

Visit Requests and Tours of NMITC



NOTE:

The Privacy Act, 5 U.S.C. 552a and DoD Web Site Administration Policies and Procedures Dated November 25, 1998, requires that federal agencies inform individuals, at the time information is solicited from them, whether the disclosure is mandatory or voluntary, by what authority such information is solicited, and what uses will be made of the information. You are hereby advised that authority for soliciting your personal information, is 5 U.S.C. 301, Departmental Regulations; 10 U.S.C. Chapters 53, 54, 55, 58, and 75; 10 U.S.C. 136; 31 U.S.C. 3512(c); 50 U.S.C. Chapter 23 (Internal Security); DoD Directive 1341.1, Defense Enrollment/Eligibility Reporting System; DoD Instruction 1341.2, DEERS Procedures; and E.O. 9397 (SSN). The disclosure of this information is voluntary. However, not providing the required information, may delay the review and approval process on this request. Records: Manual records may be stored in file folders, card files, file drawers, cabinets, or other filing equipment. Automated records may be stored on magnetic tape, discs, or in personal computers.

Please Fax this completed form to NMITC at: **COMM 757-492-0078 / DSN 492-0078**

Subject:

1. Tour Request _____
2. Visit Request _____
3. Conference Request _____

Requesting Organization:

Requestor Personal Data:

Your Name: _____

Your Rank: _____

Your Command or Activity _____

Your E-Mail Address: _____

Your COMM Phone: _____

Your DSN-Phone: _____

Your Fax: _____

Your Code: _____

Your Unit UIC: _____

Conference Information:

Date(s)/Time of Event: _____

Number of Attendees: _____

Conference Classification Level: _____

Purpose Of Conference:

Facilities/Support Required:

Room Type Requirement:

Classroom - classified: ____

Classroom - unclassified: ____

Conference Room - Large: ____

Conference Room- Small: ____

Auditorium: ____

Number of rooms required: _____

Please list all Audio/Visual requirements (computer/overhead/microphones/podium(s) below:

Please list computer requirements (CD, CD/RW, Floppy, Zip, Specialized software below:

List all known VIPS (0-6/GS-15) and Above, Commanding Officers

If you require a Base Marquee notice for VIP welcome or other purpose, please enter it below:
