



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
INSTALLATION MANAGEMENT COMMAND HEADQUARTERS  
UNITED STATES ARMY GARRISON, FORT LEAVENWORTH  
SOLDIER FOR LIFE – TRANSITION ASSISTANCE PROGRAM  
600 THOMAS AVENUE  
FORT LEAVENWORTH, KANSAS 66027-1399

June 14, 2016

Dear Friends, Sponsors, and Vendors:

The next Fort Leavenworth Job and Education Fair is scheduled for August 2, 2016 from 10:00 a.m. to 2:00 p.m. at the Frontier Conference Center, 350 Biddle Blvd., Fort Leavenworth. To build additional excitement and drive participation, vendors are encouraged to display and distribute complimentary product samples, provide literature, and engage the attendees who will be visiting. The intent is for you to show prospective employees what your organization has to offer, and for prospective employees to demonstrate what they can bring to your organization.

The target market for this event is Military (active and reserve), Retirees, Veterans, DoD Civilians and Family Members in the surrounding community. However, anyone seeking employment may attend the Job and Education Fair free of charge. The Fort Leavenworth community encompasses 12,500 Military, Family Members, Civilian Employees and Contractors, plus over 27,000 Retirees. This is an audience interested in job and education opportunities in the local and regional area, as well as national or international opportunities.

The cost for early registration NLT July 22 is \$100 and allows the additional purchase of advertising in the job fair directory. The cost after July 22 is \$125 and does not allow for the additional purchase of advertising in the job fair directory. The attached registration form has more information.

Those that confirm attendance by close of business July 20 will have the option of completing an installation pass form (enclosed) and have their name placed on a list that will expedite the gate entry process. Approved vendors can pick up their gate pass at Sherman Gate (entry nearest river) and proceed through the main gate on Grant Avenue. Every occupant of the vehicle must complete the form and have a state or federal issued picture ID. Filling out the installation access pass is not mandated, however it is required if a non-military ID card holder wishes to expedite the entry process. The access form must be received prior to 4 p.m. July 20 to allow time for processing and approval. Some state drivers licenses are no longer accepted due to the Real ID Act of 2005, please visit <http://garrison.leavenworth.army.mil/Newcomers---Visitors/Gate-Information.aspx> for more information.

There are also new procedures for schools to be granted access for events on Department of Defense installations. I attached the guidance and procedures for schools to this email. If there are any questions on these procedures please call the Education Services Officer at 913-684-7345.

I look forward to seeing you and your organization represented on 2 August.

Sincerely,

//original signed//

BRETT L. ROSENE

Transition Services Manager

Soldier for Life - Transition Assistance Program

Fort Leavenworth, Kansas 66027



## Fort Leavenworth Job and Education Fair

### JOB AND EDUCATION FAIR LOCATION:

Frontier Conference Center  
350 Biddle Blvd.  
Fort Leavenworth, KS 66027



### Booth Information

- Private interview space will be available.
- Wireless internet connection available.
- The Job and Education Fair is open to the public from 10:00 a.m. - 2:00 p.m. on August 2, 2016.
- Vendor set up is between 8:00 a.m. and 10:00 a.m. on August 2, 2016.
- Vendor teardown starts after 2:00 p.m. on August 2, 2016.
- Total space per vendor is 6' x 6'. You will be provided (per space) one six-foot table, tablecloth, and two vendor chairs. If you have a self-contained display and do not require use of the table and/or chairs, please let us know.

### Marketing

- Fair event information publicized in the Ft Leavenworth Lamp newspaper and other local papers.
- Event publicity mailed to over 1900 installation residents.
- Posters placed at conspicuous locations on the installation.
- E-mail publicity to over 2500 subscribers.

### Advance shipment of your Fair materials/displays may be shipped VIA FedEx or UPS (not USPS) to:

Frontier Conference Center  
ATTN: Job Fair  
350 Biddle Blvd.  
Fort Leavenworth, KS 66027

### Refreshments

- Courtesy refreshments will be available.
- Complimentary snacks will be available throughout the event.
- Reasonably priced buffet meals will be available at the Solarium Buffet in lower level of the conference center.

### Lodging:

- **On Post – Holiday Inn Express** is available on the installation. Visit <http://www.ihgarmyhotels.com/pal/en/us/home> or call 1-877-711-TEAM (8326)
- **Off Post –**
  - Fairfield Inn and Suites**, 1101 N. 4th St., Leavenworth, KS, 913-758-9303
  - Hampton Inn**, 405 Choctaw St., Leavenworth, KS, 913-680-1501
  - Super 8 Motel**, 303 Montana Ct., Leavenworth, KS, 913-682-0744
  - Econo Lodge**, 504 N Main St., Lansing, KS, 913-727-2777, 800-356-0689
  - Holiday Inn Express**, 120 Express Ln., Lansing, KS, 913-250-1000
  - Days Inn**, 3211 South 4th St, Leavenworth, KS, 913-651-6000
  - Embassy Suites Hotel**, 7640 NW Tiffany Springs Parkway, Kansas City, MO, 800-EMBASSY
  - Hilton Kansas City Airport**, 8801 NW 112th St., Kansas City, MO, 816-891-8900
  - Homewood Suites**, 1-800-CALLHOME
  - Marriott Kansas City Airport**, 775 Brasilia Ave., Kansas City, MO 816-464-2200
  - Chase Suites**, 9900 NW Prairie View Rd., Kansas City, MO, 816-891-9900
  - Clarion Hotel**, 11832 Plaza Cir., Kansas City, MO, 816-464-2543

## FORT LEAVENWORTH JOB AND EDUCATION FAIR – August 2, 2016 REGISTRATION FORM

This agreement is between Family and Morale, Welfare and Recreation (FMWR), 600 Thomas Avenue Fort Leavenworth, Kansas 66027-1417 and (vendor). To reserve your booth space and/or advertisement, complete this signed agreement, full payment and advertisement artwork must be received no later than **July 22, 2016** to guarantee space. Booth space and advertising must be paid in full, in advance. Call (913) 684-1830 for more information.

COMPANY NAME: \_\_\_\_\_

CONTACT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

PH: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**BOOTH SPACE(S)**

**\*\*Early Registration for the Job and Education Fair Reservation and Payment received NLT July 22, 2016.**

Booth space(s) \$100 per booth space X \_\_\_\_\_  
(One 6' x 6' space includes one 6' table, tablecloth and 2 chairs)

	= \$ _____
	= \$ _____
	= \$ _____

**Late Registration for the Job and Education Fair must be received NLT August 1, 2016.**

Booth space(s) \$125 per booth space X \_\_\_\_\_  
(One 6' x 6' space includes one 6' table, tablecloth and 2 chairs)

**\*\*Advertising in Job and Education Fair Directory Business size - \$50  
Only available to Early Registration Vendors**

Electricity required:  YES  NO  
(No electricity at booths unless requested in advance.)

Do you have a self-contained display?  YES  NO

**PAYMENT TOTAL**                      \$ \_\_\_\_\_

**CHANGES TO REGISTRATION FORM, SIGNED CONTRACT AND ALL PAYMENT MUST BE RECEIVED NOT LATER THAN JULY 22 FOR EARLY REGISTRATION AND NLT AUGUST 2 FOR LATE REGISTRATION.**

**Make checks payable to "FMWR" for the total cost due for booth space(s) and advertisement.**

**Fax contracts to:** Sun Rodgers (913) 684-1831

**Mail contracts to:** Sun Rodgers, Job and Education Fair, P.O. Box 3430, Fort Leavenworth, KS 66027.

**Registration questions:** Sun Rodgers (913) 684-1830, (email) sun.p.rodgers.naf@mail.mil

Credit card payments accepted by returning this form with the information completed below.

**PAYMENT METHOD:**     Check or money order enclosed     Charge my Credit Card

Visa     MC     AMEX

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Signature: \_\_\_\_\_ CC Expiration Date (mm/yy): \_\_\_\_\_ Code: \_\_\_\_\_



**COMMERCIAL SPONSORSHIP AGREEMENT  
FORT LEAVENWORTH, KANSAS**

Log # JOB 16-\_\_\_\_\_

This agreement is between Family and Morale, Welfare and Recreation (FMWR), 600 Thomas Avenue, Unit 2, Fort Leavenworth, Kansas 66027-1417 and (vendor):

FMWR seeks to promote a positive, healthy lifestyle, which includes proper nutrition, leisure skills, entertainment and active participation in recreational programs for Soldiers, their Families and other eligible persons through the conduct of the following FMWR or community event:

Location of Event: Frontier Conference Center  
350 Biddle Blvd.  
Fort Leavenworth, KS 66027

In consideration of the premises and mutual promises set forth herein below, the parties, intending to be legally bound, hereby agree to the following:

1. Event: Job and Education Fair, August 2, 2016, 10:00 a.m. to 2:00 p.m.
2. Understandings, agreements, support and resource needs.
  - a. FMWR Responsibilities.
    - (1) Provide the logistical support and requirements to conduct event.
    - (2) Provide adequate staff to plan, organize, promote and conduct the event.
    - (3) Provide space (6' X 6'), one six-foot table, tablecloth, and two chairs for display.
    - (4) Provide a vendor courtesy area with refreshments.
    - (5) Coordinate development and distribution of advertising materials.
  - b. Vendor Responsibilities.
    - (1) Return signed registration along with payment for each table and any advertising. Checks made payable to FMWR no later than the close of business (COB) **August 1, 2016.**
    - (2) Provide required Job and Education Fair promotional material, provided that all publicity or promotional materials shall be submitted to FMWR for approval before they are printed or distributed and that all promotional materials shall include the disclaimer "Sponsorship does not imply endorsement".
    - (3) Set up display area in the space provided and remove those materials at the conclusion of the event.
    - (4) Display may be set up between the hours of 8:00 a.m. and 10:00 a.m., August 2, 2016.
    - (5) Vendor cost will not be chargeable in any way to any part of the Federal Government.
3. Force Majeure. No party shall be responsible for events that are unforeseeable and beyond its reasonable control, such as acts of God, weather delays, government restrictions, or unforeseen commercial delays. If any of the event(s) is postponed due to inclement weather or other conditions beyond the FMWR's control, they may be rescheduled for another time. Sponsor/Co-Sponsor(s) shall then be entitled to, and the FMWR agrees to give to Sponsor/ Co-Sponsor(s), all of the advertising and sponsorship rights set forth herein at no additional charge.
4. Terms and Termination. The term of this agreement shall commence as of August 2, 2016 and shall continue until close of business August 2, 2016. Any party may terminate this agreement upon a material breach of any term or condition set forth herein. The non-breaching party will provide written notice (at least two weeks prior to the event) to the breaching party that the agreement is terminated and the basis for the termination.
5. Notices. All notices required or permitted hereunder shall be deemed duly given if sent by certified mail, postage prepaid, addressed to the parties as follows:
  - If to Vendor: Same as page one.
  - If to FMWR: FMWR  
Attn: Sun Rodgers  
P.O. Box 3430  
Fort Leavenworth KS 66027-1417
6. Assignment. This agreement is not assignable in whole or part by any party hereto in the absence of the prior written consent of the parties.
7. Entire Agreement. This agreement contains the entire understanding between the parties hereto relating to the subject matter contained herein and supersedes any and all prior agreements, arrangements, communications, or representations, whether oral or written. The agreement may not be amended, altered, modified, or changed except by an addendum signed by all parties hereto.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed.

Vendor:

FMWR:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Glenn Hewitt

Title:

Director DF&MWR

DATE:\_\_\_\_\_

DATE:\_\_\_\_\_



**LOCAL ACCESS CREDENTIAL (LAC) APPLICATION**  
**DIRECTORATE OF EMERGENCY SERVICES (DES)**  
**FORT LEAVENWORTH, KS**  
(Please Print Legibly)

REC'D	
NOTIFIED	
ISSUED	

**LAC ELIGIBILITY:** This application must be endorsed by an individual approved as a sponsor for Fort Leavenworth. The applicant must demonstrate the need for a valid, recurring need to access Fort Leavenworth. For the purposes of this document, recurring is defined as at least 1 day per week. LACs will not be issued for a duration less than 90 days. **THE ORIGINAL OF THIS COMPLETED FORM MUST BE SUBMITTED BY THE SPONSOR.**

**NOTE:** All fields must be filled in completely. The sponsor will be notified when the application has been approved. The applicant will have 30 days after notification to receive the ID. **After 30 days the process must be restarted.**

APPLICANT INFORMATION										(Completed by Applicant)
LAST NAME				FIRST NAME				MIDDLE		
Date of Birth (DD/MM/YY)				SS #				DL #		
ADDRESS				CITY				STATE		
PLACE OF BIRTH								GENDER		
EMPLOYER				PHONE				EMAIL		

CRIMINAL HISTORY		(Completed by Applicant)
Have you ever been <b>ARRESTED, CONVICTED,</b> sent through <b>DIVERSION,</b> etc for any offense other than parking/moving violations? <b>YES</b> <b>NO</b>	If yes, please explain: <hr/> <hr/> <hr/>	

PURPOSE INFORMATION				(Completed by Sponsor)
TYPE OF ACCESS <small>(you may select more than one)</small>	DUTY DAY (M-F 0500 -1800)	WEEKENDS (S-S 0500-1800)	FULL ACCESS (24/7)	
PURPOSE	DESTINATION/ CONTRACT #			
VISIT DURATION	FROM <u>  </u> / <u>  </u> / <u>  </u> <u>  </u> / <u>  </u> / <u>  </u> TO <u>  </u> / <u>  </u> / <u>  </u> <u>  </u> / <u>  </u> / <u>  </u>	CONTRACT EXPIRATION DATE	<u>  </u> / <u>  </u> / <u>  </u>	

SPONSOR INFORMATION					(Completed by Sponsor)
LAST NAME			FIRST NAME		
CAC ID #	EXPIRATION <u>  </u> / <u>  </u> / <u>  </u>		EMAIL		
ORGANIZATION / UNIT					

**SPONSOR CERTIFICATION:** I certify that the applicant meets the justification requirements above for access privileges. Furthermore, I certify that the applicant requires an access control credential as indicated above in order to visit, perform assigned duties or conduct official business on Fort Leavenworth.

\_\_\_\_\_  
Sponsor Signature / Date  
(Invalid if incomplete)

\_\_\_\_\_  
Printed Name and Telephone Number  
(Invalid if incomplete)

**DATA REQUIRED BY THE PRIVACY ACT OF 1974 (5 U.S.C. 552a)**

**AUTHORITY:** 10 U.S.C. Section 3012

**PRINCIPLE PURPOSE(S):** To provide the name, SSN, home address and telephone number to Fort Leavenworth security personnel who have the need to know in the performance of their official duties.

**ROUTINE USES:** To Federal, State, and local activities for use in security background checks.

**DISCLOSURE:** Mandatory. If not provided, the individual would not be approved for a LAC or pass.

FOR OFFICE USE ONLY					
NCIC-III (Y/N)	WANTS/WARRANTS (Y/N)	KANSAS HOT FILES (Y/N)	BAR LIST (Y/N)		
NOTES:				OPERATOR INITIALS	
APPROVED _____			DISAPPROVED _____		
_____ Issuing Official Printed Name			_____ Issuing Official Signature / Date		

# FORT LEAVENWORTH INSTALLATION ACCESS CREDENTIAL ACKNOWLEDGEMENT STATEMENT

1. I understand that I must give Fort Leavenworth Access Control Centers **consent to an initial and periodic background screenings** prior to and after the issuance of an installation access credential. Failure to do so will result in the termination of the application process. I further understand that these background screenings will determine my eligibility for access and continued access during the term of my visit.
2. I understand that my **access may be revoked** at anytime without reason or notice.
3. I understand that I must **properly care for my credential** to prevent damage, or unnecessary wear.
4. I understand that it is **prohibited to allow someone to tailgate** (following someone else in/out of gates without using a credential), or allow someone else to use my credential.
5. I understand that my credential **must be turned in** to the Installation Access Office once it has expired or further use is not required.
6. I understand that I **must immediately report any lost, damaged or stolen credential** to my sponsor and the military police.
7. I understand that my **credential must be controlled at all times**. If you have and or know where your credential is, then it is considered secured! If your credential is lost or unrecoverable, please notify your sponsor immediately.
8. The carrying or storage of privately owned weapons, explosives, and ammunition on Army installations is prohibited unless authorized by the Senior Commander.
9. I have read and understand the instructions listed above.

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Applicant's Printed Name

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Date

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Signature



**Frontier  
Conference  
Center**

**Visitor  
Control  
Center**

- First, receive an access pass at the Visitor Control Center located at Sherman Gate
- After that, proceed to the Main Gate (Grant), continue on Grant until light at Cody, take left
- Turn right on Biddle at stop sign, take next right into the Frontier Conference Center