

## G-3 Visiting Group Request Form

Date \_\_\_\_\_

**• ALL REQUESTS MUST BE SUBMITTED 30 DAYS PRIOR TO VISIT**

**• PLEASE PROVIDE GUEST LIST WITH REQUEST**

**\*All requests must be filled out completely. Request not in compliance will not be honored by G3\***

1. Name of Group:		2. Groups Affiliation with Department of Defense:			
3. Point of Contact:	4. Cell Phone #:	5. Work #:	6. Email Address:		
7. Number of Attendees:	8. # Of Males	9. # Of Females	10. # Of Chaperones		
11. Dates Requested: MM/DD/YYYY From:		12. Time: Arrival:		Departure:	
13. Request Meals:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	14. VIPS (O6 and Above/Ret.):		15. Silver Star or above recipients?
16. Brief Unit History/Requesting Organization History:					
17. VIP Brief History:					
18. How will you be transporting to base?					
19. <i>Visit purpose:</i>					
20. Visit request (What would like to do while at MCRD?):					

**20: G-3 Chain of Command Recommendations:**

	Recommend	Disapprove	Recommend With Changes	Date	Comments
<b>Program Assistant</b>					
<b>Operations Chief</b>					
<b>Operations Officer:</b>					