DEPARTMENT OF DEFENSE
WASHINGTON HEADQUARTERS SERVICES
1155 DEFENSE PENTAGON
WASHINGTON, DC 20301-1155

JAN 22 2015

MEMORANDUM FOR DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DEPARTMENT OF THE DEFENSE FIELD ACTIVITIES
ADMINISTRATIVE ASSISTANT TO THE SECRETARY OF THE ARMY
ADMINISTRATIVE ASSISTANT TO THE SECRETARY OF THE AIR FORCE
ASSISTANT FOR ADMINISTRATION, DEPARTMENT OF THE NAVY
COMMANDANT, NAVAL DISTRICT WASHINGTON
CHIEF, ENGINEERING SUPPORT BRANCH, JOINT CHIEFS OF STAFF

SUBJECT: Acquisition of Short-Term Conference Space

The General Services Administration (GSA) has delegated to Washington Headquarters Services (WHS) the authority to approve the acquisition of short-term conference space for the Department of Defense (DoD) in the National Capital Region (NCR) for the period of November 16, 2014, through November 15, 2015.

Accordingly, in lieu of contacting GSA for these support space requirements, the NCR Space Managers of the Components and DoD Military Departments are hereby directed to seek approval of all requests for short-term conference space and/or seminars from WHS. These requests should include the title of the event, date(s), and location of the conference, total estimated cost, number of attendees, and a three marketable bid comparison.

The WHS point of contact for this matter is Mr. David T. Mayberry, Director, Space Portfolio Management Division. He can be reached at telephone number (703) 614-6399.

Sajeel S. Ahmed, Director
Facilities Services Directorate