




**DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS AIR MOBILITY COMMAND**

MEMORANDUM FOR AMC INDUSTRY DAYS ATTENDEES

FROM: AMC/A5/8

SUBJECT: Industry Days Expectation Management

1. Thank you for your attendance to Air Mobility Command (AMC) Industry Days 2009. The purpose of this conference is to provide our research partners insight to AMC's capability gaps. Our goal is to help you focus your research strategies on issues with which AMC needs assistance in finding plausible, affordable technologies to meet our gaps.
2. Please note it is not the intent of this conference to discuss open or upcoming requests for proposals (RFP), detailed requirements, or solicit proposals from industry for specific solutions. Any subsequent communication regarding potential technologies will be requested through the formal contracting request for information (RFI)/RFP processes.
3. If you desire to meet with senior AMC staff after Industry Days, for any matter other than those addressed in paragraph 2 above, you may request a visit by completing the attached Contractor Visit Questionnaire, extracted from AMC Headquarters Operating Instruction (HOI) 90-102, dated 18 November 2008. Please contact the Industry Days planning team at [AMCIndustryDays.org@scott.af.mil](mailto:AMCIndustryDays.org@scott.af.mil), or (618) 229-3895, for a copy of AMC HOI 90-102 or with questions and requests.
4. I hope you find this event successful in better understanding AMC's capability gaps. I look forward to our dialogue during this important event.

  
SILVANUS T. GILBERT III  
Brigadier General, USAF  
Director, Strategic Plans, Requirements,  
and Programs

1 Attachment:  
Contractor Visit Questionnaire, AMC HOI 90-102 Attachment 2

Attachment 2

**CONTRACTOR VISIT QUESTIONNAIRE**

Name, rank, phone of AMC Visit OPR (host directorate): \_\_\_\_\_

**Date of Request:** \_\_\_\_\_

**Name of Company:** \_\_\_\_\_

**Company Address** \_\_\_\_\_  
\_\_\_\_\_

Name, phone number, fax number, and e-mail address of Point of Contact:

**NAME:** \_\_\_\_\_

**PHONE NO.:** \_\_\_\_\_

**TELEFAX NO.:** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

1. Please provide the following information for your visit request:

a. A complete list of individuals in the visiting party, in order of highest to lowest positions:

<b><u>NAME &amp; TITLE</u></b>	<b><u>FORMER RANK</u></b>	<b><u>SECURITY CLEARANCE</u></b>	<b><u>RETIREMENT DATE</u></b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**NOTE:** Should the visiting party change please notify us as soon as possible, prior to the visit.

b. Individual(s) with whom visit is requested:

<b><u>NAME</u></b>	<b><u>REQUESTED LENGTH OF VISIT</u></b>
_____	_____
_____	_____

c. Proposed dates of visit (Please include several options):

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

d. Proposed topic(s) for discussion:

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

e. What are the anticipated results of the visit?

f. List of equipment/technical support required:

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

g. Please attach the following items to this visit request:

(1) Biographies of all attendees.

(2) Copies of slides or briefing materials which will be presented.

(3) Background information about the company.

(4) List of military contracts you currently have.

h. Is your company or any division of your company currently involved in any source selection conducted by or directly affecting or involving AMC and its personnel? If so, request you identify the source selection and the cognizant contracting officer, office symbol and telephone number.

Name of Source Selection: \_\_\_\_\_

Name, office symbol and telephone of cognizant contracting officer: