



Tampa

Office Guide

Our Tampa, Florida business, programs and support office

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1. Purpose of this office

The Tampa office is the base for government programs, business development and field support. The Tampa Bay area is home to MacDill Air Force Base and a large defense and special operations community, which makes it a natural place to be close to customers and partners.

Function	What happens here
Business development	Customer engagement, capture and proposal teams
Program management	Program managers and contract administration
Field and customer support	Field service engineers, training and support desk
Security operations	Security operations analysts and compliance staff
Finance	Accounts payable and program finance

Street addresses, gate codes and parking details are not published in this document. They are sent with your interview confirmation or onboarding email and are available from the Facility Security Office.

2. Getting here

Tampa International Airport (TPA) is the main commercial airport. Major interstates connect downtown, the airport and the surrounding counties. Directions, parking and a visitor check-in name are sent with every confirmation email.

- Plan extra time for bridge and causeway traffic during peak hours.
- Visitors must bring government photo ID.
- Large equipment deliveries are scheduled with the office manager in advance.
- Short-term visitor parking is available. Staff parking uses badge-controlled access.

3. Floor layout

Area	Description
Lobby and reception	Check-in, badge issue and visitor waiting area
Program war rooms	Dedicated rooms with wall displays for active programs and proposals
Briefing center	Room for customer briefings and demonstrations with a FalconOS demonstration station
Training room	Classroom for customer and employee training sessions

Area	Description
Support desk	Customer support team with ticketing displays
Open workspace	Hot desks and team clusters
Secure conference room	For controlled discussions with no personal devices
Break area	Kitchen, lounge and outdoor seating

4. Working in the office

- Teams set their own schedules. Customer-facing teams may adjust hours around customer needs.
- Wear your badge visibly. Escort all visitors.
- Use the briefing center for customer demonstrations and book it through the office manager.
- Never discuss controlled information in open spaces or on personal devices.
- Shared spaces are kept clean and clear at the end of each day.

5. Customer and visitor procedures

- 1 Visitors are announced by their host in advance with name, company and U.S. person status.
- 2 The front desk checks government ID and issues a visitor badge.
- 3 A host escorts the visitor at all times.
- 4 Demonstration material is limited to approved, releasable content.
- 5 The visit is logged and the badge returned at departure.

6. Security and access

The office uses badge access, intrusion detection and camera coverage. Information Security staff operate monitoring tools from this office. Access groups are assigned by role and reviewed quarterly by the Facility Security Office.

7. Storms and emergencies

Tampa Bay is exposed to hurricanes and severe thunderstorms. The office follows the Emergency Action and Hurricane Preparedness Plan, including clear communication on closures and shelter-in-place guidance.

8. Contacts

Need	Contact
Visitor questions	Front desk, Tampa office
Customer demo bookings	Office manager
IT support	IT help desk
Badge and access	Facility Security Office
Emergency	Dial 911 first, then notify Security