**INSTRUCTIONS:**

1. Visit requests need to be submitted, regardless of how firm the visit, **NLT 14 days** prior to the visit. For any visits submitting Land Use Requests and/or Peacetime Use Request, the Gatekeeper form will need to be submitted prior to **NLT 30 days** in advance. EAL requests will be accomplished as needed are required **NLT 7 days** from the visit.   
2. The Hosting POC will fill out this form in its entirety and e-mail it to MMS/DO ([heston\_john.lubiano.3@us.af.mil](mailto:heston_john.lubiano.3@us.af.mil)) for routing.  
3. If RFC, notes will be on the back page with details requesting re-schedule or questions. Even if approved, ensure that any questions in Notes Page at the end is followed up on.

**HOSTING UNIT DETAILS:**

|  |  |
| --- | --- |
| **Hosting Location (Daegu, Gimhae, Suwon, Gwangju, Port of Busan)** |  |
| **Host Unit POC(s) Name & Phone #** |  |
| **Support Required**  **Use this section to document what units will be needed to support the base visit.**  **Host unit POC is responsible for this coordination.** | |
| **Support Requested (i.e. Lodging, Land Use Requests, Peactime Use Requests)** |  |

**VISITING ORGANIZATION DETAILS:**

|  |  |
| --- | --- |
| **Category of Visit [[1]](#footnote-1)** |  |
| **Arrival Date** |  |
| **Departure Date** |  |
| **Visiting Agency** |  |
| **Is Agency Coming From Off-Pen** |  |
| **What is projected Quarantine Action Plan (only if yes to previous question)[[2]](#footnote-2)** |  |
| **Visiting Agency’s POC(s) Name & Phone #** |  |
| **Number of Visitors** |  |
| **Visitor Information**  **(Name, rank, duty title)** |  |
| **DV Information [[3]](#footnote-3)**  **(Include rank and job title)** |  |
| **Concept of Operations/Proposed Itinerary** |  |
| **Purpose of Visit (synopsis of why agency is visiting)** |  |

1. Specify the Category (examples: Base/Facility Tour; SAV; Inspection; Training; Audit; etc.). [↑](#footnote-ref-1)
2. Working ROM is **NOT** Authorized at any 607 MMS COB. [↑](#footnote-ref-2)
3. For multiple DVs list each one [↑](#footnote-ref-3)