

FORT DRUM SFL TAP CAREER FAIR
August 1, 2019
The Commons
4350 Euphrates River Valley Road, Fort Drum, NY 13602

Thank you for considering participation in the Fort Drum Soldier for Life – Transition Assistance Program (SFL-TAP) Career Fair on Aug 1, 2019 from 9:00 a.m.-1:00 p.m., at The Commons, 4350 Euphrates River Valley Road, Fort Drum, NY 13602. The following information and guidelines are provided to assist you with planning for these events. **Please, ensure all participating representatives receive a copy of these guidelines.**

- ~ Registration
- ~ Post Access
- ~ Directions (do not rely on GPS on the installation)
- ~ Local lodging
- ~ Tentative agenda
- ~ Guidelines

REGISTRATION

Please, complete registration for the career fair on line.

https://docs.google.com/forms/d/e/1FAIpQLSeKCHDMZOUGD-yjb_6f_qufbkyHhQSa5qcNSMT9evmH42kW_w/viewform



There is **no fee** for these events. We, typically, accept applications up to the day of the event, but if you do not have DoD credentials to access the post, we must have your information at least **one week** prior to the event. If representatives are not DoD ID card holders, registrations and security information must be received no later than July 26, 2019. **The security office conducts background checks on participants, so we cannot accept last-minute changes in attendees for those without DoD credentials.**

POST ACCESS

Fort Drum has implemented heightened security procedures at the gates. For those who do not have DoD/Federal/State ID Cards, please, provide full names and dates of birth for all occupants in the vehicle. We will provide a roster of visitors to our security personnel so that participants will not have to stop and sign in at the visitor's center. This will expedite entering the installation the morning of the event. Those on the security roster without authorized ID cards must use the **Mount Belvedere** gate to access the installation. Those without authorized ID and who have not provided required information will have to provide credentials upon arrival and a background check will be run at that time, which will delay your entrance onto post. Provide security information to:

Desmond Jones, desmond.c.jones.civ@mail.mil, (315) 772-2048

DIRECTIONS

NOTE: Some roads will be closed during PT hours, 6:30-8:00. Travel may be slower – exercise caution when driving on post during these hours. DO NOT trust GPS devices to navigate on the installation.

Watertown (ART) has an airport, but you may find more scheduling options flying into Hancock Field, Syracuse (SYR) which is approximately 72 miles south of Fort Drum.

From Syracuse Airport (Hancock Field)

DoD/Federal/State ID Card: Travel I-81 North to Watertown. Exit right at Exit 48A, I-781, to Fort Drum. This is a connector that goes directly to the Paul Cerjan Gate. Proceed straight after the gate and make a slight right onto Mt Belvedere Blvd. Continue straight on Mt Belvedere Blvd. Turn left onto Enduring Freedom Dr. Turn right onto Euphrates River Valley Rd. The Commons will be on the right.

Non-ID Card Holders: Travel I-81 North to Watertown. Exit right at Exit 48, and turn right onto Route 342. Turn left at the **THIRD** light onto NYS Route 283/Mount Belvedere Blvd. Proceed straight after the gate and turn right at the second light onto Enduring Freedom Dr. Make a right onto Euphrates River Valley Rd. The Commons will be on the right.

From the South via NYS Route 26:

DoD/Federal/State ID Card: After passing through Great Bend, turn left at the second light onto Ontario Avenue. Continue on Ontario Avenue for approximately 2.5 miles. Turn right onto Euphrates River Valley Rd. The facility will be on the left hand side less than a half mile from the turn.

Non-ID Card Holders: Turn left in Great Bend onto Route 3. Follow Route 3 and turn right onto NYS Route 342. Turn right at Route 283/Mount Belvedere Blvd. Proceed straight after the gate and turn right at the first light onto Po Valley Road. Turn left at the intersection of Po Valley and Euphrates River Valley Road. The building will be on your left hand side.

Ensure you have vehicle registration and insurance (or rental agreement), and a driver's license/form of photo ID for each person in the vehicle. Rules regarding speed and cell phone usage while driving are strictly enforced. Speed limit when passing troops in formation is 10 mph. Again, if not an authorized ID card holder, visitors **MUST** be on the security roster (provided DOB to Desmond) at Mount Belvedere Gate.

LOCAL LODGING - not all-inclusive

Holiday Inn Express & Suites—1290 Arsenal Street, Watertown; (315) 779-1234

Hampton Inn--155 Commerce Park Drive, Watertown; (315) 782-2222

Ramada Inn—6300 Arsenal Street, Watertown; (315) 788-0700

Best Western Carriage House—300 Washington, Watertown; (315) 782-8000

Comfort Inn & Suites—110 Commerce Park Drive, Watertown; (315) 782-2700, 1-800-329-7466

Econolodge—1030 Arsenal Street, Watertown; (315) 782-5500

Candlewood Suites—26513 Herrick Drive, Evans Mills; (315) 629-6990

Hilton Garden Inn—1290 Arsenal Street, Watertown; (315) 788-1234

Days Inn—25940 US RT 11, Evans Mills, NY 13637; (315) 629-5100

Fairfield Inn & Suites—250 Commerce Park Drive, Watertown; (800) 228-2800

TENTATIVE AGENDA

7:45-8:45

Participants arrive; set up tables (per seating chart); order lunch

8:45-9:00

Opening Remarks

9:00-1:00	Career Fair
11:30	Pick up lunch
1:00	Clear Career Fair

GUIDELINES (Career Fair)

- ~ You must arrive and have your table set up by 8:45 am. Those who are late **WILL** lose their tables to participants whom are sharing. Call ahead if you anticipate being late. We will not be in the office, so, cell numbers will be provided as the event nears.
- ~ Each employer must register individually
- ~ Do not register more than once, if making changes to who will be attending, please send an email to Desmond Jones @ desmond.c.jones.civ@mail.mil with the updated changes.
- ~ Depending on response, we will limit the number of service organizations participating.
- ~ Participating employers must be actively hiring and provide a list of positions for which they are hiring, or, if building a pipeline of candidates, explain opportunities that will be coming available. Please, ensure representatives know what positions are available or are in the pipeline and can talk about them. **Do not simply refer candidates to a website.**
- ~ Participants must provide applicable feedback regarding activity during the fair: contacts, interviews, referrals, hires, etc.
- ~ The goal is to present to our transitioning service members a diverse selection of employers/career fields so, please, register early to ensure your place at a table.
- ~ **Water is provided on site, coffee will not be provided.** The Commons will have a limited lunch menu available to order upon arrival (sandwich or salad with drink and dessert for \$10). A representative will be available to take your order.
- ~ Unfortunately, storage space is not available, so, please, have materials you require for the fair shipped to your hotel or to The Commons. Coordinate a pick up for any materials left behind. Please, bring your own packing materials.
- ~ Ensure you annotate on the registration form any electrical requirements for your set-up and career fair activities, not for **PERSONAL CELL PHONE USE**. Please, bring your own extension cords. **WiFi is available for Career Fair Activities and NOT FOR PERSONAL CELL PHONE USE**
- ~ Please, indicate on the registration the requirement for additional space, e.g., space for large displays.
- ~ Please, do not depart before 1:00 (Unless coordinated with one of the points of contacts listed below, prior to event).

POINT OF CONTACTS

Lorrie Guler, Transition Services Manager, at (315) 772-3284, lorrie.s.guler.civ@mail.mil (Career Fair)
 Marcela Torres, Transition Services Specialist, at (315) 772-3237, marcela.a.torres.civ@mail.mil (Career Fair)
 Desmond Jones, Transition Services Specialist, at (315) 772-2048, desmond.c.jones.civ@mail.mil (Career Fair, Employer Outreach, Job Posting)