



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS AIR FORCE CENTER FOR ENVIRONMENTAL EXCELLENCE  
BROOKS CITY-BASE TEXAS

04 APR 2003

MEMORANDUM FOR SEE DISTRIBUTION

FROM: HQ AFCEE/CD  
3300 Sidney Brooks  
Brooks City Base TX 78235-5112

SUBJECT: AFCEE 4P A-E Contractor School and Marketing Sessions

We hope you are planning to attend the AFCEE contractor school for the 4P A-E contracts on 22 Apr 03. Along with this school we allow time for you and your team members to market to our workforce on 23 and 24 Apr 03. For our workforce this will be a high workload period and we will be hosting the highest number of team members in our history. We request that for this 4P A-E marketing session you do not hand out promotional items due to the large number of team members who will be in our building at the same time. Please restrict yourself to information brochures or like items. This will help the day go smoothly for everyone. Your assistance in this matter is greatly appreciated.

If you have any questions please call Alex Abbott at (210) 536-2388.

  
LAVON ALSTON, Colonel, USAF  
Executive Director