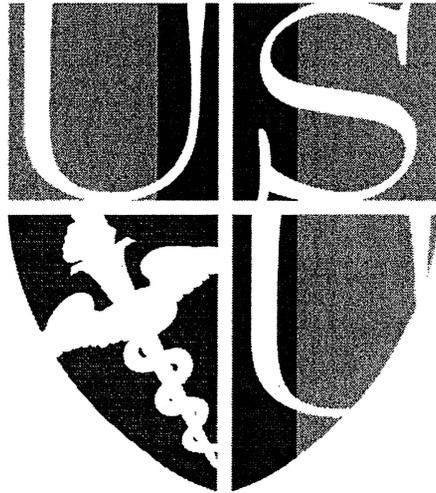


**USUHS
INSTRUCTION**





UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES

SUBJECT: Visit of Dignitaries/International Visitors

Instruction 5204

(VPE)

MAY 22 2008

ABSTRACT

This Instruction implements Vice President, External Affairs (VPE) and Security (SEC) requirements for the visit of dignitaries/international visitors to the Uniformed Services University of the Health Sciences (USUHS).

A. Purpose. This Instruction reissues reference (a) and establishes guidance for the administration of a program to coordinate visits of special guests and international dignitaries to the Uniformed Services University of the Health Sciences (USUHS).

B. Applicability. This Instruction applies to all visits of international dignitaries and special visitors to the University, and specifically includes those activities requiring advance notice and approval.

C. Policy.

1. It is University policy that international dignitaries and special guests be accorded the privileges associated with their ranks and positions, while at the same time assuring that they receive as comprehensive an orientation to the University as possible in the time allotted for their visit. In order to achieve these dual purposes, it is University policy that advance planning and coordination precede all such visits.

2. Security, USUHS, has responsibility for security clearances for all international visit requests for USUHS and AFRRI.

3. The Vice President for Affiliations and International Affairs provides oversight for all international medical officers involved in study programs or research.

4. The Protocol Officer in the USUHS VPE is responsible for coordinating all pre-approved international and dignitary visits to the University, to include developing itineraries, providing briefings and tours, and assuring appropriate coordination with other University officials and Department of Defense personnel.

5. The Brigade will be on standby to assist with a military escort, if requested.

6. Department Chairpersons and Activity Heads hosting such dignitaries and international guests will provide advance notice to VPE, Security, the

appropriate Dean, and the USUHS President. They will coordinate such visits with the VPE Protocol Officer, utilizing the procedures set forth below:

a. International dignitaries are defined as those visitors officially representing their country when they visit USUHS. Generally, USUHS is part of a tour "package," with the sponsor being the Secretary of Defense, the Assistant Secretary of Defense for Health Affairs, or one of the Surgeons General.

b. When a University department receives initial notification of an official visit, the department chairperson or activity head must advise the requestor to contact his/her embassy to begin the visit request process with the Defense Intelligence Agency (DIA). Timely notification of 30 days is required. When contacting the embassy, the visitor's name, rank (if military), official title including organization, the purpose of the visit, date(s) and duration of the visit, and security level of information to be discussed during the visit should be provided. The visitor's embassy requires the name of a person at USUHS with whom details of the visit can be discussed, as well as a tentative itinerary.

c. Based on this information, the embassy submits an official request to

the DIA. The DIA processes the request and forwards it to the University's Security Office for concurrence/ non-concurrence and clearances. After conferring with the sponsoring department/activity, the USUHS Security Office will forward the request to the VPE Protocol Officer and President, USUHS, for their review and notification.

7. Visiting professors and guest scholars do not need to be cleared by the Security Office unless the visitor will be making an official visit on behalf of his/her government in addition to lecturing/teaching. However, the Security Office should be notified of any international visitors who will be on campus for any purpose so that security clearances will be met.

8. The VPE Protocol Officer will coordinate all visits of international dignitaries with the appropriate embassy when special requirements are necessary and escort international visitors throughout their visit.

D. Effective Date. This Instruction is effective immediately.



Charles L. Rice, M.D.
President

Enclosure:
References

REFERENCES

- (a) USUHS Instruction 5204, "Visit of Dignitaries/International Visitors," dated January 4, 2006 (hereby cancelled)
- (b) USUHS Instruction 1325, "Instruction of International Medical Officers," dated August 4, 1998
- (c) DoD Directive 5230.20, "Visits, Assignments and Exchanges of Foreign Visitors," dated August 12, 1998