

Training: Learn how to do Business with the National Guard Bureau (NGB)

Training Location:

Zachary Taylor Building
2530 Crystal Drive, Room 8122, Arlington, VA 22202-3909

Contact:

POC: Mr. Thomas Dembowski
BB Number: (703) 582-8077

Training Description:

The training course is an overview of the National Guard and the Bureau: Who we are, what we buy, and how to do business with us. This training is ideal for new small businesses who have never done business with the federal government or NGB.

The same information will be delivered in all the sessions. Participants only need to register in one session.

Security Requirements:

- All visitors are required to have two (2) VALID forms of ID, and must leave one (1) VALID form of ID at the Access Point. (Guard Station) (See [security notice attached](#)).
- For your situational awareness, an information sheet on "REAL ID Act of 2005, Pub.L. 109-13, 119 Stat. 302", has been provided to assist you in identifying which IDs are acceptable for access into government facilities.
- Security will vet all visitors prior to allowing them to attend this training.
- Walk-ins are discouraged
- **NOTE: All visitors will be escorted at all times throughout the building.**

Registration:

- Check-In for training begins at 8:30 am and ends at 9:00 am
- Attendees will be escorted to training room at 8:40 am and at 9:00 am
- No one will be brought up to the training room after 9:15
- Training will start promptly at 9:30 am

DUE TO LIMITED SEATING, IF YOU CANNOT ATTEND THE TRAINING SESSION, PLEASE NOTIFY THE OFFICE AT LEAST (48) HOURS IN ADVANCE.

Email: ng.ncr.ngb-arng.mbx.ngb-osbp@mail.mil

Office Phone: (703) 601-6765

Mr. Thomas Dembowski Cell Phone: (703) 582-8077

Check back frequently to see when registration opens for the following (tentative) training dates:

- November 9th, 2016: 9:30am-11:30am
- December 14th, 2016: 9:30am-11:30am

NOTE: Illinois, Minnesota, Missouri, Washington Driver's Licenses, as well as those state issued IDs which state "Federal Limits Apply" are NOT acceptable forms of Identification.

Parking:

Parking is rarely a problem in Crystal City. During the day, there are dozens of garages available for area visitors as well as on-street spaces where you can use pay-by-cell technology through ParkMobile. Google Map. - See more at:

<http://crystalcity.org/accessible/car/parking/parking#sthash.uYwgoZdL.dpuf>

NOTE: If using the parking garage try to be there by 9AM to avoid paying a higher parking fee. Also, go directly to the lower basement to park (Upper levels are reserved). The garage is not oversize vehicle friendly. Just beware of compact car signs when going up ramps. .

All Day Hourly Parking (Standard Rates/Hours Apply)

- 2530 Crystal City Drive
- 1225 S. Clark Street
- Concord Parking at 2611 Jefferson Davis Highway (Entrance on S. Clark Street)
- Surface Parking at 2711 Jefferson Davis Highway (Entrance on S. Clark Street)
- 1350 Crystal Drive Crystal City Shops at 1750 (Entrance on 15th Street)
- Crystal City Shops at 1750 (Entrance at 1750 Crystal Drive)
- 7Crystal City Shops 2100 (Entrance at 2100 Crystal Drive)
- Crystal City Shops at 2200 (Entrance at 2200 Crystal Drive)
- Crystal City Shops at 2200 (Entrance at 223 23rd Street)
- Crystal City Shops at 2011 Crystal Drive
- Crystal City Shops at 2345 Crystal Drive
- Century Building Parking at 320 23rd Street
- Century Building Parking at 2450 Crystal Drive
- Potomac One Parking at 2733 Crystal Drive
- Concord Parking at 2733 Crystal Drive
- Potomac Gateway at 2900 Crystal Drive
- Potomac Two Parking (Entrance on Potomac Avenue)

Internet Access:

There is no Wi-Fi capability in the building, however, you can bring your laptops for taking notes.



How to do business with the National Guard 09 November 2016 Registration

COMPANY NAME

NAME OF REGISTRANT

Prefix First

Last

Suffix

ADDRESS

Street

City

State

Zip Code

E-MAIL

PHONE NUMBER

SOCIO-ECONOMIC CATEGORY

PRIMARY NAICS CODE PRODUCT /SERVICE CODE

Email this completed form to:

ng.ncr.ngb-arng.mbx.ngb-osbp@mail.mil

Once this completed form is received by the Small Business Programs Office of the National Guard Bureau, a confirmation email will be sent with status of the registration.

NOTE: Completing this form does not guarantee registration for the class.