



National Training Center and Fort Irwin Visit Request

1. Senior Visitor

Rank Name

Duty Title/Callsign "Go-By" Name

Date of Last Visit to NTC

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

Rank Name

Duty Title/Callsign "Go-By" Name

Rank Name

Duty Title/Callsign "Go-By" Name

Rank Name

Duty Title/Callsign "Go-By" Name

Rank Name

Duty Title/Callsign "Go-By" Name

Rank Name

Duty Title/Callsign "Go-By" Name

Rank Name

Duty Title/Callsign "Go-By" Name

3. Requested arrival date Projected Arrival Airport

5. Requested departure date Projected Departure Airport

6. Mode of transportation to Fort Irwin from airport

Rental Car

Request Protocol Pick Up - Ground (3-Star Flag Officer and higher or equivalent only)

Request Protocol Pick Up - Helicopter (3-Star Flag Officer and higher or equivalent only. Visitors are responsible for requesting MILAIR support with a DD2768 through HQ, FORSCOM and returning approved request to NTC Protocol. FORSCOM POCs can be reached at: usarmy.bragg.forscom.list.sgs-ops@mail.mil)

Other

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

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

9. Special Requirements (Interpreter support, Impairments/Handicaps, allergies, dietary restrictions, religious/cultural restrictions)

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 to Ms Veronica Pawlow at veronica.k.pawlow.civ@mail.mil, (760) 380-4424 or (760) 447-5523)

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	Cell Phone and E-mail
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12. Home station visit coordinator/planner

Rank/Name	Phone and E-mail
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If you have any questions or concerns please feel free to contact the NTC Chief of Protocol at (760) 380-4223 or via e-mail at usarmy.irwin.ntc.list.protocol@mail.mil. We look forward to your visit and welcome you to the National Training Center and Fort Irwin.

Please e-mail completed form to:
usarmy.irwin.ntc.list.protocol@mail.mil