



USAID
FROM THE AMERICAN PEOPLE

FREIGHT DELIVERY REQUEST

TO : RRBITC Loading Dock Manager
Federal Protective Service

FROM: James Taylor, M/AS/FMD, Room B2.06D
Fax No.: 202-216-3378

FREIGHT DELIVERY COMPANY INFORMATION			
Name of Freight Company making delivery	Phone No.		Date of Arrival
Freight Co. Contact Person	Fax No.		Estimated Time of Arrival
Driver's Name	Driver's License No. & State		Date of Birth
Alternate Driver's Name	Driver's License No. & State		Date of Birth
Vehicle Description (i.e., tractor trailer, etc)	Type	Make	Tag No.
	Length	Model	State
Description of material being delivered			
OFFICE/BUREAU REQUESTING DELIVERY			
Office/Bureau Contact Person	Phone No. 202-712-5106		
Tereather Lincoln M/MS/IRD	Fax No. 202-216-3154		
Deliveries to the Ronald Reagan Building, loading docks require 72 hour notice.			
All deliveries are subject to an off-site security inspection by the Federal Protective Service, located at the FPS Mobile Scanning Facility, 12 th and C Streets SW., Washington DC, prior to delivery to the RRB Loading Docks. All dock deliveries use the 14 th Street South Entrance.			
PRIVACY ACT STATEMENT			
The following statement is required by the Privacy Act of 1974 (5 U.S.C. 522). Due to the events of September 11, 2001, security at the federal building housing USAID has been significantly increased. As such, it is necessary that Freight Companies planning to deliver goods and materials be aware of these additional security requirements. Failure to provide full information could result in the hampering of the delivery process. The information on this form is solely used for security purposes. No one other than the M/AS/FMD, ITC and FPS will have access to this form and information.			