Nashville District Corps of Engineers
U.S. Citizen
Site Visit Request Form

This Request Form is for U.S. Citizens requesting approval to attend a meeting or site visit at one of the Nashville District (LRN) Corps of Engineers field locations. **The form should be submitted to the Nashville District Meeting or Site Visit Point of Contact (POC) to be** forwarded to the LRN Security Management Office (LRN-SM) at least Five (5) full business days prior to the proposed visit.

LRN Meeting/Site Visit POC: Brent Hester
Nashville District (LRN) Contact Person)

Date the Request is Being Submitted to LRN (mm/dd/yyyy) _____

FULL LEGAL Name _____
(Last, First Middle)
If you have only initials in your name, use them and state (IO). If you have no middle name, enter "NMN". If you are a "Jr.,"Sr.," "II," etc., indicate your status (Do not list a Nickname)
NOTE: Failure to provide FULL LEGAL name will delay approval

Date of Birth (mm/dd/yyyy) _____ **Last Four Digits of Social Security Number** _____

Driver's License Number and State _____

LRN Field Location (Project Site) to be visited: _____

Date of Proposed Visit (mm/dd/yyyy) _____

In Case of Questions, Please Provide Phone Number: _____

IMPORTANT: Submit form directly to Site Visit POC (contracting representative or Corps POC). **DO NOT** submit the form directly to the Security Office Unless Directed. For questions regarding the site visit contact the Site Visit POC.

- Only confirmed/approved visitors will be permitted on the tour. No substitutions or additions are allowed.
- Visitors may not carry packages, backpacks, or other containers during the tour.
- Photographs and video recording of the interior of the Power Plant is strictly prohibited.
- No high-heel, open toe shoes, including clogs and Crocs or bare feet will be allowed on a tour.

NOTE: Any increase in threat conditions may result in an approved tour being cancelled with little notice. We regret any inconvenience this may cause.

For questions regarding completing the form, contact one of the individuals listed below:

Tracy Dorrough, Personnel Security Specialist, 615-736-7397 (Primary Security POC)
Jay Klinger, District Security Chief, 615-736-2185

PRIVACY ACT STATEMENT

AUTHORITY: Information is solicited pursuant to Title 10, U.S. Code, Section 3013 and E.O. 9397.
PRINCIPAL PURPOSE: To provide information necessary for preparation of a scheduled tour of the facility, verify positive identification of visitor(s), and conduct background checks for determinations of the eligibility of individuals for access to U.S. Army Corps of Engineers facilities.
ROUTINE USES: Used by the U.S. Army Corps of Engineers to accompany a request for a scheduled tour of the facility.
MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT OF NOT PROVIDING INFORMATION: Providing the solicited information, including Social Security Number, is voluntary; however, failure to provide information may result in a denial of visitor access due to an inability to verify identification. The information provided to the U.S. Army Corps of Engineers will not be retained digitally or by hard copy after the scheduled visit.