



U.S. ARMY RESERVE COMMAND (USARC)



Distinguished Visitor (DV) Notification of Visit (NOV) Form

EFF DEC 2021

DV's First Name	DV's Last Name	Go-By Name:	Military/SES/Civilian Equivalent Rank:	Branch of Service / Department
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
DV's Duty Title:	Status		Duty Phone (Area Code)	DSN Prefix:
<input type="text"/>	<input type="radio"/> Active <input type="radio"/> Retired		<input type="text"/>	<input type="text"/>

Complete Duty or Mailing Address (Street, City, ZIP):

DV's Primary POC with Title/ Work Phone/ Cell Phone/ E-mail:

TRAVEL INFORMATION:

Origin of travel:

Date of Arrival:	Time of Arrival:	Arrival via:	Mode of Travel on Ft Bragg:
<input type="text"/>	<input type="text"/>		<input type="text"/>

Date of Departure:	Time of Departure:	Departure via:
<input type="text"/>	<input type="text"/>	

USARC Directorate and POC/ Phone Number/ E-mail:

DV's Purpose of Visit:

**** All visitors to USARC **MUST** submit visit certification via the Defense Information System for Security (DISS), if applicable, using **SMO Code W47AAAHQ06** Please note the purpose and date(s) of the visit. For security clearance questions, please contact 910-570-8491 or 910-570-8490

LODGING: Please contact IHG directly for all on-post Distinguished Visitor lodging (DV) reservations.

- O9 and above / equivalent Distinguished Visitors are eligible to request the Sink House for their preferred lodging.
- Sink House reservations are managed by the XVIII Airborne Corps Protocol Office, are based on seniority of the occupant, and are subject to change.

Lodging Location

Dietary Preferences:

Dietary Restrictions:

Members in Party:

Rank and Name

Position / Duty Title

Origin of travel

IHG DV Reservations:

Ms. Nina Williams

Email: nina.d.williams@ihg.com, Phone: 910-853-7623

Ms. Monica Wells

Email: monica.wells@ihg.com, Phone: 910-853-7624

USARC Protocol

Protocol Org Box: usarmy.usarc.usarc-hq.mbx.protocol@army.mil

Protocol Chief: Ms. Carlotta Hunter

Email: carlotta.d.hunter.civ@army.mil, Phone: 910-570-9529

Please email completed form and a copy of DV's bio to:

usarmy.usarc.usarc-hq.mbx.protocol@army.mil

Call 910-570-9529 or 910-570-9530 with any questions.