



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS AIR FORCE TEST CENTER (AFTC)  
EDWARDS AIR FORCE BASE CALIFORNIA

MEMORANDUM FOR BUILDING 64 LAN DROPS

AFTC/PZIOAB  
308 WEST D AVE., BDLG 260 STE 130  
EGLIN AFB FL 32542

SUBJECT: Site Visit Scheduled for FA2823-23-Q0015– Bldg 60 LAN DROPS

1. A site visit has been scheduled for the project in the subject line for 15 March 2023, at 13:00 p.m., Central Time at Eglin Air Force Base (AFB), Florida.
2. Please notify SrA Sarah Rohan at the below email address if you or a representative plan to attend. Please ensure all contractor employees attending the site possess a picture ID at all times. Directions are available upon request once attendance is confirmed.
3. BASE PASSES FOR THE SITE VISIT: The contractor shall provide the Last Name, First Name, and Date of Birth of each individual attending the site visit. The information shall be provided to SrA Sarah Rohan e-mail no later than 10 March 2023, by 12:00 p.m. Central Time, to allow for adequate processing time. The information will then be submitted to Security Forces for processing. Security Forces will perform a background check on all contractors visiting Eglin AFB for the site visit the day of entry. Due to the unknown number of individuals processing through the visitors center it is highly encouraged you allow for a minimum of 30 minutes to process through.
4. If you have any questions pertaining to this matter, please contact SrA Sarah Rohan, (850) 882-0284 or by email at sarah.rohan@us.af.mil

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GRETCHEN A. TUBOLINO  
Contracting Officer