



UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES

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February 24, 2021

# Subject: Official Visits of Dignitaries and International Guests

## Instruction 5204

(VPE)

### ABSTRACT

This Instruction implements requirements for the official visits of dignitaries and international guests to the Uniformed Services University of the Health Sciences (USU).

**A. Purpose.** This Instruction reissues USU Instruction 5204 "Visit of Dignitaries/International Visitors," (*Reference (a)*) and establishes guidance for the administration of a program to coordinate visits of dignitaries and international guests to the USU. This Instruction complements the Department of Defense Directive (DoDD) 5230.20 on such visits (*Reference (b)*).

**B. Applicability.** This Instruction applies to all visits of Dignitaries and International guests to all of the University campuses.

**C. Definitions.** See *Enclosure 2*.

**D. Policy.**

1. Advance planning and coordination will precede all official visits.

2. Dignitaries and international guests on official visits will be accorded the privileges associated with their ranks and positions in accordance with (IAW), "The Order of Precedence of the United States of America," (*References (c)*) and Revised DoD Order of Precedence (*Reference (d)*) ensuring that they receive a comprehensive orientation to the University, within the parameters of the appropriate security clearance, in the time allotted for their visit.

3. When on official business in the United States, foreign government officials are afforded the same protocol ranking as their corresponding position in the United States government (*Reference (c)*).

4. Visiting international professors, guest scholars, scientists, and trainees are not usually considered an official visit if here only for academic and scholarly collaboration and not representing his/her government. A separate process for these unofficial visits will be completed for international students and scholars here on campus for educational, training, or research purposes, not acting as an official representative of their government.

## **E. Responsibilities.**

1. The USU Security Office has the responsibility of assuring appropriate security clearances of all foreign visit requests at USU, to include the Armed Forces Radiobiology Research Institute (AFRRI).
2. The Protocol Officer in the office of the USU Vice President for External Affairs (VPE) is responsible for coordinating all pre-approved international and dignitary visits to the University, to include developing itineraries, providing briefings and tours, and ensuring appropriate coordination with other University officials and Department of Defense (DoD) personnel.
3. The Brigade (BDE) Commander (CO) and BDE Senior Enlisted Advisor will be available to assist with a military escort, if requested.
4. Department Chairpersons and Activity Heads hosting such dignitaries and international guests will provide advance notice of at least 30 days to VPE. The sponsoring department/school will develop the proposed agenda and coordinate such visits with the VPE Protocol Officer, utilizing the procedures set forth below:
  - a. The internal notification process begins with the USU host individual/entity completing the "Distinguished Visitor Notification Form" found on the External Affairs webpage. This initial step will initiate a cascade of events in the USU staffing and approval process.
  - b. When a USU official receives initial notification of a proposed official visit from an International entity, the Department Chairperson or Activity Head must advise the requestor to contact his/her embassy to submit the Request For Visit (RFV) through the Foreign Visits System (FVS). Requests for USU visits are sent from the embassy through the Defense Intelligence Agency (DIA). Timely notification of 30 days is required. The visitor's embassy requires the name of a person at USU with whom details of the visit can be discussed, as well as a tentative itinerary.
  - c. The DIA processes the request and forwards it to the USU Security Office for concurrence/nonoccurrence and clearances. Once received, the USU Security Office will forward the request to the VPE Protocol Officer for endorsement.
5. The VPE Protocol Officer will coordinate all dignitaries, as well as official visits of international guests with the appropriate embassy when special requirements are necessary and escort international visitors throughout their visit.

**E. Effective Date.** This Instruction is effective immediately.

A handwritten signature in black ink that reads "RW Thomas". The letters are cursive and fluid.

Richard W. Thomas, MD, DDS, FACS  
President

22 FEB 2021

Date

Enclosure:

1. References
2. Definitions

**REFERENCES**

- (a) USU Instruction 5204, "Visit of Dignitaries/International Visitors," dated May 22, 2008, (hereby cancelled).
- (b) DoD Directive 5230.20, "Visits and Assignments of Foreign Nationals," dated June 22, 2005.
- (c) The Order of Precedence of the United States of America, revised May 14, 2020.
- (d) Revised DoD Order of Precedence, April 11, 2018.

## **DEFINITIONS**

1. International dignitaries. Defined as those visitors officially representing their country when they visit USU. They are usually sponsored and/or escorted by the Secretary of Defense, the Assistant Secretary of Defense for Health Affairs, the Combatant Commands or one of the Military Services.
2. Official visit. An occasion when a foreign national is sponsored by his/her government or by an international organization visits to perform official business approved by the government or the organization. At USU, this usually involves a visit with the President, USU or his designee.
3. Unofficial visit. An occasion when a foreign national who is not sponsored by his or her government or an international organization visits for unofficial purposes or to conduct business which will entail access to information in the public domain. At USU, this may occur when a foreign national visits USU faculty for academic and scholarly collaboration.
4. Dignitary. To include but not limited to an elected official, high-ranking or distinguished government employee (military or civilian), and senior industry/business official, senior non-profit official, senior institution of higher learning official.
5. International visitor. An individual who is not a citizen or national of the United States
6. Request for Visit (RFV). The formatted information sent by a government that proposes a date and place of visit, its purpose, and identifies the proposed visitor(s).
7. Foreign Visit System (FVS). The automated system operated by the Office of the USD (P) that provides staffing and database support for processing RFVs by foreign national to DoD Component activities and defense contractors.