

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Access to Building 1 for Contractor Deliveries (Post Commander Policy 24-4)

1. Contractors requiring access to Building 1 for delivery purposes must have the Directorate or office receiving delivery contact Post Operations at 384-2190/2337/2000 with contractor name, company, date and time of delivery.
2. Arrangements will be made to open the exterior barrier to allow access to the dock area for unloading. To facilitate this, we must know the exact time the contractor will need the access.
3. The following procedures will be used for delivery:
 - a. The respective Directorate or Office will be responsible for escorting contractors from the barrier to the loading dock, throughout their business in Building 1, and back through the exterior barrier.
 - b. Contractors with routine deliveries such as newspaper, and vending machine re-supply will not require barrier access. Their vehicles will remain outside the barrier. The contractor will be escorted by one of the military guards, located at building entrance until the delivery is complete.
4. This authorization is subject to change dependent upon the Force Protection Condition (FPCON) at the time of request.
5. Point of Contact for this memorandum is the, Post Sergeant Major at 384-2283.

//signed//
DAVID L. SHUTT
LTC, AR
Post Commander

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