



National Training Center and Fort Irwin

Distinguished Visitor Request

1. Senior Visitor / Ranking Member

Rank Full Name

Branch

Title / Position / Unit

"Go-By" Name

Date of Last Visit to NTC

Government Travel Card Number

Expiration Date MM/YYYY

MM/YYYY or First Time

2. Other Members of Party (Parties of more than 7 requires special coordination/approval IAW FC Reg 350-50-1)

Rank Full Name

Branch

Title / Position / Unit

"Go-By" Name

Government Travel Card Number

Expiration Date MM/YYYY

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Rank	Full Name
Branch	
Title / Position / Unit	"Go-By" Name
Government Travel Card Number	Expiration Date MM/YYYY

Rank	Full Name
Branch	
Title / Position / Unit	"Go-By" Name
Government Travel Card Number	Expiration Date MM/YYYY

Rank	Full Name
Branch	
Title / Position / Unit	"Go-By" Name
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3. Requested arrival date and time to airport	Projected Arrival Airport
Date	Time
4. Requested departure date and time from Airport	Projected Departure Airport
Date	Time

5. Mode of transportation to Fort Irwin from airport

Rental Car

Request Protocol Pick Up - Helicopter (3-Star Flag Officer and above or equivalent only. Visitors are responsible for requesting MILAIR support with a DD Form 2768 through HQ, FORSCOM, and returning approved request to NTC Protocol. FORSCOM POC's can be reached at: usarmy.bragg.forscom.list.sgs-ops@army.mil

Other

6. Purpose of Visit (be as specific as possible and list information requirements to be answered by the visit)

7. Specific requests (any specific events or individuals the party would like to observe or meet with)

8. Special Requirements (Interpreter support, Impairments/Handicaps, Allergies, Dietary Restrictions, Religious/Cultural Restrictions)

9. For Civilians without field equipment place request below (Uniform for Force-on-Force is Army Combat Helmet (ACH) and Field Load Carrier (FLC) (one size); Uniform for Live Fire is ACH and Improved Outer Tactical Vests (IOTV) with plates). Please include sizes with requests (S-M-L). Military Personnel bring issued equipment.

10. PROTOCOL SUPPORTED VISITS ONLY (senior visitor in the party is O6 or higher): Number of on-post lodging rooms requested. Provide credit card number and expiration date for each guest. Lodging will be coordinated through Ms. Veronica Pawlow at veronica.k.pawlow.civ@army.mil, (760) 380-3000.

NON-PROTOCOL SUPPORTED VISITS (senior visitor in the party is O5 and below): Please coordinate on post lodging through Landmark Inn reservations at: (760) 386-4040

Lodging **cancellation policy**: It is the Landmark Inn's policy that cancellations must be provided **24 hours in advance**. The Protocol Office issues this disclaimer as a direct agreement between Landmark Inn and the NTC Protocol Bureau. The Landmark Inn understands that in rare cases a visitor might not be able to adhere to the 24 hour cancellation policy and this will be dealt with on a case-by-case basis. It will be the exception and not the rule.

11. Traveling point of contact (Aide de Camp, XO, escort, etc)

Rank/Name (Rank First Last)

Cell Phone and E-mail

12. Home station visit coordinator/planner

Rank/Name (Rank First Last)

Phone and E-mail

All NTC Visit Request Forms are due 30 days prior to boots-on-ground and request will go through an approval process. If you have any questions or concerns please feel free to contact Catherine Ringlstetter (NTC Protocol Specialist)(760) 380-2980 / catherine.n.ringlstetter.civ@army.mil / usarmy.irwin.ntc.list.protocol@army.mil for ranks O6 and Higher. All O5 and Below contact Leticia Lee (NTC Operations Group)(760) 380-0998 / leticia.d.lee.civ@army.mil / usarmy.irwin.ntc.list.ops-group-s3@army.mil. We look forward to your visit and welcome you to the National Training Center and Fort Irwin.

Please send completed form via encrypted e-mail to: Ranks O6 or Higher to catherine.n.ringlstetter.civ@army.mil / usarmy.irwin.ntc.list.protocol@army.mil. Ranks O5 and Below to leticia.d.lee.civ@army.mil / usarmy.irwin.ntc.list.ops-group-s3@army.mil

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