

SDI 88B0

**PROTOCOL OFFICER**  
(Established 31 Oct 19)

**1. Special Duty Summary:** The primary purpose of this position is: to function as a protocol specialist and to provide expertise and support for all protocol matters. Performs, manages and directs all administrative tasks, procedural protocol duties, and responsibilities at assigned installation, Wing, NAF, MAJCOM, and Headquarters levels. Performs protocol support for distinguished visitors (DVs) at all levels; military, civilian and foreign equivalents, and transient DVs. Performs escort duties, plans and executes program itinerary visits, official ceremonies and special events. Advises commanders and Air Force senior leaders at all levels on acceptable protocol practices for a variety of events.

**2. Duties and Responsibilities:**

2.1. Directly supports senior Air Force leaders in handling all aspects of official visits, conferences, tours, memorial services, ceremonies and social functions within the command, and those tasked by the offices of the Secretary of Defense, Chairman of the Joint Chiefs of Staff, Secretary of the Air Force, Chief of Staff of the Air Force, and Chief Master Sergeant of the Air Force.

2.2. Administers and oversees programs for Distinguished Visitors. Develops plans and procedures relative to VIP visits and is the focal point for all organizational visits. Ensures each visit is planned and consistent with established policies and reflect the personal desire and programmed activities of the host. Ensures the highest degree of official recognition is afforded to each visitor and presentations and tours are commensurate. Directs all necessary support activities during the visit to ensure the visitor's purpose is accomplished. Where a special security requirement exists, appropriately coordinates with security clearance officials, notifies AFOSI, and/or coordinates applicable measures with Federal and/or local law enforcement. Accompanies dignitaries throughout their visit applying protocol etiquette with responsibility for ensuring proper transportation, accommodation, and meals are coordinated. These responsibilities require the maximum exercise of mature judgment, discretions, tact, diplomacy, and poise. Visitors include heads of state, royalty, chiefs of services, and both foreign and domestic governmental dignitaries.

2.3. Plans and arranges ceremonies, office calls, receptions, luncheons, formal dinners, entertainment, tours, and other activities for DVs. Hosts high-level Air Force conferences and meetings with planning, arranging, and oversight for all activities involved with the event.

2.4. Advises senior Air Force leaders and staff on military customs and courtesies, implements protocol policy and procedural guidance for the Air Force concerning proper protocol requirements for precedence; honors; ceremonies; flags; dinners and socials; visiting dignitaries; conferences; official meetings; and briefings.

2.5. Special Morale and Welfare Funds (SM&W); Official Representation Funds (ORF); and Operations and Maintenance (O&M) Funds. Reviews to ensure compliance with established instructions, ensuring expenditures are of the highest order of propriety and integrity. Maintains current account balance, advises on the status of expenditures, and responsible for the effective and accurate disbursement of the Commander's ORF account. Manages O&M funds; produces budget plans and reports, monitors office requirements and identifies and recommends acquisition of support required for proficiency and production. Reference AFI 65-603, Official Representation Funds

2.6 Flight Line Protocol. Facilitates flight line access, red carpet greeting parties, luggage details, vehicle seating, departure ceremonies, and safety in support DV visits. Manages the DV lounge and tracks flight status, manifested passengers, and aircraft parking.

2.7. As needed, coordinates with HQ USAF, MAJCOM and NAF protocol offices for DV visits. Additionally, coordinates with executive officers, trip planners, and commanders supporting official functions.

**3. Special Duty Qualifications:**

3.1 Knowledge. Knowledge is mandatory of military customs, courtesies, organization, mission, and command structure.

3.2 Education. Not Used

3.3 Training. Member will attend MFSS200, Protocol Fundamentals, at Maxwell AFB once selected for the protocol officer position. Member will require just in time training prior to deploying in a protocol UTC

3.4 Experience. Not used

3.5 Other. Not used