BY ORDER OF THE COMMANDER
UNITED STATES TRANSPORTATION COMMAND

USTRANSCOM INSTRUCTION 90-8
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Command Policy

BUILDING 1900 LOBBY UTILIZATION

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: TCCS-D

Approved By: TCCS (MG Gregory E. Couch, USA)
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This Instruction provides the policies and procedures for utilizing the lobby spaces in Building 1900, Scott AFB. It is applicable to all military and civilian personnel assigned or attached to USTRANSCOM and U.S Army Surface Deployment and Distribution Command (SDDC) at Scott Air Force Base, IL.. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF FORM 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with USTRANSCOM Instruction 33-32, *USTRANSCOM Records Management Program*.

1. The following are procedures for obtaining permission to utilize lobby areas for fundraising, ceremonies, and other events in Building 1900 lobbies. To host events, obtain written permission at least seven days in advance. An email must be sent through Facilities Management (TCCS-FM), USTRANSCOM Protocol, and to either USTRANSCOM Deputy Chief of Staff (TCCS-D) or SDDC Command Affairs (SDDC-CA) depending on location of the event. Email must contain the following information:

- Location: East lobby, West lobby, center lobby, or break room
- Organization holding the event
- Date and time (start and end) for the event
- POC for the organization: Name, Rank, Telephone Number
- Nature of the event
- The number and type of appliances to be used - needed to establish if infrastructure will handle power requirements and if appliances will be in compliance with base fire and safety guidance.

1.2. For events in the East and Center lobbies and the break room send request to TCCS-D at Jay.Stocks@ustranscom.mil.

1.2.1. For events in the West Lobby send request to SDDC-CA at Scott-Ross@us.army.mil.

1.2.2 Courtesy copy: USTC-BRAC-Activities@ustranscom.mil and USTCCS-P@ustranscom.mil on all requests.

1.2.3. Lobby availability is available on the USTC-B1900-Event-Res@ustranscom.mil calendar in Outlook.

1.2.4. For fundraising events, comply with the requirements of USTRANSCOM Policy Directive 34-1, *Fundraising Activities*, in addition to this instruction.

2. Official events take precedence. All events should have a back up location planned.

3. Event OPR is responsible for ensuring all participants are cleared to enter Building 1900 per USTRANSCOMI 31-11, *USTRANSCOM Security Program*.

4. Event OPR is responsible for event clean-up. All trash must be taken to an outside dumpster.

GREGORY E. COUCH
Major General, USA
Chief of Staff

References
USTRANSCOMI 31-11, *USTRANSCOM Security Program*
USTRANSCOMPD 34-1, *Fundraising Activities*