



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
TRAINING SQUADRON TWENTY-SEVEN (VT-27)
411 BATAAN ST SUITE A
CORPUS CHRISTI TX 78419-5245

VT-27INST 5520.1E

9 MAR 2011

TRAINING SQUADRON TWENTY-SEVEN INSTRUCTION 5520.1E

Subj: VISITOR BILL

Ref: (a) COMTRAWINGFOURINST 5244.1F

1. Purpose. To establish the squadron policy on visits and visitors.
2. Cancellation. VT-27INST 5520.1D
3. Discussion. The Naval flight training mission has always been of interest to the public at large. Naval flight training is held in high regard because of extraordinary performance records compiled by its graduates in combat and in the space program.

4. Policy. This command welcomes visitors, subject only to the following constraints:

a. The visitor's own safety must not be endangered. Per reference (a), the visitor is not authorized on the flight line during flight operations or in the vicinity of aircraft with engines turning. Additionally, the visitor is not permitted to enter/embark aircraft on the flight line at any time.

b. The visit must be conducted during reasonable hours (generally not after 2000 on working days, nor during hours of darkness on weekends or holidays.)

c. The visitor must be shown proper hospitality.

d. The visit must not materially interfere with training or other squadron evolutions in progress.

e. Members of the media are welcome if in the role of tourists. If they intend to write or photograph for publication concerning the visit, the Naval Air Station Public Affairs representative shall accompany the visitor.

5. Action.

a. Operations Duty Officer (ODO)/Squadron Duty Officer (SDO) shall be responsible for identifying all visitors in the squadron area, assuring that they are properly received and escorted. Unidentified persons in the squadron area, either in the ODO/SDO's office or elsewhere, shall be greeted and assistance offered. These general rules apply:

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(1) If the visitor is a relative or friend of a squadron member, that squadron member will escort the visitor. The ODO/SDO shall provide assistance in locating the squadron member.

(2) Unescorted visitors are not permitted.

(3) The ODO/SDO shall notify the Executive Officer immediately when any VIP or media visit occurs without advance notice. A VIP is defined as:

(a) Any parent of a squadron member.

(b) Any officer, active or retired, of any paygrade O-5 or above.

(c) Any significant political, industrial, professional or educational figure of local or national prominence.

b. All Squadron Personnel should:

(1) Feel free to bring relatives or friends to the squadron area for visiting.

(2) Take action to protect the safety of either one's own guests, or someone else's guests when required.

(3) Question any unidentified person in the line or squadron area, detain individual and call security if they can not prove their presence is authorized.


D. G. CASE

Distribution:
VT-27INST 5216.2H