

In order to expedite entry to the installation the following information is required for visitors. Information must be submitted at least **three (3) working days** prior to the event to e-mail address monr.monroeoc@conus.army.mil

1. Name of **organization or group** and **type event** you are having. (XXXX Conference, Pool party, Wedding etc.)
2. **Date, time, location** of event. (04 July 08, 7:00 – 10:00 PM, Bay Breeze C.C.)
3. **Point of Contact** with phone number in case there are questions. (Maria R. Money, 888-5555)
4. **Required for drivers:** Driver license, vehicle registration, and proof of insurance. **All vehicles are subject to search.**

- **Privately owned vehicles** – Driver provide driver license, vehicle registration and proof of insurance at the gate.

- **Buses** – Driver provide driver license, vehicle registration and proof of insurance at the gate.

- **Rented vehicles** – Driver provide driver license and the Rental agreement/contract at the gate.

5. Provide an **alphabetical list of quests** by (last name, first name)

Note example:

Doe, Jane

Doe, Samuel

Que, Barbe

6. Send all information to e-mail address monr.monroeoc@conus.army.mil

****No Later Than three (3) working days** prior to the event**

Note: Anyone 16 years of age or older must have picture identification.

If you have any questions please call the Installation Operations Center 757-788-6304.

Thank you,
Installation Operations Center
23 Tidball Road, BLDG 267
Fort Monroe, VA 23651
COMM (757) 788-6304
FAX (757) 788-6041
DSN 680-xxxx