

**UNITED STATES TRANSPORTATION COMMAND
(USTRANSCOM)
POLICY DIRECTIVE 10-11
13 OCTOBER 2011**

Operations

Scheduling and Executing Tours in the Fusion Center

REFERENCE: (a) USTRANSCOM Policy Directive 10-11, 18 June 2005, hereby *cancelled*.
(b) USTRANSCOM Instruction 34-4, *Distinguished Visitors*

A. PURPOSE: Prescribes policies and procedures for scheduling and conducting Fusion Center tours in the Fusion Center and conference room.

B. APPLICABILITY: This policy directive applies to all personnel assigned to USTRANSCOM, Scott AFB, Illinois, and any other person/agency scheduling or executing a tour in the Fusion Center.

C. POLICIES AND PROCEDURES

1. To minimize impact on Fusion Center operations, tours should be limited in duration. Tours should consist of a brief walk-through and description of the Fusion Center floor area. When possible, schedule and conduct associated briefings in a nearby conference room. USTRANSCOM Operations Distinguished Visitor Coordinator (TCJ3-XV) will track all Distinguished Visitor (DV) tours and schedule DV escorts, as required. TCJ3-XV will also maintain situational awareness of all other tours.

2. Tours categories are:

2.1. DV. See USTRANSCOM Instruction 34-4, *Distinguished Visitors*.

2.2. Congressional/Department of Defense (DOD)/Joint Staff/Foreign. This includes members of Congress, congressional staff personnel, military liaison officers, DOD staff members, Joint Staff members, or foreign civilian or military officials.

2.3. Military Organizations. This includes official military school groups (i.e., Navy War College staff/students) or units (i.e., 58th Transportation Battalion).

2.4. Media Tours. This includes reporters, videographers, photographers, producers/directors, and required support personnel that support production of print or electronic media products.

2.5. Non-Government Groups. This includes military-related groups, local leaders, civic groups, or other non-military groups as designated by the USTRANSCOM Command Section.

3. Coordination for Approval/Priority of Tours. The office of primary responsibility for scheduled tours will coordinate with TCJ3-XV, who will block the necessary location(s) and time(s) of the tour. TCJ3-XV will coordinate with all required offices/personnel. Formal official appointments will then be sent by TCJ3-XV. Priority is given to all DV and congressional, DOD, Joint Staff, and foreign groups or individuals.

4. Procedures for scheduling.

4.1. General. Office of Primary Responsibility and Action Officers will use the coordination checklist found in attachment 1.

4.1.1. Coordinate and confirm tour with a minimum of 72-hour advance notice, when feasible.

4.1.2. State type of tour to be conducted, purpose of visit, security classification of visit, and if members of media will be present.

4.1.3. Group size is limited to no more than 25. Larger groups are approved on a case-by-case basis. An attempt should be made to divide large tours into groups of no more than 25.

4.1.4. Security Clearances: Action Officers will verify all classified security clearances. Unclassified tours will, on the day of the tour and immediately prior to entering the Fusion Center area, be announced to the Fusion Center Chief so all classified materials are secured and that Fusion Center personnel cover badges and secure their areas.

4.1.5. Foreign Visitors: Action Officers are responsible to alert the Fusion Center Chief of the presence of foreign visitors in a tour.

4.2. DV tours must gain USTRANSCOM Command Section approval prior to beginning tour coordination. DV tours must be coordinated with the Protocol Office.

4.3. Congressional/DOD/Joint Staff/foreign personnel visits requiring a Fusion Center tour must be submitted to the USTRANSCOM Joint Secretariat (TCCS-JS) for formal tasking. TCCS-JS will task to the appropriate office to coordinate the requirements for the visit.

4.4. USTRANSCOM Public Affairs (TCPA) will originate all media tours. Direct all media contacts to TCPA.

4.5. Non-Government tours of the Fusion Center may originate in any directorate/Command Support Group office. The originating office is responsible for coordinating and escorting the tours.

5. Tours are approved/conducted based on availability of TCJ3 staff members.

D. EFFECTIVE DATE AND IMPLEMENTATION: This directive is effective immediately.

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Deputy Commander

OPR: TCJ3-O

Attachment:
Coordination Checklist

Attachment 1

Coordination Checklist

1. The Directorate Executive Officer will assign task to a Division who, in turn, will appoint an Action Officer (AO) to coordinate the tour.
2. If attendees are Distinguished Visitors (DV), congressional, Department of Defense (DOD), Joint Staff, or foreign groups, exit this checklist and coordinate through USTRANSCOM Joint Secretariat. For all others, complete this checklist.
3. AOs will prepare a Staff Summary Sheet (SSS) (AF Form 1768) (or e-SSS within TMT) to request tour approval. SSS must include type of tour/briefing; security classification; name, title and positions of attendees; time and location of visit; and name of briefer. Route the SSS through TCJ3-XV and J33.
4. Upon approval of SSS, TCJ3-XV will coordinate briefing slides with AOs and TCJ6 Briefing and Display. AOs must confirm briefing locations; for example, TCJ3-XV schedules the conference rooms and Fusion Center floor. Resolutions of all updates/conflicts are the responsibility of the AO.
5. AOs will obtain written security clearance verification on each visitor from owning unit security manager.
6. At least 1 hour prior to the briefing, finalize all arrangements with TCJ3-XV and Fusion Center Chief.
7. AOs must ensure when escorting *uncleared personnel or foreign groups* into the Fusion Center, that the Fusion Center Chief and/or Fusion Center Chief of Staff is notified prior to entry into the Fusion Center area so that an announcement to the Fusion Center staff can be made introducing the tour so the area can be sanitized.
8. If directed by the Fusion Center Chief, be prepared to immediately end the brief and escort group from Fusion Center. Real-world operations take precedence over tours.
9. Provide after action feedback on tour process to TCJ3-XV and TCJ3-O.