

Office Memorandum
No. 1-1-8

24 February 1993

Administration
SCHEDULING USE OF DISTRICT ENGINEER'S CONFERENCE ROOM,
TRAINING ROOMS AND GENERAL SUPPORT

1. **Purpose.** To prescribe procedures for use and scheduling of the District Engineer's Conference Room (7208), training rooms (7006 and 7008), and support from the video/projection room (7402 and 7406).
2. **Applicability.** This memorandum pertains to all personnel using the District Engineer's Conference Room, training rooms and video/projection room.

3. **Reference.** None.

4. **Responsibilities.**

- a. **General.** Room 7208 is designated as the District Engineer's Conference Room. Rooms 7006 and 7008 are designated as training rooms 1 and 2, respectively. These rooms are to be used for conferences, certain bid openings, multimedia presentations, training, briefings, etc. Due to extensive use, cooperation is necessary to minimize conflicts and loss of time as a result of over-scheduling or incomplete coordination.

- b. **District Engineer's Conference Room (7208).** The District Engineer's secretary is responsible for scheduling use of the District Engineer's Conference Room. (Ext. 5531)

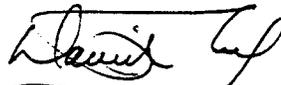
- c. **Training Rooms (7006 and 7008, and Video/Projection Room).**

- (1) Chief, Logistics Management Office, has the overall responsibility for the District Engineer's Conference Room, training rooms and video/projection room and all equipment and furniture therein.

- (2) Chief, Logistics Management Office, is responsible for scheduling training rooms 1 and 2 (ext. 5054).

- (3) Chief, Information Management Office, is responsible for coordinating support for the video/projection room and the maintenance of all video/projection equipment in the conference room.

- d. **Users.** Users are responsible for returning the training rooms to their original arrangement.

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District Engineer

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