

CONTRACTOR VISIT REQUEST QUESTIONNAIRE

(NOTE FOR CONTRACTOR VISITS: 10 working days advance notice of visit is required)

Date of Request: _____

Type of Visit: _____

Company/Organization Name: _____

Company/Organization Address: _____

POC Name: _____

POC Work Phone: _____

POC Cellular Phone: _____

POC Email Address: _____

**POC Company/
Organization Address:** _____

NOTE: As soon as AMC assigns a POC, they will contact your POC to finalize the visit.

1. Please provide the following information for your visit request:

a. A complete list of individuals in the visiting party, in order of highest to lowest, based on current position:

Full Name/Duty Title/	Former Military Rank	Security Clearance	Military Retirement/Separation Date	Driver's License # and State of Issue	Cell Phone Number

b. Request contractor security managers submit visit notification information via JPAS for your personnel visiting AMC. When the AMC POC contacts you, please request the applicable JPAS SMO Code for that organization. Security clearances must be submitted 5 business days prior to your arrival. This will allow time to resolve any issues regarding security clearances and visitor's badges. If the JPAS system is not available, or cannot be used, a security notification memo must be sent to the AMC POC assigned to your visit 5 business days prior to your arrival at AMC.

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NOTE: Should the visiting party change prior to the visit, please notify us as soon as possible but NLT 2 days before the visit.

c. Individual(s) with whom office visit(s) have been requested:

NAME(S)

REQUESTED LENGTH OF VISIT

_____	_____
_____	_____
_____	_____

d. Has this person/group previously visited AMC?

If yes, list dates of prior visit(s) the purpose of the visit, and the subject discussion.

(1) _____

(2) _____

(3) _____

e. Proposed visit dates (please include several options):

(1) _____

(2) _____

(3) _____

f. Proposed topic(s) for discussion:

(1) _____

(2) _____

g. What are the objectives for this visit?

(1) _____

(2) _____

h. Will the meeting/briefing be classified? Yes ☐ No ☐

If yes, to what level of classification?

Secret ☐ Top Secret ☐ TS/SCI ☐ SAP/SAR ☐

(NOTE: Do not provide classified information anywhere on this form.)

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- i. Will there be slides to present during the meeting/briefing? Yes ☐ No ☐

If yes, please send **UNCLASSIFIED ONLY** material via email to the assigned AMC POC.

- j. Please attach the following items to this visit request:

(1) Biographies of all attendees.

(2) Background information about the company (if not DoD).

(3) Provide a hard copy version of your briefing to the AMC POC for the visit (optional).

2. For Contractor Visits ONLY:

- a. List of Military Contracts: (If your company holds numerous contracts, the list may be limited to those awarded by, or serving AMC)

- b. Is your company or any division of your company currently involved in any source selection conducted by, directly affecting, or involving AMC and its personnel? If so, please complete portion below.

(1) Name of Source Selection: _____

Name, office symbol, and telephone of cognizant contracting officer: _____

(2) Name of Source Selection: _____

Name, office symbol, and telephone of cognizant contracting officer: _____
