

## Industry Visit Request Form

*Thank you for requesting an Industry Visit. This form is used by the Business Relations Office for scheduling visits with the following U.S. Army Materiel Command (AMC) organizations at the Rock Island Arsenal (RIA): The U.S. Army Sustainment Command (ASC), the U.S. Army Joint Munitions Command (JMC), and the U.S. Army Contracting Command – Rock Island (ACC-RI). To assist us in coordinating this visit we will need you to complete this form and submit it with the additional information requested in paragraph 7.*

1. Today's Date:

2. Requesting to visit with: ASC  JMC  ACC-RI

a. Name(s) of individual(s) you would like to meet with:

b. Due to the Command's required coordination of all visits, we have to request that all visits be at least two weeks out. Proposed dates of visit (please include several options):

- (1)
- (2)
- (3)

3. Name of Company:

a. Size of Business: Large  Small

b. (Please provide current organizational chart)

c. Cage Code and DUNS Number:

4. Company point of contact for this visit:

a. Name:

b. Phone Number:

c. E-mail Address:

5. Please provide the following information:

a. Complete list of individuals in the visiting party:

<u>Name</u>	<u>Title</u>	<u>US Citizen?</u>	<u>If Former Military or Government Employee Provide Rank or Position</u>	<u>Date of Retirement or Separation from Military or Civilian Service</u>

**NOTE:** *Should the visiting party change, please notify us as soon as possible prior to the visit.*

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b. Post employment restrictions - Do any of your company's visit attendees have post employment restrictions?

If so, provide us the details:

c. Purpose of your visit - Provide specific details pertaining to the purpose of your visit. Responses such as "meet and greet," or "courtesy call/visit" do not provide sufficient details. Please be advised there can be no discussions regarding current, ongoing or future requirements:

d. What are the anticipated results of the visit?

e. Have you scheduled or are you planning to schedule any other visits with other Rock Island Arsenal personnel during this visit request?

If so, please specify who and the purpose of the visit:

6. Audio/visual requirements:

7. Please attach the following items to this visit request:

- a. Official Biographies of all attendees.
- b. Agenda and briefing materials that will be presented. (*Note: any changes to the agenda within a week of the scheduled meeting could result in postponement of visit.*)
- c. Background information about the company, to include organization chart showing each visitors' position within the company.
- d. A list of all current contracts your company has that support AMC operations, to include contract numbers and a brief description. If your company is in partnership with a company that has an AMC contract, provide that information as well.
- e. If applicable, provide an assessment of your performance. (Where you are succeeding, where you are facing challenges, and what we can do to support.)

*Note: Failure to provide complete information may result in the cancellation or postponement of any scheduled visit. An escort is required to enter Rock Island Arsenal Buildings 60, 350, and 390. For further assistance please contact the Business Relations Office at 309-782-5379 or email at: [usarmy.ria.asc.list.gcb@mail.mil](mailto:usarmy.ria.asc.list.gcb@mail.mil).*