

DFAS Columbus Customer Care Center
Site Visit/Teleconference Request Form

Please complete the attached form if you are interested in a Site Visit or Teleconference with DFAS Columbus.

Visits will be scheduled 10 business days in advance in order to coordinate your visit with DFAS personnel and secure visitor security/clearance.

1. **Name:**

2. **Phone:**

3. **Email Address:**

4. **Company:**

5. **Please identify which service you are requesting:**

Teleconference

Site Visit

6. **Please describe the issues/needs being discussed: (contract number, shipment number, issues, etc.)**

7. **Please identify 2 – 4 possible dates (at least 10 business days out) that you would like to visit:**

8. **Please list the first and last names of any/all Participating Attendees :**

9. **Do you or any other attendees have Special Needs? (select all that apply)**

Sign Language Interpreter

Handicap Parking

Wheelchair

Other:

10. **Are you a foreign national? (Please note that it takes 45 days to obtain security/clearance):**

Yes

No