

August 31, 2007

The USAG has obtained new parking decals for NCI-Frederick employees to replace those previously issued that were not adhering to windshields. Please be advised that the new NCI-Frederick vehicle decals adhere to the **inside** of the windshield. This will protect the decal from inclement weather conditions. A USAG representative will be on-site at the following times to provide the new decals to NCI-Frederick employees. Employees may return the new NCI-Frederick decal or record the decal number and provide this information to the representative in order to obtain their new decal. NCI-Frederick employees should not remove the expiration date sticker when removing the NCI-Frederick decal from their windshield.

Those employees who were issued the temporary hanging decal may also obtain the permanent decal this week. Please make sure you have your Non-DoD Registration Form (signed by a Protective Services representative) and your valid state registration form, proof of insurance, and driver's license with you. The temporary hanging decal will need to be returned to Protective Services after receiving your permanent decal.

The following is the schedule to issue the new NCI-Frederick vehicle decal to replace the DOD decals:

<b>Tuesday</b>	<b>9-4-07</b>	<b>9:30 am to 12:30 pm</b>	<b>Last name A-BI</b>
<b>Wednesday</b>	<b>9-5-07</b>	<b>9:30 am to 12:30 pm</b>	<b>Last name Bo-Ch</b>
<b>Thursday</b>	<b>9-6-07</b>	<b>9:30 am to 12:30 pm</b>	<b>Last name Ci-Di</b>

Location: Building 426 Protective Services break room ( Room 104 )

Employees are reminded to complete the Non-DOD Vehicle Registration form ( copies are available in Protective Services or on-line ) and have it signed by a Protective Services representative. In addition, you will need to present your drivers license, NCI-Frederick ID card, proof of insurance, and vehicle registration card to the USAG representative to obtain your decal.

Scrapers are available in Protective Services to remove your DOD decal.

Make up dates will be posted for employees who are unavailable on their scheduled days.

The vehicle decal registration schedule will be posted alphabetically on a weekly basis until the registration process concludes. For further information please call x1380 or x1092. Thank you.