

## ASC Command Group Visit Requests

The Business Relations Office is responsible to coordinate all industry visits with US Army Sustainment Command and Joint Munitions Command personnel.

For information regarding procedures to schedule visits with command group personnel, call our office at either (309) 782-5379 or (309) 782-4670; or contact us via email at [rock-amsas-gcb@conus.army.mil](mailto:rock-amsas-gcb@conus.army.mil).

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To accommodate your visit with command group personnel, our office requires the following information prior to any scheduled meetings:

1. Please advise if your company has any contracts with our Command or may be interested in bidding on any current solicitations for supplies or services.
2. Advise if any visitors are prior military (if so, provide rank); also, if any visitors are former or retired federal government employees--and whether any of these visitors have existing restrictions associated with meeting government personnel. If so, please elaborate.
3. Biographies of all attendees (not needed if previously provided to this office).
4. Prospective discussion points/tentative agenda
5. Briefing charts, if available
6. If all visitors are U.S. Citizens or not (necessary to request security badges for your visit).
7. Any special needs such as: Easel Block, CD/DVD Rom, etc.

It is important to reply to **all** of the above to comply with Command Group visit requirements. For further questions or assistance contact the US Army Sustainment Command Business Relations Office.