

DLIS-RW

November 27, 2001

USE OF FACILITY CONFERENCE ROOMS

A. REFERENCE. *DLIS Directive 5305.1, Use of Facility Conference Rooms, February 19, 1998*, (hereby superseded).

B. PURPOSE. This directive:

1. Supersedes reference A.

2. Provides policy and responsibilities for the use of **DLIS** controlled facility conference rooms and associated property.

C. APPLICABILITY AND SCOPE. This directive is applicable to all organizational elements and tenants using rooms and property.

D. DEFINITIONS. Property. Any equipment, furniture, and property purchased by the Government and loaned for the purposes of utilization in conjunction with conference rooms.

E. POLICY

1. Reserve jointly used conference rooms through **DLIS**-RW.

2. All rooms will be scheduled on a first-come, first-serve basis.

3. **DLIS**-RW will schedule rooms based on availability and customer requirements.

F. RESPONSIBILITIES

1. Facilities and Supply Division, Directorate of Planning and Resource Management (**DLIS**-RW) will:

a. Maintain a schedule of conference rooms and auditable records of **DLIS** Form 1783s.

b. Process **DLIS** Form 1783 within a 1-day timeframe.

c. Coordinate schedule with GSA to ensure adequate heating and ventilation.

d. Ensure loaned property is in adequate working order.

e. Resolve any scheduling conflicts.

f. Maintain this directive in a current status and review it biennially.

2. Contractor personnel setting up rooms will:

a. Assure rooms are open and secured at appropriate times.

b. Provide and arrange furniture or property. Operate equipment if requested on **DLIS** Form 1783.

c. Report any damaged or missing property or facility damages immediately to **DLIS**-RW.

3. **DLIS**/DRMS offices/directorates and ISA supported customers will prepare an automated **DLIS** Form 1783 and forward to the "services+" mailbox. Forward requests at least 2 working days prior to requirement. Contact **DLIS**-RW with a preliminary phone call to tentatively reserve the room and assure availability before submitting the **DLIS** Form 1783.

4. Users of rooms will:

a. Notify **DLIS**-RW immediately of facility damage or of damaged/missing property.

b. Leave rooms in a neat, orderly manner and turn lights off.

c. Safeguard and utilize all property in a prudent manner.

G. EFFECTIVE DATE AND IMPLEMENTATION. This directive is effective and implemented upon **signature by the DLIS Deputy**.

H. INFORMATION REQUIREMENTS. (Reserved for future use.)

BY ORDER OF THE COMMANDER

/s/

RICHARD B. MAISON
Deputy

