



**U.S. Customs and
Border Protection**

JAN 2 2014

Mr. Joel Jenkinson
Airport Director
Addison Airport
4300 Westgrove Drive
Addison, Texas 75001

Information Technology Equipment Refresh

Dear Mr. Jenkinson:

U.S. Customs and Border Protection (CBP) maintains an official presence at Addison Airport in Addison, Texas. I was recently notified by our Office of Information Technology (OIT) that a mandatory refresh will be performed during Fiscal Year (FY) 2014 at each of our User Fee and Express Consignment Courier Facilities/Hubs.

I am writing to provide you early notification of this pending equipment refresh to enable you to begin to budget for the costs of the new equipment which need to be reimbursed to CBP upon installation. This refresh may require an upgrade of the circuit router, Local Area Network (LAN) switch replacement and overall equipment refresh to be compliant with current CBP Information Technology Standards. For more recent facilities and depending on when the last technology refresh occurred, the General Aviation Facility at your location may need a full or a partial refresh.

Within the next 2-3 months, CBP will forward to you an estimate for your review and signature prior to ordering any of the new equipment. We anticipate it will take 4-6 months to order the equipment and have it shipped and installed at your facility. Approximately 90 days after installation, CBP will issue an invoice for actual costs for the equipment installed (not to exceed the signed estimate) for reimbursement to CBP as required in the User Fee Memorandum of Agreement or per Title 19 of the Code of Federal Regulations (CFR) Part 128.11(b)(7)(iii) for Express Consignments.

I appreciate your cooperation and support as we go through this upgrade to ensure the security and operational efficiency of our equipment continues to enable our officers to provide the best support and services to our teaming partners.

Sincerely,

A handwritten signature in black ink, appearing to read "Judson W. Murdock II".

Judson W. Murdock II
Director, Field Operations
Houston Field Office