

ITPE LOGISTICS

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General Information	
Assessed Organization	
Activity	
Date	
Time	
Location	
Team Members	

Points of Contact	
Management POC Name	
POC Phone	
POC Email	
Onsite POC	
Organizational Logistics Coordinator POC Name	

<i>POC Phone</i>	
<i>POC Email</i>	
<i>Onsite POC</i>	

<i>Security</i>	
<i>Do Security Clearances Need Passed (yes/no)</i>	
<i>If so, please provide</i>	
<i>Security POC</i>	
<i>Security POC Phone</i>	
<i>Security POC Email</i>	
<i>Security POC Fax</i>	
<i>List any items not permitted on site: (cell phones, laptops, thumb drives, etc.)</i>	

<i>Admin Notes</i>	
<i>Notes</i>	

Details if assessment is done on-site

If assessment is done via remote, the video conference link should be worked out as part of the interview schedule.

<i>Location and Directions – please provide instructions of where to go for assessment meetings</i>	
<i>Parking</i>	
<i>Building</i>	
<i>Room</i>	
<i>Directions</i>	
<i>POC who will meet team</i>	
<i>Other/Misc.</i>	

<i>Travel Recommendations</i>	
<i>Airport</i>	
<i>Hotel</i>	
<i>Directions</i>	
<i>Other/Misc.</i>	

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