

## Visiting Groton Purchasing Office

For visits to any Electric Boat Facility by individuals who are not U. S. Citizens or any U. S. Citizen representing a Foreign Contractor, process a Foreign Visit Request Form 84-06-5650 prior to the visit.

Visitors enter the following information in the logbook:

- a. Date
- b. Time In and Out
- c. Visitor's name
- d. U. S. Citizen - Yes/No
- e. Company Name
- f. Company U.S. Owned or Controlled -Yes/No
- g. Meeting with which EB Employee(s)
- h. When applicable, Signature of Host verifying that the approved Foreign national Visit Request form is on file and has been reviewed.

Suppliers require an escort while in the Materials Management Facility throughout the duration of their visit, and are required to wear the visitor's badge that will be provided by the host employee at all times.