

AVIATION SECURITY OFFICE
GUARD SERVICE REQUEST FORM

To: HSS, Inc. Date: _____

From: _____ Phone: (510) 773-0059
Company Name

Please complete the Guard Service Request Form and return to HSS, Inc. promptly via e-mail at oaksecurity@hss-us.com and cc to Aviation Security Office at opsec@portoakland.com.

Select from one of the choices listed below:

Guard Redeployment Request

For temporary redeployment not to exceed more than four hours. The Port will not incur additional costs due to redeployment of guard.

Guard Service Request

For Special post orders and/or extra assignments.

Start Date: _____ End Date: _____

Day(s) Service Requested

<input type="checkbox"/> MON	<input type="checkbox"/> TUE	<input type="checkbox"/> WED	<input type="checkbox"/> THURS	<input type="checkbox"/> FRI	<input type="checkbox"/> SAT	<input type="checkbox"/> SUN
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Start Time: _____ End Time: _____

Location and/or Post: _____

Purpose: _____

Special Instructions and/or Equipment Required to provide guard services: _____

Total Service Hours: _____ Project Name: _____

Number of Guards Needed: _____

The Guard Request Form **Must Be** Completed In its Entirety. Incomplete Forms Will Not Be Processed, And Guard Service Will Not Be Provided.

Organization Unit	
Account Code	
Activity Code	
Facility No.	
Work Request No	

Requested by: _____ Date: _____
Name / Dept

Authorized by: _____ Date: _____
HSS, Inc. or Aviation Security Office

HSS Narrative (Please note any time/location changes to original request: _____)

HSS Post No/Name: _____

Requesting department agrees to monitor guard service provided. Any discrepancy or comments regarding guard service should be immediately reported to Cory Tordillos at (510) 773-0059/(510) 563-3385 or via e-mail at ctordillos@hss-us.com.