

REQUEST FOR USE OF CONFERENCE/MEETING FACILITIES

NRL POINT OF CONTACT - PRIMARY

1. NAME	2. CODE	3. PHONE NUMBER
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NRL POINT OF CONTACT - ALTERNATE

1a. NAME	2a. CODE	3a. PHONE NUMBER
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EVENT INFORMATION

4. DATE(S)	5. TIME(S)	6. TITLE/NAME	7. HOSTING YES NO
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If not serving as the sole host for the event (i.e., "hosting" = "NO"), then proceed to number 8. If serving as the sole host for the event (i.e., "hosting" = "YES"), then proceed to number 10.

8. CO-HOSTING YES NO	9. CO-HOST STATUS FEDERAL NFE	9a. CO-HOST ORGANIZATION NAME	9b. CO-HOST PARENT AGENCY
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9c. CO-HOSTING POC (Name)	9d. CO-HOST PHONE	9e. CO-HOST EMAIL ADDRESS
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10. TOTAL ATTENDEES	10a. TYPES OF ATTENDEES (Check all that apply)			
	U.S. MILITARY	DoD EMPLOYEES	DoD CONTRACTORS	NON-DOD FEDERAL EMPLOYEES
	NON-DOD FEDERAL CONTRACTORS	CIVILIANS - U.S. CITIZENS	CIVILIANS - U.S. PERSONS (Permanent resident alien)	
	CIVILIANS - NON-U.S. CITIZEN OR PERSON (i.e., foreign national)	FOREIGN GOV'T REPRESENTATIVE - MILITARY	FOREIGN GOV'T REPRESENTATIVE - CIVILIAN	
	INTERNATIONAL ORGANIZATION (i.e., NATO) - MILITARY	INTERNATIONAL ORGANIZATION (i.e., NATO) - CIVILIAN		

10b. OVERALL CLASSIFICATION OF INFORMATION BEING PRESENTED (Check all that apply)							
UNCLASSIFIED	CUI	CONFIDENTIAL	SECRET	TOP SECRET	SCI	FOREIGN GOV'T	OTHER _____

COMPLETION OF ACTION ITEMS (Check all that apply)

11.

Conference/Meeting Facility reserved via the Auditorium/Conference Room Scheduler application (<https://scheduler.nrl.navy.mil/room>)

* Visit Request(s) have been initiated via the Gateway application (<https://gateway.nrl.navy.mil/login>) as appropriate.

NOTE: Visit Requests for Unclassified Meetings must be received in Code 1240 a minimum of 3 working days prior to the date of the event.

NOTE: Visit Requests for Classified Meetings must be received in Code 1240 a minimum of 10 working days prior to the date of the event.

Visit Request(s) for a representative of a foreign government or NATO have been initiated within the Foreign Visit System (FVS).

NOTE: Request for one-time recurring visits to DoD facilities normally must be received by the appropriate Defense Visit Office via the FVS at least 21 working days (30 calendar days) in advance of the date of the proposed visit.

Clearance information for classified conference or meeting has been initiated in conjunction with Code 1230 and 1240.

NOTE: Clearance requests must be normally received by Code 1230 and/or Code 1240 (as appropriate) at least 10 working days in advance of the date of the proposed event.

Request for Reserved Parking has been initiated via <https://pipeline.nrl.navy.mil/rdservices/service-call-request-form>

Request for Transportation has been initiated via <https://pipeline.nrl.navy.mil/rdservices/transportation-request-form>

Request(s) for electronic sign near entry and information monitors has been submitted to Code 1030.

Request(s) for counter intelligence support has been submitted to the Resident NCIS Agent (ncis@nrl.navy.mil).

* Ethics Attorney on the General Law staff (Code 1008.1) has been consulted regarding gifts and/or appropriateness of facility use.

* Indicates a MANDATORY action item.

Presenters are responsible for proper marking, storage, and transmission of their information. Conference/Meeting POC is responsible for controlling access to the event and ensuring attendees are eligible to receive the information.

12a. POC (Primary) Signature	12b. EMAIL ADDRESS	12c. DATE (yyyy-mm-dd)
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REVIEW AND APPROVAL - HOSTING OR CO-SPONSORING A MEETING OR CONFERENCE IN CONJUNCTION WITH A FEDERAL AGENCY OR NFE

CONCUR	NON-CONCUR	CODE	NAME	SIGNATURE	DATE
		1940			
		1240			
		1230			
		1008.1			
		1002			
		1001			
APPROVE	DISAPPROVE				
		1000			

REVIEW AND APPROVAL - SCIENTIFIC AND TECHNICAL MEETINGS WHERE NRL IS THE SPONSOR OR CO-SPONSOR WITH A FEDERAL ENTITY OR NFE

CONCUR	NON-CONCUR	CODE	NAME	SIGNATURE	DATE
		1940			
		1240			
		1230			
		1008.1			
APPROVE	DISAPPROVE				
		1001			

REVIEW AND APPROVAL - DIRECTORATE HOSTING OR CO-SPONSORING A MEETING WITH MORE THAN 10 EXTERNAL ATTENDEES

CONCUR	NON-CONCUR	CODE	NAME	SIGNATURE	DATE
		1940			
NOTE: POC MAY ENTER "N/A" IN NAME FIELD IF A COMMAND MANAGED MEETING FACILITY IS NOT BEING REQUESTED.					
		1240			
		1230			
APPROVE	DISAPPROVE				

REVIEW AND APPROVAL - DIVISION HOSTING OR CO-SPONSORING A MEETING WITH MORE THAN 10 EXTERNAL ATTENDEES

CONCUR	NON-CONCUR	CODE	NAME	SIGNATURE	DATE
		1940			
NOTE: POC MAY ENTER "N/A" IN NAME FIELD IF A COMMAND MANAGED MEETING FACILITY IS NOT BEING REQUESTED.					
		1240			
		1230			
APPROVE	DISAPPROVE				