



# 7ATC Visit Coordination Worksheet

## Distinguished Visitor Information

Name (first/last):

Grade/Rank:

Service Component:

Duty Title:

Passport/ID Number

Requested Date(s) of visit: \_\_\_\_\_ to \_\_\_\_\_

Time of arrival: \_\_\_\_\_ Time of departure: \_\_\_\_\_

POC requested office calls with CG/CoS/CSM?

Visit location(s):

7ATC HQ	JMSC	TSAE	173rd ABN	41st FAB	JMTG-U	OTHER
JMRC	NCOA	CATC	2CR	12th CAB	CONFERENCE	

**PURPOSE of Visit details, topics of discussion and context of visit:**

\*Once the form is submitted the command will be briefed on intent to visit\*

**Names of Additional Visitors in Space Below (attach a separate sheet if necessary).**

Rank and Name:

Rank and Name:

Rank and Name:

Duty Title:

Duty Title:

Duty Title:

Rank and Name:

Rank and Name:

Rank and Name:

Duty Title:

Duty Title:

Duty Title:

## Additional Distinguished Visitor Information

Total number of visitors:

Lodging (Name of hotel):

Ground Transportation:

Arrival Airport:

English Proficiency (Fluent/Good/Fair/Translation required):

Special Dietary Requirements:

Other Requirements:

Has Country Clearance and/or Theater Clearance been requested/submitted (This must be done 45-60 days prior to your visit)? If not, please complete and re-submit request for visit after authorization is complete.

## Point of Contact Information

Rank/Name (first/last):

Office phone number:

Cell phone number:

Email address:

### 7ATC Overview Map



#### USAREUR HQ – Wiesbaden

Distance between Lucius D. Clay Kaserne and 7ATC HQ is approx. 4 hours/320 Km (200 miles)



Distance between 7ATC and Pfullendorf (ISTC) is Approximately 4-5hrs./400km(250 miles)

#### Local Airport Travel Time / Distance (Approximately)

Munich Airport: 2 hrs / 212 Km (130 miles)

Nuremberg Airport: 1 hr / 90 Km (55 miles)

#### Local Units at GTA

7ATC HQ  
JMSC  
NCOA  
TSAE  
US Army Garrison Bavaria  
18th MP BDE  
2CR  
173<sup>rd</sup> IBCT (Airborne)  
41st FAB

GTA-7<sup>th</sup> ATC

Distance between GTA & HTA:  
90 Minutes / 120 Km.

HTA-JMRC

#### List of Acronyms:

Grafenwoehr Training Area - GTA  
Hohenfels Training Area - HTC  
International Special Training Center – ISTC  
Joint Multinational Readiness Center – JMRC  
Joint Multinational Simulation Center – JMSC  
Noncommissioned Officer Academy – NCOA  
Training Support Activity Europe – TSAE  
Combined Arms Training Center – CATC