



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY GARRISON
BUILDING 1001 ROOM W321
FORT HOOD, TEXAS 76544-5000

REPLY TO
ATTENTION OF

S: 11 February 2004

AFZF-GC

FEB 03 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Contractor Information for 2004 Army Stationing and Installation Plan (ASIP) Report

1. Army Regulation 5-18, Army Stationing and Installation Plan (ASIP) and Department of the Army Pamphlet 5-18, Army Stationing and Installation Plan Guide, require that installation populations be analyzed and validated semiannually.
2. Contractors and number of contract employees are a key component of the total installation population. Request each organization submit the following information for all contractors within your facility or service area, NLT 11 February 2004.
 - a. Name of contractor (and contract number if available)
 - b. Date of contract (start and ending date), if known
 - c. Number of employees (number of full-time, part-time, and shift personnel)
 - d. POC or COR and phone number/email
 - e. Where contractor located (building number)
3. Your response should be sent by email to the ASIP program manager listed below. This data will also be used to validate the information included in the current BRAC 2005 data call. It is critical for future funding and support requirements identification that all contractor populations on the installation be reported.
4. For additional information, contact the ASIP program manager at 618-7353 or email: joyce.connor@hood.army.mil.

IMPORTANT EFFORT -
APPRECIATE YOUR ASSISTANCE.
AAA AUDIT OF OUR PROCESS
GOING ON AS WE SPEAK, SO
IMPORTANT WE GET
ACCURATE DATA


WILLIAM H. PARRY, III
COL, AR
Garrison Commander

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