



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, D.C. 20350-2000

IN REPLY REFER TO

JUN 11

MEMORANDUM FOR MAJOR CLAIMANT STAFF CHAPLAINS

Subj: FOCUS 09/99 HOSTING VISITS FROM THE CHIEF/DEPUTY
CHIEF OF CHAPLAINS OR ECCLESIASTICAL
ENDORISING AGENTS

Encl: (1) Checklist for Chief of Chaplains/Deputy Chief of
Chaplains Visit
(2) Flag Visit Tracking Sheet
(3) Sample Itinerary
(4) Guidelines for Ecclesiastical Endorsing Agent Visits

1. Enclosures (1) through (4) are provided as a periodic reminder of proper protocol when receiving VIPs. Enclosure (1) provides a concise checklist to help you prepare for a visit from the Chief or Deputy Chief of Chaplains. Enclosure (2) identifies who is responsible for various functions associated with flag officer visits. Enclosure (3) is a sample itinerary.

2. Ecclesiastical Endorsers frequently travel to meet with their chaplains around the world. Enclosure (4) provides a checklist of items to assist the local command to be visited by an Endorser. This information is taken from the booklet "Guidelines To Chaplains For Visits of Endorsing Agents To Military Installations." This booklet can be downloaded from the Chaplain Resource Board web site (www.chcnavy.org).

A handwritten signature in black ink, appearing to read "M. R. Ferguson".

M. R. FERGUSON
Executive Assistant to the
Chief of Chaplains

Checklist for Chief of Chaplains/Deputy Chief of Chaplains Visit

When hosting a Flag Officer (Chief of Chaplains or Deputy Chief of Chaplains) at your command, the following are the responsibility of the Host Chaplain, unless notified by the Flag Writer.

- Submit a written request for the Chief of Chaplains or Deputy Chief of Chaplains to attend a function at your command.

Include:

Type of function

Topic/theme for CoC/DCoC speech/remarks (if they are asked to speak)

Funding: Who will fund?

Local Command point of contact with phone number, fax and email address.

- Notify your Protocol Office that a Flag Officer will be visiting
- Arrange VIP Quarters
- Schedule courtesy calls on Area Commanders/Commanding Officers
- Provide BIODs on all Courtesy Calls arranged
- Arrange for Escort
- Pick up at Airport
- Provide an escort from VIP quarters to function(s)
- Provide an escort for courtesy calls
- Provide rough itinerary
- Provide roster of Command Religious Program personnel assigned(Chaplains/RPs/Civilians)

Enclosure (1)

ON THE DAY OF THE VISIT

- ❑ Ensure your staff is standing by to receive the Endorser.
- ❑ Plan and use the time wisely. Allow the Endorser to meet your family and colleagues. Spend time alone with the Endorser.
- ❑ Be prompt to all appointments and make all introductions.
- ❑ Stay with the Endorser for the entire visit, if circumstances permit.
- ❑ Be sure to do the follow-up after the visit. Thank those on whom courtesy calls were made. Determine if the Endorser requires a report after the visit. Recognize your staff for their help.

FLAG OFFICER VISIT TRACKING SHEET

Responsibility of Host Chaplain	Responsibility of Flag Writer	Item	Notes	Completed
XX		Written Request		
	XX	Notification of Acceptance/Regret		
XX		Notification to Flags in Area (Protocol Office)/Major Claimant		
XX		Arrange VIP Quarters	Confirmation # Ph #	
	XX	Travel Arrangements		
	XX	Notification of Travel to Hosting Chaplain		
XX		Escort from Airport to VIP Quarters	Name: Name:	
XX		Escort while visiting command	Name: Name:	
XX		Courtesy Calls on ADMs/Cos		
XX		BIOs for all Courtesy Calls		
XX		Flag for car/command visiting		
XX		Rough Itinerary on ADM (attachment (1)) due 2 weeks prior to travel		
XX		Roster of CRP personnel		
XX		POC for command Office # Home #		
XX		Personnel Issues If Any		
	XX	Final Itinerary to be faxed to Command Chaplain		

Enclosure (2)

**Garden Grove, CA and
Bangor, WA
28 May - 05 June 1999**

Friday, 28 May 1999 (Civilian Casual)

1100 Arrive San Diego (met by _____)
TBD En route NAB Coronado Flag Suite (Confirmation #)
Personal time
1700 Dinner at
(escort _____)
TBD Return to NAB Suite

Monday, 30 May (Civilian Casual)

TBD En route to San Diego Airport
0730 Arrive Airport
0820 En route to Seattle Tacoma Washington Alaska Airlines
flt 447
1102 Arrive Seattle Tacoma
TBD En route to SUBASE Bangor (Tab B)
TBD Arrive BOQ, to pick-up keys to the Cottage
(Confirmation #)

Thursday, 03 June (SW)

0900 c/c on Captain M. Carl Albury (Tab C)
1400 c/c on Rear Admiral William Marshall, III (Tab D)

Friday, 04 June (SW)

0900 c/c on Rear Admiral George E. Voelker, (Tab E)
TBD en route to Naval Submarine Base Chapel
1300 Retirement ceremony (Tab F)
iho

Saturday, 05 June (Civilian Casual)

TBD En route to Seattle Tacoma Airport
0720 Arrive
0810 En route to Washington Dulles United Airlines flt 216 (Seat
1540 Arrive Washington Dulles

Weather

San Diego, CA -	Hi-70	Lo-57
Bangor, WA	Hi-75	Lo-48

POC Phone Numbers:

GUIDELINES

- Know the desires of your Endorser:

- Purpose for visit
 - Items to discuss with your Endorser
 - Detailed agenda

- Determine if a briefing is advisable:

- If the Endorser is new to this position or is unfamiliar with your organization, a briefing of your ministry and your unit mission may be helpful.

- Make the logistical arrangements:

- BOQ or commercial lodging reservations
 - Local transportation
 - Pass for access to the base
 - Adequate dining facilities

- Determine the general itinerary and trip schedule:

- Contact numbers for the Endorser both before he/she arrives at your command and after departure.

- Confirm arrival time at your installation and be there in adequate time for arrival.

- Clear the calendar:

- As much as possible avoid routine business. Emergencies occur and the Endorser will understand.

- Determine who the Endorser should see and get on their calendars:

- Commanding Officer
 - Supervisory Chaplain
 - Chapel participants

- Brief those whom the Endorser should see:

- Make sure that the persons on whom you will be making courtesy calls understand who/what the Endorsing Agent is. Provide them copies of the Endorser's Bio.