



**DEPARTMENT OF THE ARMY  
MILITARY SURFACE DEPLOYMENT AND DISTRIBUTION COMMAND  
1 SOLDIER WAY  
SCOTT AFB, IL 62225-5006**

**REQUEST TO MEET WITH SDDC COMMANDING GENERAL OR DEPUTY TO THE COMMANDER  
NDTA Fall Meeting 2016**

The Commanding General and Deputy to the Commander are available to meet with NDTA members at the 2016 NDTA Fall Meeting on 31 Oct and 1 Nov. The appointments will be scheduled by SDDC in 15-minute increments on a first come/first scheduled basis **upon receipt** of this form and the required information (see paragraph 1c). You will be informed by email with whom (CG or DTC) you are scheduled to meet, the room, and the time/date.

Date of Request: \_\_\_\_\_

Name of Requestor: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

Company: \_\_\_\_\_

Company Address: \_\_\_\_\_

\_\_\_\_\_

1. Please provide the following information for your visit request:

a. A complete list of individuals in the visiting party, in order of highest to lowest positions:

NAME	TITLE	FORMER RANK (if any)	SECURITY CLEARANCE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

b. Anticipated topic(s) of discussion:

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_

c. Please attach the following items to this Visit Request:

- (1) Brief biographies of all attendees.
- (2) Copies of slides or briefing materials to be presented. If none, please state.
- (3) Background information about the company.
- (4) List of specific military contracts you have with SDDC.

d. Is your company or any division of your company currently involved in the source selection conducted by or directly affecting or involving SDDC and its personnel? If so, please identify the source selection and the cognizant contracting officer, telephone number, and e-mail.

Name of Source Selection: \_\_\_\_\_

Contracting Officer's Name: \_\_\_\_\_

Telephone/e-mail: \_\_\_\_\_

2. Email the completed form and attachments to: [Saniya.s.solis.civ@mail.mil](mailto:Saniya.s.solis.civ@mail.mil). All appointments will be scheduled on a first come/first scheduled basis (alternating appointments between CG and DTC). Requests will be taken **until appointments are full** or until **21 October 2016**, whichever comes first.