

# Appendix B: Procedures for Obtaining AFRH-W Documents Package

AFRH will post the following information and forms on the project web site

[www.afrhdevelopment.com](http://www.afrhdevelopment.com) to facilitate the applicant's access to plans and reports on the Home:

1. PBS Order No. 3490.1 (March 8, 2002), Document Security for Sensitive but Unclassified Paper and Electronic Building Information;
2. Document Security Form (Attachment A), which requires all of the following information:
  - Signature of person authorized to transact business in the name of the business entity;
  - Copy of valid business license;
  - Valid DUNS Number;
  - Valid IRS Tax ID Number; and,
- Legible copy of valid US driver's license of the individual requesting the documents. Please note the following:
  - Documents may not be released unless all documentation is legible by the AFRH.
  - If another person will be picking up the documents, then a copy of that person's valid US driver's license will also be required.
  - If the documents are going to be sent via overnight mail service or a similar package delivery service, then the AFRH must have a legible valid copy of the person's U.S. driver's license whom the package will be delivered to as well as a legible valid copy of a U.S. driver's license of any person who may sign to accept delivery of the package. Please note that the package will not be released by the courier to anyone other than to whom the package is authorized to be released.
3. List of Resource Documents, available at a secured vendor, at its price. List of Drawings available at secured vendor, at its price. The remaining drawings are available for viewing in the Resource Room and can be ordered individually through Tim Sheckler, AFRH Project Manager, as described below.

To obtain the documents package, please follow the steps below:

*Step 1:* The applicant will download and fax a signed Document Security Form (Attachment A hereto) and required documentation to Tim Sheckler, AFRH Project Manager, Fax# 202-205-5295. The applicant may also download, scan and e-mail a signed Document Security Form and other required documentation to [tim.sheckler@gsa.gov](mailto:tim.sheckler@gsa.gov).

*Step 2:* AFRH will review the business and security documentation for completeness and verification, and notify the applicant of the status of its acceptance. If the submitted forms are acceptable, the applicant will be notified that it can acquire the Documents Package by faxing or emailing [tim.sheckler@gsa.gov](mailto:tim.sheckler@gsa.gov).

If the completed Document Security Form is not acceptable, AFRH will so notify the applicant and the applicant will have to correct any deficiencies before authorization to order the Document Package can be granted.

*Step 3:* AFRH will forward the Applicant's Documents Package Request Form (Attachment B hereto) to the secured reproduction vendor and notify the Applicant to arrange for in-person pick-up and payment directly with the secured vendor. Before any materials are provided to the Applicant, the secured vendor will require a valid US driver's license from the Applicant, or the designated pick-up person, identified on the Document Security Form (Attachment A).

*Alternative Step 3:* If the applicant would like to review the Documents Package prior to submitting an order, a time for the Applicant to visit the Resource Room may be arranged by requesting an appointment via email through Tim Sheckler, AFRH Project Manager ([tim.sheckler@gsa.gov](mailto:tim.sheckler@gsa.gov)). Individuals seeking access to the Resource Room must be listed on the submitted Document Security Form and must have a valid US driver's license to gain access to the Resource Room. After viewing resource materials, the applicant may submit the Documents Package Request Form to Tim Sheckler. From this point forward, the procedures, as stated in Step 3, apply.

## Attachment A: Document Security Form

Please attach copies of valid US driver's licenses for all individuals who will be gaining direct access to the documentation. This includes the individual/s submitting the application and picking up the documents, as well as all individual/s wishing to visit the Resource Room.

Also attach a copy of a valid business license for the business entity listed on the application.

Date:

Name of Business Entity \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email \_\_\_\_\_

DUNS Number: \_\_\_\_\_

IRS Tax Number: \_\_\_\_\_

I acknowledge that I have read and understand PBS 3490.1 (March 8, 2002) and will handle the materials as required therein. I am authorized to conduct business on behalf of the business entity named.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Name of person who will pick up the documents, if different than above:

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_

## Attachment B: Documents Package Request Form

I am requesting the Documents Package. I acknowledge that I have read and understand PBS 3490.1 (March 8, 2002) and will handle the materials as required therein. I am authorized to conduct business on behalf of the business entity named.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date:

Name of Business Entity \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email \_\_\_\_\_