

RSS Pre-proposal Conference Information

If you are planning to attend the Pre-proposal Conference on 1 July 2004, please provide visit request information to Mr. Gary Fain by FAX at (505) 846-4355. He can be reached at (505) 853-3660 if you have any questions. Visit requests should be received by noon on 30 June 2004 to assure we have a visitor badge for you the morning of the conference. A sample visit request with pertinent info for this conference highlighted in italics is provided below.

We are scheduling one-on-one meetings by request the day of the conference. Please contact Ms. Patricia Easley at (505) 846-4917 to schedule a one-on-one meeting or with questions regarding the conference.

The conference will be held in the building 414 conference room and one-on-one meetings will be held in building 413, conference room 163. We will have someone at the Truman Gate, 0730 - 0815 to escort you to the conference. The conference will begin at 0800.

Directions from the Kirtland AFB Truman Gate: Take a right on Aberdeen Ave just south of the gate. Proceed past Carlisle Blvd to end of Aberdeen Ave. Turn left on Kirtland Dr. There is parking available on the west side of Kirtland Dr, immediately after Aberdeen Ave. From the parking lot, walk east along Aberdeen Ave to the covered walkway by the flag. Enter through glass doors (if locked, ring bell) and stop at the visitor control counter on your left. They will verify your request has been received and provide you with a badge and directions to the conference room.

CONTENTS of a VISIT REQUEST

The following information is *required* for a visit request. The visit request must be typed and on your company letterhead. You should use the format that is best suited for your operation, but it must contain all applicable information. The visit request *must* be signed by your security manager as to verify your employment and clearance status. Without this signature the visit request is invalid and will not be processed. Please fax all visit requests to our office, the Visitor Control Center, at (505) 846-4355, Det 12 SMC/MS ATTN: Gary Fain

1. NAME:
2. JOB TITLE/POSITION:
3. DATE & PLACE OF BIRTH:
4. CITIZENSHIP:
5. SOCIAL SECURITY #:
6. LEVEL OF PERSONNEL CLEARANCE:
7. DATE OF CLEARANCE:
8. Special Access Authorizations: (NATO, CNWDI, OR COMSEC)
9. Name & Address of the Place to be Visited: *SMC Det 12, 3548 Aberdeen Ave, Kirtland AFB NM 87117*
10. Name, Title, & Duty Phone of the person(s) to be visited: *Patricia Easley, Deputy, R&D Launch Div, RSLP. (505) 846-4917.*
11. Purpose & Justification for the visit in sufficient detail: *Responsive Small Spacelift (RSS) Pre-proposal Conference*
12. Date or period during which the visit request is to be valid: *(encompass 1 July 2004 - 2 July also, if you have a one-on-one meeting scheduled for Friday)*
13. Request contractor's name, address, and telephone number, assigned CAGE or FSC number, and certification of the level of the facility's FCL (If a Reciprocal clearance, so state.)
14. **SIGNATURE OF YOUR SECURITY MANAGER**

Thank you for your cooperation. If you have any further questions, please contact Mr. Gary Fain at (505) 853-3660.