

## **CONTRACTOR MEETINGS WITH JOINT MUNITIONS COMMAND PERSONNEL**

**The following specific information is required prior to your meeting. Any briefing charts must be submitted not later than one week prior to the meeting.**

- State your company name.
- Provide explicit details pertaining to the purpose of your visit (be specific).
- Provide name, citizenship and biographies for all attendees.
- If any attendees are prior military, provide rank and date of retirement.
- If any attendees are former or retired Federal government employees, provide date of separation or retirement.
- Advise if any attendees have post employment restrictions and provide the details of the restrictions.
- Provide a list of all current contracts your company has with the Joint Munitions Command (JMC), to include contract numbers and a brief description. Also, if your company is in partnership with a company that has a JMC contract provide that info.
- Provide Cage Code and DUNS Number.
- Provide Audio/Visual technical needs.

\*\*\* Failure to provide complete information may result in the cancellation or postponement of any scheduled meeting.

All attendees are required to obtain a visitor badge from Building 23 located on the RIA Moline East entrance between the hours of 6 a.m. and 3:30 p.m.

CAC and military ID cards only allow entrance onto the RIA. To enter Buildings 60, 350 and 390 a visitor badge and an escort are required. Notify your point of contact for escort into any of these buildings.



Directions:

- From 74 North take the 7<sup>th</sup> Avenue exit
- Go under the Via Duct you will then turn right on 19<sup>th</sup> Street
- Follow 19<sup>th</sup> Street to River Drive
- Turn left on River Drive and follow to the Rock Island Arsenal Ramp on the right