



Visitor Notification Form

Event: _____

Date: _____

Location: Wardroom Mess Deck Command Conference Room
 Command Center Conf. Room Other (specify)

No. of Visitors: 1

POC:
 Name: _____ Phone Number: _____

Visitor instructions (optional):

Submit this form to the Command Security Officer (CSO) no later than **24 hours** before the planned event. Provide updates if any of the information changes. Electronic Submissions are acceptable. The CSO will post the event for command visibility on the Operations public calendar and will notify the OOD Coordinator to ensure the security staff is aware of the event and any specific requirements.