

JRTC Visitor Request Form

VISITOR INFORMATION

Senior Visitor:

Rank:

Position & Unit:

Mailing Address: (*Street,
City, State, Zip Code*)

Arrival Date:

Arrival Time:

Departure Date:

Departure Time:

RTU CoC:

Purpose for Visit (5 Ws):

If the Senior Visitor is O-6 or above, BDE CSM or higher, or a civilian equivalent and wants their party to be billeted by protocol, check the box

VISITING PARTY'S POC

Only provide POC information for someone traveling with the party.

Rank & Name:

Phone Number:

E-mail:

OPS GRP SPONSOR

Invited to JRTC:

Sponsor Rank/Title & Name:

Sponsor Phone Number:

Sponsor E-mail:

JOC Sync Observation

1600 Tactical Update (Over Radio)

Back Brief IE. RSOI, JFE (Observed at JOC)

None

TF AAR

WfF AARs

None

ALL Travel Party (RNK FIRST LAST, POSITION, UNIT/OFFICE):

NOTES:

- Billeting: For O-5 or below call Holiday Inn on Post to book rooms at (337) 531-9000/9200
- Self-transportation is required outside of the training area; ensure to bring an ACH for tactical movements.
- Uniform for the training area is patrol cap, gloves, and eye pro.
- Uniform for observing LFX is ACH, body armor w/plates, gloves, and eye pro.
- OPS GRP does not provide food, MREs, or water for visitors. Ensure you are self sufficient during your visit.
- **All Visitors are required to submit their request form to FORSCOM for approval 30 days prior to their visit in accordance with FC REG 350-50-2. The POC is Mr. Kieth Little or Mr. Jason Freidt.**
- **All visitors to Ops Grp will have an assigned escort with approved itinerary prior to entering the training area. Visitors are not authorized to enter the training area without their assigned escort.**
- **You must CAC Sign the Document and click "Submit." Any documents emailed directly to OPS GRP will not be accepted. Please submit form to PROTOCOL_INTERNAL@army.mil**

Individual Completing Form:

Title & Name:

e-mail:

Signature

Approvals:

FORSCOM:

Comments:

Recommend:

JRTC G3:

Comments:

Recommend:

Post Protocol:

Comments:

Recommend:

OPS GRP S3:

Comments:

Recommend: