

Jacket: 534-936
Title: VA-BAS-Participant Guides ACTIVE DUTY Version 6.0 Jan 24
Agency: VA
Bid Opening: March 19, 2024 at 12PM

Contractor Name	Bid	Terms		Discounted Total
Phoenix	\$56,557.03	5.00%	20 days	\$53,729.18
Solo	\$162,500.00	0.25%	20 days	\$162,093.75
I Color	\$187,594.00	0.25%	10 days	\$187,594.00
Schmitz	\$216,225.00	0.50%	20 days	\$215,143.88
Advantage Mailing	\$219,919.60	0.50%	20 days	\$218,820.00
Monarch	\$224,422.00	2.00%	20 days	\$219,933.56
McDonald & Eudy Printing	\$241,503.00	1.00%	20 days	\$239,087.97
			days	\$0.00
			days	\$0.00
			days	\$0.00
			days	\$0.00
			days	\$0.00
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			days	\$0.00
			days	\$0.00

BID OPENING: Bids shall be virtually opened at 1:00 p.m., prevailing Washington, DC Time, on March 19, 2024, at the Government Publishing Office, Washington, DC for the Northcentral Region.

All parties interested in attending the bid opening shall email bids@gpo.gov prior to the bid opening date to request a Microsoft Teams live stream link. The link will be emailed on the day of the bid opening.

BID SUBMISSION: Bidders must email bids to bids@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time. The jacket number and bid opening date must be specified in the subject line of the emailed bid submission. Bids received after 1:00 p.m. EST on the bid opening date specified above will not be considered for award.

Any questions before award concerning these specifications call Mike Szopo, at 312-353-3916 x 4 or email at mszopo@gpo.gov

PRODUCT: Perfect bound books.

BIDDERS, PLEASE NOTE: GPO has issued a new GPO Publication 310.2, GPO Contract Terms - Solicitation Provisions, Supplemental Specifications, and Contract Clauses (Rev 1-18). Prospective bidders should carefully read this publication as the applicable terms within become an integral part of this contract. The document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.

PREDOMINANT PRODUCTION FUNCTION: The predominant production function is the printing. This function may NOT be subcontracted. Contractors who subcontract this function will be declared non-responsible.

ADDITIONAL EMAILED BID SUBMISSION PROVISIONS: The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed bid including, but not limited to, the following:

1. Illegibility of bid.
2. Emails over 10 MB may not be received by GPO due to size limitations for receiving emails.
3. The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.
4. When the email bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO's email server as the official time stamp for bid receipt at the specified location.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the low contractor may be required to provide one or more of the following financial documents the same workday, or as required, from the notification to submit:

- 1) Most recent profit and loss statement
- 2) Most recent Balance Sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by

the Government. Failure to provide the requested information in a timely manner may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

TITLE: VA-BAS-Participant Guides ACTIVE DUTY Version 6.0 Jan 24

QUANTITY: 49,698 copies (includes 2 GPO inspection copies),

TRIM SIZE: 8-1/2 x 11" – adjust cover and spine as needed.

PAGES: Approx. 218 pages plus separate wraparound cover.

PRINTING:

Covers: 1 & 4 and spine print in 4-color process type and line matter with illustrations, type reversing and bleeds uncommon. After printing, flood coat covers 1 & 4 and the spine with a clear, non-yellowing gloss varnish. Cover 2 and 3 are blank. Add blanks as needed at no added cost.

Text: Prints head to head in 4-color process type and line matter with illustrations and type reversing. Bleeds throughout.

GOVERNMENT TO FURNISH: Links to the PDF will be emailed after award.

NOTE: Contractor to resize/correct files for bleed at no added cost to the government.

NOTE: If changes are made to the files furnished, during the proofing stage, at the agency's request, or per the specifications, the contractor must create a revised CD with all changes incorporated therein for return to the agency after completion of the order.

BASIC CHECK OF FURNISHED MEDIA AND FILES: Prior to image processing, the contractor is responsible for performing a basic check (preflight) of the furnished media and files. If any errors, media damage, or data corruption that might interfere with proper file imaging are discovered during inspection by the contractor, work should be discontinued after the entire order has been inspected. Further instructions should be requested from the GPO Contract Administrator.

This preflight should identify any problem areas with the digital file submission and should include but not be limited to missing or damaged fonts, damaged disks, missing bleeds, improper trim size and/or margins, only low resolution files included for illustrations, and improper color definition. The contractor is also responsible for creating or altering any necessary trapping, setting proper screen angles and frequency, adjusting copy for trim size and folds, and defining proper file output selection for the imaging device being used. All furnished files must be imaged as necessary to meet the assigned quality assurance through attributes program (QATAP) level.

RIGHTS ON DATA: The fonts provided (see GOVERNMENT TO FURNISH) are the property of the ordering agency and are provided for use on this contract only. Using the furnished fonts on any job other than the one for which the fonts were submitted violates copyright law. All fonts should be eliminated from contractor's archive immediately after completion of the production run.

IDENTIFICATION MARKS: Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., including GPO imprint, form number, and revision date, carried on copy, electronic files, or film, must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

PROOFS:

Email PDF proofs to: Nelson.Colon@va.gov ; Penny.Woods2@va.gov ; Brian.Mano@va.gov and cszopo@gpo.gov

Contractor must confirm receipt of proofs by calling: Nelson Colon, 202-380-5074.

Approval will come from Nelson Colon, Penny Woods, or Brian Mano.

Proofs will be withheld not more than 2 workdays from receipt in agency until contractor is notified of an "OK to proceed". Contractor must not proceed prior to receipt of an "OK to proceed".

Contractor to submit one "Press Quality" PDF "soft" proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

STOCK:

Cover: JCP Code* L11, White No. 1 Gloss Coated Cover, Basis Size 20 X 26", Basis Weight, 80lb.

Text: JCP Code* A60, White Uncoated Text, Basis Size 25 X 38", Basis Weight, 60lb.

BINDING:

Perfect bind on the left 11" dimension, using Polyurethane Reactive (PUR) adhesive.

Hinge score approximately 3/16" from bind on front and back covers. Trim three sides. Perfect binding must withstand extensive handling by end user without damage to the binding or pages, without separating from the binding.

PACKAGING, LABELING, AND MARKING: Noncompliance with the packing and marking instructions will be cause for the Government to take corrective action in accordance with GPO Pub. 310.2. Label in accordance with GPO Contract Terms.

Pack suitable per shipping cartons.

No loose items in cartons are permitted. Include sufficient inner packaging in submitted price. Ensure sufficient inner packaging to ensure no damage occurs during shipping.

At the Government's option, any items damaged during production or shipping may be required to be re-fulfilled in an expedited manner, including expedited handling, expedited production, and expedited shipping. Or, contractor may be required to waive the cost of any items received in damaged condition.

Mark/label each shipping container with the Requisition No., Jacket number, and title, corresponding to contents.

Cartons not to exceed 45 pounds each when full.

Pack GPO copies suitably.

PALLETIZING: Contractor will be required to furnish pallets, for bulk shipments, in shipping containers, when the containers fill two or more layers on the pallet. Palletize in accordance with GPO Pub. 310.2.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Level:

- (a) Printing (page related) Attributes-Level III.
- (b) Finishing (item related) Attributes-Level III.
- (c) Exception – None.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

Attribute: Specified Standard

P-7. Type Quality and Uniformity: Approved proofs

P-10. Process Color Match: Electronic media

DISTRIBUTION:

Deliver f.o.b. destination (at contractor's expense) - all domestic addresses.

Ship f.o.b. contractor's city (at contractor's expense) - all foreign APO/FPO addresses.

Approx. 104 total destinations – follow the distribution list.

Email mszopo@gpo.gov to receive the distribution lists.

See distribution lists for individual destination quantities.

Start shipping the OCONUS locations first.

NOTE: PAY PARTICULAR ATTENTION to column N with special notes regarding deliveries.

NOTE: All delivery and USPS shipping costs must be included in bid price.

All APO/FPO/DPO addresses must be mailed Priority Mail with the USPS. Make sure to include the Unit Number and box numbers if assigned (ie; 1 of 2, 2 of 2, etc.). To prevent mail from entering foreign mail networks, do not include city or country names in the APO/FPO shipping addresses. These must be included in the total bid cost.

2 copies marked Inspection Copies and with GPO jacket number to: U.S. GPO, Attn: Compliance -Mike Szopo, residential Chicago IL address to come. Email mszopo@gpo.gov for address after award.

NOTIFICATION: All items must be sent by traceable means. Immediately after shipping, distribution lists with tracking information added must be emailed to: Nelson.Colon@va.gov ; Penny.Woods2@va.gov ; Brian.Mano@va.gov and cszopo@gpo.gov

SCHEDULE: See Notice of Compliance with Schedules in GPO Publ. 310.2.

Award will be made and Government furnished material and purchase order will be available for pickup on or before **March 25, 2024**.

PDF proofs are due on or before March 28, 2024. Proofs will be withheld not more than **2 workdays** from receipt by the Government.

Deliver complete on or before May 30, 2024 to all domestic destinations.

Ship in time to ensure complete delivery on or before May 30, 2024 to all foreign APO/FPO destinations.

Contractor **MUST** email delivery verification information to compliance@gpo.gov within 24 hours of delivery. Enter the Jacket number in the subject line and place method of shipment and the delivery date in the body of the message. Failure to follow this procedure may result in delayed payment after invoicing.

Offers must include the cost of all materials and operations for the total quantity ordered in accordance with these specifications. In addition, a price must be submitted for **additional 1,000 copies**. The price for additional quantities must be based on a continuing run, exclusive of all basic or preliminary charges, (i.e., running rate not including makeready) and will not be a factor for determination of award.

PAYMENT:

It is requested that the contractor invoice GPO within 10 workdays from the date of complete distribution for timely payment and customer billing closeout. Contractor must include Proof of Delivery (POD) for the complete quantity, including the GPO Inspection Copies (when required), with their invoice for payment to prevent delays in the GPO payment.

Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

SHIPMENT(S): Shipments will be made from: City _____, State _____

TOTAL BID PRICE \$ _____ ADDITIONAL RATES: _____ PER 1,000 copies

DISCOUNTS: Discounts are offered for payment as follows: _____ Percent, _____ calendar days. See Article 12 "Discounts" of Solicitation Provisions in GPO Contract Terms (Publication 310.2).

AMENDMENT(S): Bidder hereby acknowledges amendment(s) number(ed) _____

BID ACCEPTANCE PERIOD: In compliance with the above, the undersigned agree, if this bid is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated points(s), in exact accordance with specifications.

NOTE: Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.

BIDDER'S NAME AND SIGNATURE: Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms – Publication 310.2. When responding by email, fill out and return one completed copy of all applicable pages that include the Jacket Number, Bid Price, Additional Rate, Discounts, Amendments, Bid Acceptance Period, and Bidder's Name and Signature, including signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, § 2. Electronic signatures must be verifiable of the person authorized by the company to sign bids.

Bidder _____
(Contractor Name) (GPO State and Contractor's Code)

(Street Address)

(City – State – Zip Code)

By _____
(Printed Name, Signature, and Title of Person Authorized to Sign this Bid) (Date)

(Person to be Contacted) (Telephone Number) (Email)

(Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____ Contracting Officer: _____ Date: _____
(Initials) (Initials)

See next page for specifying bid.

Participant Guides v6.0 Sum of quantityOrdered	region	locationName	contactName	contactPhone	contactEmail	addressLine1	addressLine2	addressLine3	city	stateProvince	zipPostalCode	country	notes
100	01	Fort Belvoir	Brandon Scott	571-461-8696	Brandon.Scott@calbresys.com	TAP Office - Barden Education Center	Attn: VA Benefits Advisor	9625 Belvoir Road, Bldg 1017, Room 150	USAG Fort Belvoir	VA	22060	United States	
620	01	Fort Drum	Joe Reinsburo	571.461.8642	Joseph.reinsburo@vatap.calbresys.com	Clark Hall Soldier for Life	ATTN: VA Benefits Advisor Joe Reinsburo	10720 Mount Belvedere Blvd, Room B2-4	Fort Drum	NY	13602	United States	If shipping by freight, truck needs to have lift gate, we do not have loading docks. Deliver palletted material to the Southwest entrance off of Enduring Freedom Drive
864	01	Fort George G Meade - USA	William "Bill" Fitzgerald	571-461-8558	william.fitzgerald@vatap.calbresys.com	Transition Assistance Program (TAP)	ATTN: VA Benefits Advisors	4550 Parade Field Lane, Room 303	Fort Meade	MD	20755	USA	USPS has had problems with delivering. UPS / FedEx preferred. Call before attempting delivery 571-461-8558
500	01	Hanscom AFB	Al Yee	571-461-8577	Al.Yee@calbresys.com	Hanscom Airman & Family Readiness Center	Attn: VA Benefits Advisor	10 Kirtland St, Bldg 1240, Rm 419	Hanscom AFB	MA	01731	USA	
275	01	JB Anacostia - Bolling	Renita Ricks-Thomas	571-835-6941	Renita.RicksThomas@vatap.calbresys.com	Military & Family Readiness Center	Attn: VA Benefits Advisor	118 Brookley Ave, Bldg 13, Rm 100	Washington	DC	20032	USA	Packages can be left with TAP office staff. INCLEMENT WEATHER: https://www.opm.gov/policy-data-oversight/snow-dismissal-procedures/current-status/ DO NOT SHIP VIA USPS...THE PACKAGES GET LOST!!! USE UPS, FEDEX, ETC.
450	01	JB Andrews	Matthew McKinney	571-835-5722	matthew.mckinney@calbresys.com	JB Andrews Military & Family Support Center	Attn: VA Benefits Advisor	Menohar Dr, Bldg 1191	Joint Base Andrews	MD	20762	USA	
325	01	JBLE - Fort Eustis	Wallease Burnell	571-461-8573	wallease.burnell.ctr@vatap.calbresys.com	Soldier For Life- Transition Assistance Program	Attn: VA Benefits Advisor	705 Washington Blvd, Suite 71A	Fort Eustis	Virginia	23604	United States	
250	01	JBLE - Langley AFB	Amy Baker	571-461-8704	amy.baker@vatap.calbresys.com	(JBLE) Langley AFB Airman & Family Readiness Center	Attn: VA Benefits Advisor	45 Nealy ave, Bldg 15, Suite 100	Langley AFB	Virginia	23665	USA	Must bring box truck or smaller as an 18 wheeler cannot navigate this building. Please allow front desk clerks to sign for packages addressed to VA Benefits advisors; Physical, mailing, and shipping address are all the same
300	01	JBMDL - Fort Dix	Lester Rodriguez	571-461-8702	Lester.Rodriguez@vatap.calbresys.com	LTC Florence MacDonald Hall - SFL-TAP Office	Attn: VA Benefits Advisor - Lester Rodriguez	5418 Delaware Avenue, Building 5418, Room 118	Fort Dix, NJ	NJ	08040	USA	TAP office staff have permission to sign for package. USPS cannot be used for deliveries.
250	01	JBMMH - Fort Myer	Nikki Hoy	571-461-8811	nikki.hoy@vatap.calbresys.com	Transition Assistance Program	Attn: VA Benefits Advisor	209 McNair Rd, Room 25	Arlington	VA	22211	USA	The TAP Trailer Amazon and UPS would not be able to deliver. Truck with Lift Gate required if a substantial amount of supplies or books. All shipments must be placed on a pallet
2600	01	NSA Norfolk	Phillip Piltawer	571-461-8722	phillip.piltawer@vatap.calbresys.com	Navy Fleet & Family center	Attn: VA Benefits Advisor (Phillip Piltawer)	1327 West C Street, Bldg U93	Norfolk	Virginia	23511	U.S.	
234	02	Fort Eisenhower	Melissa Abrams	(571) 461-8473	Melissa.Abrams.CTR@VATAP.CALIBRESYS.COM	SFL-TAP	ATTN: VA Benefits Advisor Melissa Abrams	305 8th Ave, Bldg 33800	FORT GORDON	GA	30905	USA	
1450	02	Fort Liberty	Keith Johnson	571-461-8481	keith.johnson.ctr@vatap.calbresys.com	Fort Liberty	ATTN: VA Benefits Advisor Keith Johnson	Bldg 4-3539 Normandy Dr, Suite 113	Fayetteville	NC	28310	USA	Recommend ramp for offloading due to elevated loading dock at site.
730	02	Fort Moore	Tony Hobbs	571 461 8519	tony.hobbs.ctr@vatap.calbresys.com	Fort MooreSFLTAP Office	VA Benefits Advisor Tony Hobbs	8150 Marne Rd, Bldg 9230	Fort Moore	GA	31905	USA	
650	02	Fort Stewart	Jeffrie Barnes	571-461-8487	jeffrie.barnes.ctr@vatap.calbresys.com	SFL-TAP VABS (Garrison)	ATTN: VA Benefits Advisor Jeffrie Barnes	6211 William M Wilson Ave, Rm 201	Fort Stewart	GA	31314	USA	Call 571-461-8487 if needing assistance
800	02	Hunter Army Airfield	Lakayah Hatcher	571-461-8659	lakayah.hatcher.ctr@vatap.calbresys.com	TAP: Transition Assistance Program	ATTN: VA Benefits Advisor Lakayah Hatcher	14 Rocky Road, Bldg 1289	Hunter Army Air Field	GA	31409	USA	VA office located in back of the building; we share office with the Reserves Staff.
264	02	JBC - Charleston AFB	Will Jackson	571-461-8865	william.jackson.ctr@vatap.calbresys.com	Charleston AFB	ATTN: VA Benefits Advisor Will Jackson	104 E Simpson St, Bldg 500	Charleston AFB	SC	29404	USA	
180	02	JBC - NWS Charleston	Jon France	571-461-8852	Jon.France.ctr@vatap.calbresys.com	Naval Weapons Station, Joint Base Charleston	ATTN: VA Benefits Advisor	1000 Pomflant Access Road, Bldg 302, Rm 1099	Goose Creek	SC	29445	USA	
450	02	MCAS Cherry Point	Cecil Casey	571-461-8526	Cecil.Casey.ctr@vatap.calbresys.com	MCAS Cherry Point	ATTN: VA Benefits Advisor Cecil Casey	4335 C St, Rm 213	Cherry Point	NC	28533	USA	FOR PG Delivery Room 213
710	02	MCAS New River	James Miller	571-461-8543	james.miller.ctr@vatap.calbresys.com	MCAS New River Transition Readiness Branch	ATTN: VA Benefits Advisor James Miller	901 Longstaff St, Bldg AS 901, Rm 110	Jacksonville	NC	28540	USA	classroom, office, and physical address. USPS does NOT deliver to this location. UPS, FedEx, or other carrier is best.
2100	02	MCB Camp Lejeune	Scott Theakston	571-461-8567	scott.theakston.ctr@vatap.calbresys.com	John A Lejeune Education Center	ATTN: VA Benefits Advisor Scott Theakston	825 Stone St, Rm 409	Camp Lejeune	NC	28547	USA	
100	02	Robins AFB	Charles Johnson	571-461-8845	Charles.johnson.ctr@vatap.calbresys.com	Military Family Readiness Center	Attn: VA Benefits Advisor	725 9th Street	Robins AFB	GA	31098	USA	
160	02	Seymour Johnson AFB	Timothy Smith	571-461-8728	timothy.smith.ctr@vatap.calbresys.com	Seymour Johnson AFB	ATTN: VA Benefits Advisor Timothy Smith	103 Pinehurst Lane	Goldboro	NC	27534	USA	Please send everything to my home address as I am geographically separated from the address that previous deliveries went to. Also, they are planning to move my office soon and I don't know where that will be yet
500	02	Shaw AFB	Sherry Davis	571-461-8853	sherry.davis.ctr@vatap.calbresys.com	MILITARY AND FAMILY READINESS CENTER	ATTN: VA Benefits Advisor Sherry Davis	524 Stuart Ave, Bldg 1127	Shaw AFB	SC	29552	USA	
230	03	Barksdale AFB	Lemuel Dunning	571-461-8914	lemuel.dunnings.ctr@vatap.calbresys.com	Airman & Family Readiness Center	Attn: VA Benefits Advisor Lemuel Dunning	801 Kenney Ave, Rm 1315	Barksdale AFB	LA	71110	USA	
900	03	Eglin AFB	Mitch Culbertson	571-461-8570	mitch.culbertson.ctr@vatap.calbresys.com	Education Center	Attn: VA Benefits Advisor	502 West D Ave, BLD 251, Ste 110	Eglin AFB	FL	32542	USA	No loading dock
1475	03	Fort Campbell	Cynthia Allen	571-461-8560	cynthia.allen.ctr@vatap.calbresys.com	Fort Campbell Transition Assistance Program	Attn: VA Benefits Advisor Cynthia Allen	5661 Screaming Eagle Blvd	Fort Campbell	KY	42223	USA	
350	03	Fort Johnson	Derrick Brock	571-461-8920	derrick.brock.ctr@vatap.calbresys.com	In & Out Processing	Attn: VA Benefits Advisor Derrick Brock	1716 3rd St, Bldg 250, Rm 207	Fort Johnson	LA	71459	USA	
400	03	Fort Knox	Dan Hagy	502-624-8058	danny.hagy.ctr@vatap.calbresys.com	Graham Hall Annex	Attn: VA Benefits Advisor Dan Hagy	26 Pershing Drive, Bldg 1379	Fort Knox	KY	40121	US	UPS, Fed EX will deliver here. USPS will not. FEDEX has delivered to our location.
100	03	Fort Novosel	Dale Harvey	571-461-8923	dale.harvey.ctr@vatap.calbresys.com	Education Center	Attn: VA Benefits Advisor Dale Harvey	4502 Andrews Ave, Bldg 4502, Rm 203	Fort Novosel	AL	36362	USA	
330	03	Keesler AFB	Kevin Smith	571-461-8984	kevin.smith.ctr@vatap.calbresys.com	Military & Family Readiness Center	Attn: VA Benefits Advisor Kevin Smith	500 Fisher Street, Rm 229	Biloxi	MS	39534	USA	
150	03	Little Rock AFB	Chris Willingham	571-461-8432	chris.willingham.ctr@vatap.calbresys.com	Military & Family Readiness Center	Attn: VA Benefits Advisor Chris Willingham	940 Arnold Drive	Little Rock Air Force Base	AR	72099	USA	
650	03	MacDill AFB	LaShawn Merceron	813-828-8595	lashawn.merceron.ctr@vatap.calbresys.com	Military & Family Readiness Center	Attn: VA Benefits Advisor LaShawn Merceron	8104 Condon St, Bldg 38, Rm 104	MacDill AFB	FL	33621	USA	
820	03	NAS Jacksonville	Angela Baumcratz	571-461-8687	angela.baumcratz.ctr@vatap.calbresys.com	Navy Fleet & Family center	Attn: VA Benefits Advisor Angela Baumcratz	27 Ranger St, Bldg 27	Jacksonville	FL	32212	USA	No loading dock, Lift gate truck needed, Delivery inside Delivery Inside
500	04	Buckley SFB	Tyrone Groce	(571) 461-8508	tyrone.groce.CTR@vatap.calbresys.com	Airman and Family Readiness Center	Attn: VA Benefits Advisor (Tyrone Groce)	18401 E A-Basin Ave, Bldg 606, Room 106A	Buckley AFB	Colorado	80011	USA	Office is right behind the main auditorium
600	04	Fort Carson	Cliff White	571-461-8541	Clifford.White.CTR@vatap.calbresys.com	Soldier for Life / Transition Assistance Program	Attn: VA Benefits Advisor (Cliff White)	1625 Ellis St, Bldg 1218, Room 320	Fort Carson	CO	80913-5016	USA	Google Maps: 7373 Mekong St. Storage room on the 1st floor. Please call 913-684-2844 or (571) 461-8425 (cell)
175	04	Fort Leavenworth	Chevelle Lewis Wagstaff	(571) 461-8425 (cell)	c.lewiswagstaff.ctr@vatap.calbresys.com	Soldier for Life / Transition Assistance Program	Attn: VA Benefits Advisor (Chevelle Lewis Wagstaff)	600 Thomas Avenue, BLDG 198, Suite 244	Fort Leavenworth	KS	66027	USA	
36	04	Fort Leonard Wood	Tony Edwards	571-461-8805	anthony.edwards.ctr@vatap.calbresys.com	Soldier for Life / Transition Assistance Program	Attn: VA Benefits Advisor (Tony Edwards)	140 Replacement Ave, Bldg 470, Room 1108, Office 108	Ft Leonard Wood	MO	65473	USA	
500	04	Fort Riley	Jerry Davis	571-461-8854	Jerry.Davis.ctr@vatap.calbresys.com	Soldier for Life / Transition Assistance Program	Attn: VA Benefits Advisor (Jerry Davis)	212 Custer Ave, Room 218	Fort Riley	KS	66442	USA	
36	04	McConnell AFB	Alison Vesper	571-461-8502	Alison.Vesper.CTR@vatap.calbresys.com	MILITARY AND FAMILY READINESS CENTER	ATTN: VA Benefits Advisor (Alison Vesper)	51347 Kansas St, Bldg 732, Rm 112	McConnell AFB	KS	67221	United States	Office is near the water fountain by kitchen in front half of bldg.
260	04	Minot AFB	Gianna Brockhoff	571-344-1309	Gianna.Brockhoff.CTR@vatap.calbresys.com	MILITARY AND FAMILY READINESS CENTER	ATTN: VA Benefits Advisor (Gianna Brockhoff)	291 Peacekeeper Place	Minot AFB	ND	58704	USA	
300	04	NS Great Lakes	Bill Holloway	571-461-8804	Bill.holloway.ctr@vatap.calbresys.com	Navy Fleet & Family center	Attn: VA Benefits Advisor (Bill Holloway)	2221 Macdonough Dr, Bldg 617, Room 122	Great Lakes	MI	60088	USA	
50	04	Offutt AFB	Kathryn Gonzales	571-461-8904	Kathryn.gonzales.CTR@vatap.calbresys.com	MILITARY AND FAMILY READINESS CENTER	VA Benefits Advisor (Kathy Gonzales)	705 Nelson Drive, Bldg 323C, Room 336	Offutt AFB	NE	68113	USA	
250	04	Peterson SFB	Rebecca Morelock	571-461-8472	Rebecca.Morelock.CTR@vatap.calbresys.com	MILITARY AND FAMILY READINESS CENTER	Attn: VA Benefits Advisor (Rebecca Morelock)	135 Dover St, Bldg 350, Suite 1042	Peterson SFB	CO	80914	USA	
320	04	Scott AFB	Sean Isaac	571-461-8550	sean.isaac.ctr@vatap.calbresys.com	Airman and Family Readiness Center	Attn: VA Benefits Advisor (Sean Isaac)	404 W. Martin St, Bldg 1650	Scott AFB	IL	62225	USA	
60	04	US Air Force Academy	Mike Reddoch	571-461-8548	michael.reddoch.ctr@vatap.calbresys.com	Military & Family Readiness Center	ATTN: VA Benefits Advisor (Mike Reddoch)	6248 West Pine Loop	USAF Academy	CO	80840	USA	Same as Mailing Address
250	04	Whiteman AFB	Jessica Morhole	571-461-8712	Jessica.Morhole.ctr@vatap.calbresys.com	MILITARY AND FAMILY READINESS CENTER	ATTN: VA Benefits Advisor (Jessica Morhole)	750 Arnold Ave, Bldg 527	Whiteman AFB	MO	65305	USA	
600	04	Wright-Patterson AFB	Ty Coleman	571-461-8927	Tyhyonda.Coleman.CTR@vatap.calbresys.com	Military and Family Readiness Center area A	ATTN: VA Benefits Advisor (Ty Coleman)	2000 Allbrook Dr, Bldg 2, Room 225	Wright Patterson AFB	OH	45433	USA	
200	05	Cannon AFB	Eric Brehm	571-461-8527	eric.brehm.ctr@vatap.calbresys.com	MILITARY AND FAMILY READINESS CENTER	ATTN: VA Benefits Advisor (Eric Brehm)	331 DL INGRAM AVE, BLDG 1433, ROOM A113A	CANNON AFB	NM	88103	USA	Alternate: Tap Manager Scherie Hartman/ 575-904-3407
275	05	Davis-Monthan AFB	Brenda Price	571-461-8537	Brenda.Price.ctr@vatap.calbresys.com	Airman & Family Readiness Center	ATTN: VA Benefits Advisor (Brenda Price)	5355 E GRANITE ST BLDG 2441 RM 306	DAVIS MONTHAN AFB	AZ	85707	USA	Alternate: Mark Hoffman/ 571.461.8689
145	05	Dyess AFB	Sarah Nauman	571-461-8829	sarah.nauman.ctr@vatap.calbresys.com	MILITARY AND FAMILY READINESS CENTER	ATTN: VA Benefits Advisor (Sarah Nauman)	382 AVENUE D BLDG 7215	DYESS AFB	TX	79607	USA	Alternate: Tap Manager Blanca Hendershott/ 325.696.5999 x8420
2000	05	Fort Bliss	Ronnie Ferrell	571.461.8607	ronnie.ferrell.ctr@vatap.calbresys.com	Transition Assistance Program Center	ATTN: VA Benefits Advisor (Ronnie Ferrell)	503 PERSHING RD BLDG 503	FORT BLISS	TX	79916	USA	Please call Ronnie Ferrell before delivery. We will need a lift gate on the truck, a pallet jack and two delivery people to roll it down to the basement. It is a steep downhill ramp leading to the basement.
2100	05	Fort Cavazos	Byron Stokley	5718350848	byron.stokley.ctr@vatap.calbresys.com	Transition Assistance Program Center	ATTN: VA Benefits Advisor (Byron Stokley)	36000 SHOEMAKER LN BLDG 36000 RM 2016	FORT CAVAZOS	TX	76544	USA	Alternate: Corina Garcia/ 571.461.8924
140	05	Fort Huachuca	Mayra Diaz	571.461.8536	mayra.diaz.ctr@vatap.calbresys.com	Transition Assistance Program Center	ATTN: VA Benefits Advisor (Mayra Diaz)	22420 BUTLER ROAD	FORT HUACHUCA	AZ	85613	USA	Alternate: Mike Smith/ 571.461.8928
500	05	Fort Sill	Chad Jones	571-461-8652	chad.jones.ctr@vatap.calbresys.com	TAP Training Complex	ATTN: VA Benefits Advisor (Chad Jones)	2502 RINGGOLD RD BLDG 2502	FORT SILL	OK	73503	USA	Alternate: Leda Coleman/ 571.461.8530
54	05	Goodfellow AFB	William Petrazuolo	571.461.8697	w.petrazuolo.ctr@vatap.calbresys.com	MILITARY AND FAMILY READINESS CENTER	ATTN: VA Benefits Advisor (William Petrazuolo)	171 VALIANT ST BLDG 145	GOODFELLOW AFB	TX	76908	USA	Alternate: Kyle Crockett/ 571.461.8723
450	05	JBSA - Fort Sam Houston	Jeff Walton	571.461.8713	jeffrey.walton.ctr@vatap.calbresys.com	Transition Assistance Program Center	ATTN: VA Benefits Advisor (Jeffrey Walton)	3931 OKUBO BARRACKS BLDG 3639	FORT SAM HOUSTON	TX	78234	USA	Alternate: Tap Manager Brandon O'Neil/ 325.654.1496
500	05	JBSA - Lackland AFB	Rick Sandoval	571.461.8731	enrique.sandoval.ctr@vatap.calbresys.com	Education Building Lackland AFB	ATTN: VA Benefits Advisor (Enrique "Rick" Sandoval)	1550 WURTSMITH ST BLDG 5725 RM 207	SAN ANTONIO	TX	78236	USA	Alternate: Lamar Durham/ 571.461.8828 Call Rick first to verify what door to deliver at. Elevator is not functional. Driver needs pallet jack to move items to second story
216	05	JBSA - Randolph AFB	Robert Stitham	571-461-8547	rob.stitham.ctr@vatap.calbresys.com	MILITARY AND FAMILY READINESS CENTER	ATTN: VA Benefits Advisor (Rob Stitham)	555 F ST W BLDG 693	RANDOLPH AFB	TX	78150	USA	Alternate: Bruce Smith/ 571.461.8693
95	05	Kirtland AFB	Julia Lee	(703) 380-8162	julia.lee.ctr@vatap.calbresys.com	Airman and Family Readiness Center	Attn: VA Benefits Advisor (Julia Lee)	1451 4TH STREET SE BLDG 20245 SUITE 126	KIRTLAND AFB	NM	87117	USA	Alternate: Mike Robalino/ 571.461.8732
250	05	Luke AFB	Walter Roese	571.461.8571	walter.roese.ctr@vatap.calbresys.com	MILITARY AND FAMILY READINESS CENTER	ATTN: VA Benefits Advisor (Walter Roese)	7282 N 137TH AVE BLDG 1113	LUKE AFB	AZ	85309	USA	Attention: Thomas Bonnel/ 505-853-6842
205	05	MCAS Yuma	Chris Smith	928-269-3172	c.smith.ctr@vatap.calbresys.com	Transition Readiness Program MCAS Yuma	ATTN: VA Benefits Advisor (Michelle Perricone)	3843 S SHAW AVE BLDG 852 RM 175	YUMA	AZ	85369	USA	Alternate: Angelica Johnson/ 623-856-6842
250	05	Tinker AFB	Joseph Betzen	571.461.8580	JOSEPH.BETZEN.ctr@vatap.calbresys.com	Airman and Family Readiness Center	ATTN: VA Benefits Advisor (Joseph Betzen)	6001 ARNOLD ST	TINKER AFB	OK	73145	USA	Alternate: Alison Longoria/ 928-269-3159
300	06	Fairchild AFB	Gerd Scheller	571.461.8848	Gerd.Scheller@vatap.calbresys.com	Education & Training Center	ATTN: VA Benefits Advisor (Gerd Scheller)	6 W CASTLE ST, STE 128	FAIRCHILD AIR FORCE BASE	WA	99011-8532	USA	Alternate: Dana Reynolds/ 405-739-2747
860	06	Fort Wainwright	Shawn Moody	571.215.6887	Shawn.Moody@vatap.calbresys.com	Transition Assistance Program	ATTN: VA Benefits Advisor (Shawn Moody)	3401 SANTIAGO AVE, RM 243	FORT WAINWRIGHT	AK	99703	USA	Alternate: Randy Crawford/ 509.247.3760
415	06	Hill AFB	Laura Logan	571.344.9967	Laura.Logan@vatap.calbresys.com	Military & Family Readiness Center	ATTN: VA Benefits Advisor (Laura Logan)	5837 D AVE, BLDG 150	HILL AIR FORCE BASE	UT	84056-5016	USA	Alternate: Richard Steele 907.353.2099
1000	06	JB Pearl Harbor - Hickam											

2400	07	MCB Camp Pendleton	DAVID DICKENS	(571) 461-8474	david.dickens@vatap.calibresys.com	MCCS PROPERTY WAREHOUSE	ATTN: VA Benefits Advisor (David Dickens)	BLDG 2261, VANDEGRIFT BLVD	CAMP PENDLETON	CA	92055	USA	Lift gate on shipping trucks required. Alternative: Audry Webb/571-461-8496
470	07	NAS Lemoore	David Perez	571.309.1520	david.perez@vatap.calibresys.com	TRANSITION CENTER	ATTN: VA Benefits Advisor (David Perez)	824 HANCOCK CIRCLE, RM 107	LEMOORE	CA	93246	USA	Alternate: Adolfo Bejarano / 571-461-8619 Lift gate on shipping trucks required. Alternate: AJ Bejarano/571-461-8619
1610	07	NB San Diego	Rodolfo Arrieta	571-461-8566	Rodolfo.Arrieta@vatap.calibresys.com	NAVY/MARINE CORPS RELIEF SOCIETY	ATTN: VA Benefits Advisor (Rudy Arrieta)	3115 DOLPHIN ALLEY, BLDG 270, RM 210	SAN DIEGO	CA	92136	USA	Lift gate on shipping trucks required. Please call Rudy Arrieta (571-461-8566) 30 minutes prior to delivery to accept the shipment. Alternate: Kevin Goodson/571-461-8835
300	07	NB Ventura County	Ivan Castellanos	571-461-8826	ivan.castellanos@vatap.calibresys.com	FLEET AND FAMILY SERVICE CENTER	ATTN: VA Benefits Advisor (Ivan Castellanos)	2600 DODSON ST, BLDG 1169	PORT HUENEME	CA	93043	US	Alternate: Carmelo Lopez/ 571-461-8569
200	07	Nellis AFB	Cheri Depenbrock	571-461-8688	cheri.depenbrock@vatap.calibresys.com	MFR	ATTN: VA Benefits Advisor (Cheri Depenbrock)	4311 NORTH WASHINGTON BLVD, BLDG 312, STE 102	LAS VEGAS	NV	89191	United States	Alternate: Palala Gaoteote/571-461-8568
200	07	Travis AFB	Felix Ingram	571-461-8832	felix.ingram@vatap.calibresys.com	MILITARY AND FAMILY READINESS CENTER	ATTN: VA Benefits Advisor (Felix Ingram)	351 TRAVIS AVE, BLDG 660	TRAVIS AFB	CA	94535	USA	Lift gate on shipping trucks required. Alternate: Kenny Rosales/571-461-8902
138	08	NS Rota	Kristine DeHoux	+34 956823232	kristine.dehoux.ctr@vatap.calibresys.com	Fleet & Family Support Center	ATTN: TAP VA BENEFITS ADVISOR	PSC 819 BOX 57	FPO	AE	09645		
233	08	NSA Naples	Vivien Jung		vivien.jung.ctr@vatap.calibresys.com	Fleet & Family Support Center	PSC 808 Box 53		FPO	AE	09618	Italy	
200	08	RAF Lakenheath	Laura Lozano	314-226-9109	laura.lozano.ctr@vatap.calibresys.com	Transition Assistance Program	Attn: VA Benefits Advisor	MFR, RAF Lakenheath, Unit 5187 Bldg. 950 48 FSS/FSFR	APO	AE*	09464	United Kingdom	
165	08	RAF Mildenhall				180 FSS/FSFR	Unit 4702		APO	AE	09459		
70	08	Ramstein AB	Lauren Early	49 6371-47-5100	Lauren.earl.1@us.af.mil	ATTN: TAP Manager	86 FSS / FSH	Unit 3221	APO	AE	09094		
80	08	Spangdahlem AB	Dana Reynolds	+49 06565-61-6422	dana.reynolds.1@us.af.mil	52 FSS/FSH	ATTN: VA Benefits Advisor	Unit 3670 Box 80	APO	AE	09126		
90	08	USAG Bavaria - Vilseck	Earl E. Mallard	49-9641-70-599-4454	earl.e.mallard.civ@mail.mil	ATTN: VA TAP Advisor	Unit 28034	Box 13	APO	AE	09112-8034		
210	08	USAG Italy - Vicenza	Michael Leahy	+39-327583843	michael.leahy@vatap.calibresys.com	ATTN: VA Benefits Advisor	Unit 31401 Box 74		APO	AE	09630		I have verified this info with the Tap Manager.
138	08	USAG RP - Baumholder	Tim Siebeneck	+49 611 143 541 1401	timothy.w.siebeneck.civ@army.mil	Transition Assistance Program (TAP) Center Smith Barracks	Attn: VA Benefits Advisor (Cassandra Hall)	Unit 23746	APO	AE	09034		I have verified this info with the Tap Manager.
75	08	USAG RP - Kaiserslautern	Tim Siebeneck	+49 611 143 541 1401	timothy.w.siebeneck.civ@army.mil	Kaiserslautern TAP Center - Kleber Kaserne	Attn: Benefits Advisor	Unit 23160	APO	AE	09067-3152		
138	08	USAG Stuttgart	Philip Masterson - Transition Manager	DSN: 314 596-3673	Philip.a.masterson.civ@army.mil	USAG Stuttgart	ATTN: VA Benefits Advisor c/o DHR/TAP Center	UNIT 30401	APO	AE	09154		I am not authorized to pick up official mail. This is the shipping address my TAP manager gave me for official mail.
140	08	USAG Wiesbaden	Darl E. Cord	+49-611-143-548-1320	Darl.e.cord.ctr@army.mil	Wiesbaden Transition Assistance Program	ATTN: DHR/TAP	Unit 29623 Box 76	APO	AE	09005-9623		Alternate: Kenny Dunne/080 4136 9840
480	09	CFA Yokosuka	David Deadwiley	+81 80 4633 7382	David.Deadwiley.CTR@vatap.calibresys.com	Transition Assistance Program (TAP) - FFSC - TAP Manager	ATTN: VA Benefits Advisor (David Deadwiley)	PSC 473 Box 116	FPO	AP	96349-0001	US	Alternate: Kenny Dunne/080 4136 9840 Alternate: TAP Manager / 671-339-7639 All package should be shipped to the Fleet and Family Support Center, PSC 455, PO Box 157, FPO AP 96540-1157. Please include: The Department of Veteran Affairs on the shipping label.
176	09	Joint Region Marianas - NB Guam	Frank Aguon	671-488-8009	Frank.Aguon.CTR@vatap.calibresys.com	Transition Assistance Program (TAP) Fleet and Family Support Center-TAP Manager	ATTN VA Benefits Advisor (Frank Aguon)	PSC 455 BOX 157	FPO	AP	96540-0002	US	Kadena AB Airman and Family Readiness Center (Building 220) TAP Manager: Dean Daniel (Room 6A) 634-3366 VA Benefit Advisor Office is Room 10 Closest to gate one, coming from Gate 1 it will be the second building on the left after going through two signal lights. Class (VABS) is held at the Schilling Community Center (building 445) in the ballroom Alternate: TFS Manager / DSN 315-253-3151 Alternate: Justin Judson / 080 7444 2442 Shipping Address used for Participant Guides Crisis Cards, DCT Sheets
210	09	Kadena AB	Christopher Atkinson	+81 70 1292 7170	Christopher.Atkinson.CTR@vatap.calibresys.com	Transition Assistance Program (TAP)-M&FRC 18 FSS FSH	ATTN: VA Benefits Advisor (Christopher Atkinson)	Box 80 Unit 5134	APO	AP	96368-5134	US	
300	09	MCAS Iwakuni	ICO TAP Manager	DSN 315-253-7188	Jennifer.Neiman@usmc-mccs.org	Transition Assistance Program (TAP), Marine & Family Services	ATTN: TAP Manager	PSC 561 BOX 1863 BLDG 411	FPO	AP	96310-0019	US	
700	09	MCBSDB - Camp Foster	Jeff Hanscom	080 9438 2042	Jeff.Hanscom.ctr@vatap.calibresys.com	Marine & Family Programs, BLDG 445, Second Floor Room 210	ATTN: VA Benefits Advisor (Jeff Hanscom)	UNIT 35023	FPO	AP	96379	US	
100	09	Osan AB	Albert Weaver	82-10-6755-2728	Albert.weaver.CTR@vatap.calibresys.com	Transition Assistance Program (TAP) 51 FSS/FSH M&FRC	Attn: VA Benefits Advisor - (Albert Weaver)	Unit 2065, BLDG 916	APO	AP	96278-2065	US	Alternate: Hilario Sanchez / DSN 315-784-5440
80	09	USAG Daegu - Camp Walker	Ashtyn Ripp	+82 10 2183 7458	Ashtyn.Ripp.ctr@vatap.calibresys.com	Transition Assistance Program (TAP) USAG Daegu SFL-TAP	Attn: VA Benefits Advisor, USAG Daegu SFL-TAP (Ashtyn Ripp)	Camp Walker, Unit 15746	APO	AP	96218-5746	US	Alternate: TAP Manager / DSN 315-763-4925
720	09	USAG Humphreys	Preston Thomas	+82 10 3490 1973	Preston.Thomas.CTR@vatap.calibresys.com	Transition Assistance Program (TAP) SFL-TAP Manager	ATTN: VA Benefits Advisor (Preston Thomas)	UNIT 15228	APO	AP	96271-5228	US	Alternate: Jon Green / 10 4428 5673
49,696	Total												