

REQUEST FOR ACCESS
DAVID O. COOKE REMOTE DELIVERY FACILITY (RDF)

All requests for access to David O. Cooke Facility and FOB2 must be submitted at least 24 hours in advance to the Dockmaster 's Office. Deliveries may be scheduled between the hours of 0430 and 1730 Monday thru Friday, Saturday from 0600 – 1400. Sundays, holidays and all special events will require prior arrangements well in advance with the Dockmaster's Office.

ONLY AN OCCUPANT OF THE PENTAGON (POC) MAY REQUEST ACCESS
(OTHERS WILL BE DENIED))
DO NOT GIVE THIS FORM TO AN OUTSIDE SOURCE.

Driver's Name:-----

Helper's Name(s)-----

Delivery Company/Agency-----

Vehicle Tag Number-----STATE-----

DRIVER'S Point of Contact (POC): _____
(PRINT FULL NAME LEGIBLY)

DRIVER'S Point of Contact Phone Number _____ ROOM No. _____

Purchase Order No. _____ FAX No. _____
(If applicable)

Contents of Delivery (quantify) -----

Description of Task -----

Check Loading Dock area(s) of locations you request access to: PRDF ---- FOB2 ----
POAC ----- CHILD CARE CENTER ---- HEATING PLANT ---- CONTRACT
PARKING----- OTHER (SPECIFY) _____

Date of ARRIVAL _____ Time of ARRIVAL _____ (ONE HOUR WINDOW)

SIGNATURE OF POINT OF CONTACT (POC) _____

INSTRUCTIONS:

In the event that your agency request delivery support, please indicate that information on letter-head stationery along with date, time, contents, quantity, poc, room number and telephone number. Also indicate the length of service; short term (one time) or on an extended basis (long term).

DOCKMASTER FAX NUMBER 703-692-8655
DOCKMASTER PHONE NUMBER 703-692-8000
SPECIAL EVENTS PHONE NUMBER 703-6924077 FAXES NO. 703-692-4082