

## International Visitor Checklist

### **a. Administrative**

- (1) Determine who will be sponsor.**
- (2) If your activity is sponsor:**
  - (a) Determine who, when, why and where.**
  - (b) Obtain biographical data.**
  - (c) Determine contact point at previous activity if visitors are arriving from another command. This will allow you to determine exact arrival time if schedule changes.**
  - (d) Ensure correct spelling and pronunciation of visitors' names and their rank.**
  - (e) Determine the appropriate uniform for visit.**
  - (f) Determine if and what type mementos will be exchanged.**
  - (g) Determine and designate visit coordinator(s) at each activity.**
  - (h) Determine escort at each activity.**
  - (i) Determine local liaison officer level of involvement.**
  - (j) Draft detailed Schedule of Events/Itinerary to include after-hours events if required by command.**
  - (k) Prepare detailed driver's instructions if applicable.**
  - (l) Reserve conference rooms if applicable (specify electronic/media support required).**
  - (m) Determine level of publicity required and inform PAO.**
  - (n) Determine contact point at follow on activity if visitors are proceeding to another command.**
  - (o) Determine disclosure authorization for visit and inform all commands. Any classified briefing, handout, or demonstration that is to be delivered to a foreign visitor requires NAVY IPO disclosure determination and approval. Access to Restricted Areas (physical space restrictions), may be authorized by activity Commanding Officer if it is determined classified information will NOT be compromised by visit environment.**

**b. Transportation** (Determine if responsibility of U.S. Government or individuals visiting.)

- (1) Determine method of arrival, time, place, flight number, etc.
- (2) Determine who will meet the visitors on arrival.
- (3) Determine number of drivers required.
- (4) Ensure drivers know directions.
- (5) Ensure drivers are neat in appearance.

**c. Quarters**

- (1) Reserve BOQ or motel as applicable.
- (2) Determine who will pick up room key.
- (3) Register visitor at BOQ or motel.

**d. Briefing/Tours**

- (1) Plan tentative tour and briefing schedule.
- (2) Discuss schedule and subjects with applicable section heads.
- (3) Firm up proposed schedule for approval.
- (4) When approved, contact applicable section heads.
- (5) Determine coffee, conference space, equipment and/or personnel requirements.

**e. Reception/Lunch/Dinner**

- (1) Determine if there will be a no-host or host affair.
- (2) Make arrangements at applicable facility for breakfast, lunch, and dinner.
- (3) Determine funding source for visit expenses.

**Figure 2.4**