



OFFICE OF THE CHIEF OF ARMY RESERVE (OCAR)



Distinguished Visitor (DV) Notification of Visit (NOV) Form

EFF DEC 2021

DV's First Name	DV's Last Name	Go-By Name:	Military/SES/Civilian Equivalent Rank:	Branch of Service / Department
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

DV's Duty Title:	Status	Duty Phone (Area Code)	DSN Prefix:
<input type="text"/>	<input type="radio"/> Active <input type="radio"/> Retired	<input type="text"/>	<input type="text"/>

Complete Duty or Mailing Address (Street, City, ZIP):

DV's Primary POC with Title/ Work Phone/ Cell Phone/ E-mail:

TRAVEL INFORMATION:

Origin of travel:

Date of Arrival:	Time of Arrival:	Arrival via:	Mode of Travel on Ft Belvoir:
<input type="text"/>	<input type="text"/>		<input type="text"/>

Date of Departure:	Time of Departure:	Departure via:
<input type="text"/>	<input type="text"/>	

OCAR Directorate and POC/ Phone Number/ E-mail:

DV's Purpose of Visit:

****** All visitors to OCAR *MUST* submit visit certification via the Defense Information System for Security (DISS), if applicable, using **SMO Code W0Z4AA** Please note the purpose and date(s) of the visit. For security clearance questions, please contact 703-806-6705 or 703-806-6706**

LODGING: There are no DV quarters available on Fort Belvoir. For lodging availability, contact information is as follows:

Holiday Inn Express Knadle Hall
9775 Gaillard Rd. Bldg. 470
Fort Belvoir, VA 22060
Phone: 703-704-8300

Stay Bridge Suites
9215 Woodbury Rd. Bldg. 1208
Fort Belvoir, VA 22060
Phone: 703-844-0303

Lodging Location

Dietary Preferences:

Dietary Restrictions:

Members in Party:

Rank and Name	Position / Duty Title	Origin of travel
<input style="width: 380px; height: 20px;" type="text"/>	<input style="width: 280px; height: 20px;" type="text"/>	<input style="width: 130px; height: 20px;" type="text"/>
<input style="width: 380px; height: 20px;" type="text"/>	<input style="width: 280px; height: 20px;" type="text"/>	<input style="width: 130px; height: 20px;" type="text"/>
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OCAR Protocol

Protocol Org Box: usarmy.usarc.ocar.mbx.protocol@army.mil

Protocol Officer: Mr. Kenneth McKoy
Email: kenneth.mckoy.civ@army.mil, Phone: 703-806-7765

Please email completed form and a copy of DV's bio
to: usarmy.usarc.ocar.mbx.protocol@army.mil
Call 703-806-7765 or 703-915-7734 with any questions.