

Marine Corps Base Quantico Visitor Support Request

Please fill out this form COMPLETELY and e-mail or fax it to us, so we can best discern the type of support MCBQ can provide, and if it is available.

Points of Contact:

***Requests must be received at least 30 days prior to event.**

Name of Group/Unit: _____
 Date(s) of Visit: _____
 Est Time of Arrival (ETA): _____
 Est Time of Departure(ETD): _____
 Date(s) of Base Tour (if requested): _____



Interactive Customer Evaluation
http://ice.disa.mil/index.cfm?fa=service_provider_list&site_id=181&service_category_id=32&dep=*DoD

**Monday-Friday only; no weekends or holidays)*

All events requested are at the commands' discretion and secondary to military training.

Brief Description of Requested Visit:

PRIMARY POINT OF CONTACT INFORMATION

Name:	Email:
Title:	Address:
WK#	
FAX#	
Cell#	
HM#	
Other	

ALTERNATE POINT OF CONTACT INFORMATION

Name:	Email:
Title:	Address:
WK#	
FAX#	
Cell#	
HM#	
Other	

GROUP SIZE	MALES	FEMALES	TOTALS
Youths			
Adults			
Totals			
General Age of Group:			

* Minimum group size is 15.

For office use only:
 DRR-

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Name of Group/Unit: _____

Will you require Billeting?

(JROTC & Scouts ONLY if quarters are available)

If not, where will your group be staying?

Will you require messing at the Chow Hall? Please indicate which meals you would like to request.

First and Last Name Roster will be required at least 2 weeks prior (form will be sent seperately). Payment will be made with credit card, check or cash at sign-in. One payment, one signature for all groups. (Meal rates and times can be located on the "Meal Rates and Times" page.)

Breakfast- M T W T F

Lunch- M T W T F

Dinner- M T W T F

Brunch 1- Sat Sun

Brunch 2- Sat Sun

Will you require Transportation?

MCBQ will no longer support with buses - must have commercial transportation (Very Limited Services - Maintenance, fuel, and labor charges apply - no waivers)

Please attach a list of pick up/drop off locations, dates, and times.

If you are bringing your own transportation, please list type of vehicle(s).

(Base tour will NOT be approved if using more than 3 vehicles.)

Do you intend to visit the Marine Corps Exchange?

(Pass Required; Once approved, passes will be provided.)

Do you intend to visit the National Museum of the Marine Corps?

When?

Are there any group members who have special needs? (Not all buildings on base are handicap accessible.)

Please provide an accurate description of illness/limitations so that we can offer a safe and pleasant visit.

Are there any Non-US citizens in your group? If so, certain restrictions may apply.

Please list any additional information or requests in the space provided:

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Base Requirements:

- 1.) Roster- (First/Last Name Only; Please separate Adults from Minors.) required at **LEAST 2 WEEKS PRIOR**.
- 2.) Photo I.D. (If bringing minors with no I.D., please let us know.) - ID's will/may be checked at sentry gates.
- 3.) Waivers of Liability (If Applicable)- will be generated by Visit Coordination Section; Group's responsibility to print.
*Waivers of Liability and Agreement of Indemnity will be collected prior to base tour.
- 4.) Appropriate Civilian Attire per MCO P1020.34

Please realize again that support is at the commands' discretion and is secondary to all military training.
*No weekend tours or holiday's - Monday-Friday only.

All fees associated with chow, billeting and transportation are subject to change at any time. The Visit Coordination Section will continue to update Request Packages as necessary.

It is important that we receive a FINAL roster of EVERYONE who will be in attendance for your visit NO LATER THAN 2 WEEKS PRIOR. We use this roster to request MCX passes and most importantly, Security.
Chow roster form will be sent seperately. Please plan accordingly.

Please include on the roster: attendees rank at time of retirement and if there are any Silver Star recipients or higher.

Failure to comply with base requirements or policy will greatly complicate your visit. If you have any issues or concerns with requirements or policies, please address them with the Visit Coordination Section PRIOR to your visit to Marine Corps Base Quantico.

No Civilian, non-military groups, or JROTC units will run any of the Obstacle Courses or participate in any strenuous activities while aboard MCB Quantico.

All visits will be conducted in accordance with MCINCR-MCBQO 5050.1D and other applicable orders and directives.

THERE ARE NO EMERGENCY SERVICES ABOARD MCB QUANTICO.

Agreement:

I have read and understand all documents in this package. I understand all policies related to visiting Marine Corps Base Quantico.

Please sign or type your name in the space provided below to certify that you will comply with all policies as outlined in this package.

Signature:	Date:
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