



DEPARTMENT OF DEFENSE
WASHINGTON HEADQUARTERS SERVICES

1155 DEFENSE PENTAGON
WASHINGTON, DC 20301-1155

DOD HRA



APR - 2 2010

MEMORANDUM FOR DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DEPARTMENT OF THE DEFENSE
FIELD ACTIVITIES
PROGRAM MANAGER, PENTAGON RENOVATION
PROGRAM
DIRECTOR, REAL ESTATE AND FACILITIES-ARMY,
DEPARTMENT OF THE ARMY
DIRECTOR, FACILITIES AND SERVICES OFFICE,
NAVAL DISTRICT WASHINGTON
DIRECTOR, FACILITIES SUPPORT DIVISION, SAF/AAF
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 April 1, 2010 through March 31, 2011.

Accordingly, in lieu of contacting GSA for these support space requirements, the NCR Space Managers of the Military Departments and DoD Components 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. Anthony Conques, Director, Space Policy and Acquisition Division, telephone number (703) 614-6399.


Ralph E. Newton, Director
Defense Facilities Directorate

