supported and will not be disruptive. Whenever possible, FORSCOM staff agencies are encouraged to visit installations during Umbrella Week.

(6) Visits by general officers or their civilian equivalents:

(a) Normally, HQDA will notify FORSCOM of visits by senior officers and civilians to FORSCOM installations and units. However, it is possible that an unexpected or short notice visit could occur without FORSCOM's being notified. Commanders of FORSCOM installations and units, upon notification of a VIP visit, will provide to HQ FORSCOM, ATTN: AFSG-PR and AFOP-OT, the following information as soon as it becomes available: name, rank, and title of visitor; date(s) of visit; and purpose of visit. For the purpose of this regulation, VIPs are classified as:

- 1 The President, Vice President, or Cabinet members.
- 2 All U.S. senators, representatives, and staffers from Senate and House Appropriations or Armed Services Committees.
- 3 Four star general/flag officers.
- 4 HQDA or JCS staff officers.
- 5 Senior civilian members of the Defense of Service Secretariats.
- 6 Foreign visitors equivalent in rank to Brigadier General or higher.

(b) Commanders will ensure that all senior officers and civilian officials visiting their installations/units will receive full cooperation in accomplishing the purposes of their visits and will, if applicable, allow time for the visitors to see soldiers in training and to hold discussions with junior officers and enlisted personnel.

(c) Inform HQ FORSCOM, AFSG-PR or AFOP-OT, of any adverse comments or incidents which occur during visits by senior officials/VIPs.

(7) Worldwide Ammunition Support and Review Program visits directed by HQDA (DCSLOG) under AR 700-13 (Worldwide Ammunition Review and Assistance Program) will be announced prior to the beginning of each fiscal year by HQDA. Direct coordination between the review team and installations scheduled for review will be accomplished a minimum of 60 days prior to the proposed review dates.

(8) Each installation will provide HQ FORSCOM, ATTN: AFOP-OT, with the name and telephone number of an installation point of contact who will coordinate all special visit requests. POC changes should be submitted to HQ FORSCOM, ATTN: AFOP-OT, when they occur.

(9) Visits by foreign nationals are covered by AR 380-10 (Disclosure of Information and Visits and Accreditation of Foreign Nationals). Within

FORSCOM, this program is managed by AFIN-CIM.

Visits by foreign nationals usually fall into two categories:

(a) VIP visits (also known as "directed visits"), which are funded by the U.S. Government and which normally cover visits by the Army Chief of Staff (or counterpart) or higher. The U.S. Executive Agent for the visit will informally coordinate with the visited command prior to a formal tasking.

(b) Self-Invited Visits, which are conducted at no cost to the U.S. Government. The location/installation to be visited will receive an official visit request. It is the commander's option to accept or decline the request.

3. Visits to Reserve Component (RC) Units { te"Visits to Reserve Components (RC) Units"l }

The following procedures will be followed in requesting approval to visit RC units:

a. Requests to visit USAR units will be addressed to U.S. Army Reserve Command (USARC), 3800 North Camp Creek Parkway, SW, ATTN: AFRC-OPT-S, Atlanta, GA 30330-5099, with information copies provided to the appropriate CONUSAs, installations, and Major United States Army Reserve Command (MUSARC) commanders.

b. Requests for visits to ARNG units will be addressed to NGB, ATTN: NGB-ARO-Y, 111 South George Mason Drive, Arlington Hall, VA 22202-1382, DSN 286-7622, and to appropriate state Adjutants General, with information copies provided to appropriate CONUSA.

c. Requests must be submitted in time to allow at least 90 days of advance notice to the installations/units to be visited. Under special circumstances, an exception to this policy may occasionally be granted, provided that the request includes a detailed justification for the exception. Support for any request received with less than 90 days of advance notice will be at the option of the RC unit commander.

d. Requests to visit RC units should include, as a minimum, the following:

- (1) Unit(s) to be visited.
- (2) Identification of specific unit personnel with whom visit is desired (e.g., commander, training officer, logistics officer, etc.).
- (3) Location of visit.
- (4) Date(s) of visit.

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(5) Purpose of visit.
e. As exceptions to policies prescribed in paragraphs 3a and 3b above, the following procedures will be followed:

(1) Worldwide Ammunition Support and Review Program will be conducted under the provisions of paragraph 3b(7) above.

(2) Visits to RC units which fall under the specific responsibility of a MACOM will be conducted under a formal Memorandum of Understanding or Memorandum of Agreement between FORSCOM and the MACOM concerned.

(3) Visits among AC and RC units associated under the AC/RC Training Association Program will be conducted under the provisions of FORSCOM Regulation 350-4 (Training under CAPSTONE).

(4) A visit requested by an RC unit requires approval from the visited unit's TAG or MUSARC. Upon approval, the appropriate CONUSA, training site, USARC and NGB will be notified.

(5) Visits to federal installations by state officials will be coordinated directly between the installations and appropriate state Adjutants General, with notification being provided to appropriate CONUSAs.

(6) Visits to RC units by personnel from the Office of the Secretary of Defense and from other services will be coordinated by HQDA with USARC, ATTN: AFRC-SGP, Atlanta, GA 30331-5099.

(7) NGB is requested to include USARC, ATTN: AFRC-SGP, as an information addressee on visit notification messages to state Adjutants General.

f. Each CONUSA will take the following actions pertaining to visits to RC units within its area of responsibility:

(1) Designate a POC to coordinate visits to RC units within its geographic area. The name, office symbol, and telephone number of the POC will be provided to USARC, ATTN: AFRC-SGP, and will be updated as changes occur.

(2) Monitor all Annual Training (AT) visits to RC units and installations within the Army area.

(3) Minimize the number of AT visits to subordinate commands (especially for units undergoing external ARTEP evaluation) and, when possible, combine individual visits into group visits.

(4) Reduce visitor overload through appropriate action and coordination with subordinate commands and state Adjutants General.

(5) Inform USARC, ATTN: AFRC-OPT-S, when training may be adversely affected due to the visitor load.

g. Direct coordination is authorized between CONUSA and state and federal installations to monitor AT visits.

h. Installation commanders will support visits to AT, and direct coordination with visitors is authorized when notification is confirmed.

i. When visits are canceled or schedules are amended, affected headquarters and agencies will be advised promptly.

j. Direct contact is authorized between the visitors and the installation commander, CONUSA, and/or state Adjutant General in order to complete the administrative arrangements for approved visits initiated in accordance with the above procedures.

4. Visits to Headquarters FORSCOM { tc"Visits to Headquarters FORSCOM"l }

The FORSCOM Chief of Staff will approve official visits by the following:

- a. Key members of DoD and HQDA.
- b. Commanders, deputy commanders, and chiefs of staff of major units/commands and their civilian equivalents.
- c. Foreign officials regardless of rank.
- d. Visitors whose contact with general officer members of the Command Group would be appropriate.

5. Visits by Staff Counterparts{ tc"Visits by Staff Counterparts"l }

Requests for visits by staff counterparts from lateral and subordinate headquarters may be initiated and/or approved by the appropriate FORSCOM staff agency chief. The visited staff agency is responsible for coordination of visit details and itinerary.

6. Requests for OCONUS Travel{ tc"Requests for OCONUS Travel"l }

Requests for travel clearances for OCONUS TDY by FORSCOM personnel will be dispatched to HQ FORSCOM, ATTN: AFAG-ISE, a minimum of 45 days prior to the date travel is to commence, except when State Department approval is required. When State Department approval is required, the request must be received a minimum of 60 days in advance.

FORSCOM general officer OCONUS TDY travel must be approved by Commander, FORSCOM. Requests will be submitted to HQ FORSCOM, ATTN: AFAG-ISE.

7. Visits to the CONUS Combat Training Centers (NTC/JRTC) { tc"Visits to the CONUS Combat Training Centers (NTC/JRTC)"\l }

a. Requests to visit the NTC/JRTC must be received NLT 60 days prior to desired visit date. Visits will be approved/disapproved by HQ FORSCOM, AFOP-OT, not earlier than 30 days prior to the desired visit date. Requests will follow guidance in FORSCOM Regulation 350-50-1 (Training At The National Training Center) and FORSCOM Regulation 350-50-2 (Training At The Joint Readiness Training Center). After FORSCOM approves the visit in concept, NTC/JRTC may approve or disapprove the visit, depending upon NTC/JRTC's rotational and visitor schedules.

b. Training center limitations.

(1) Organizational structure at NTC cannot support parties of more than 20 personnel. Normal requests should not exceed two groups of five personnel at a time. Any other requests will be evaluated on a case-by-case basis.

(2) The JRTC is not resourced to handle groups of more than 4 visitors, or more than 3 visitor groups, in a single day. Visitors will be prioritized IAW para 3-12 of FORSCOM Regulation 350-50-2. JRTC visits are normally limited to 24-36 hours, which allows adequate time to observe and become familiar with activities at the JRTC. Visits to the battle area are normally limited to 6-8 hours.

c. FORSCOM will prioritize, by category, requests to visit the NTC/JRTC and will schedule visits as appropriate.

d. A requester will be notified of approval/disapproval within 5 duty days after receipt of the request by JRTC.

e. Concurrent visits of personnel from different categories are possible; however, a higher priority visit will take precedence when there is competition for resources. Categories of visits are as follows:

(1) Category I: Personnel participating in FORSCOM-approved training; rotational unit chain of command; and HQDA, FORSCOM and

TRADOC staff officers having direct job involvement with the NTC/JRTC.

(2) Category II: Distinguished U.S. military and civilian leaders who allocate resources and determine policy for the NTC/JRTC (e.g., senior members of the executive branch, congressional members and their staffs, and senior DA military and civilian leaders).

(3) Category III: Other distinguished and foreign visitors, to include industry executives.

(4) Category IV: National news media.

(5) Category V: All others not contained in the preceding four categories (e.g., civic groups, local news media, and U.S. military personnel not involved with training).

f. Requests to visit the Combat Training Centers must include the following information:

(1) Name and job description of senior visitor and other members in the visiting party.

(2) Purpose of the visit.

(3) Primary and alternate visit dates.

(4) Type of training/activity visited.

(5) Type of briefings desired.

(6) Specific personnel desired for meetings.

(7) POC for additional visit information.

8. Gifts to Visitors { tc"Gifts to Visitors"\l }

Units, commands, or individuals desiring to present mementos or other gifts to visitors should coordinate with their Staff Judge Advocates or other appropriate legal advisors prior to presenting the mementos or gifts.