



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON WIESBADEN
UNIT 29623
APO AE 09096-0050

REPLY TO
ATTENTION OF

IMEU-WSB-ZB

19 May 08

MEMORANDUM FOR RECORD

SUBJECT: Standard Operating Procedures for the Director of Logistics Conference Room located in room 210, building 1023W, WAAF

1. General: The conference room (room 210) in building 1023W, WAAF, is assigned to the USAG Wiesbaden Director of Logistics (DOL).
2. Purpose: To establish procedures for the requesting, use and turn-in of the conference room in bldg 1023W.
3. Application: These procedures are applicable to all personnel who prepare and conduct briefings, training or any other use of the conference room, located in bldg 1023W, WAAF. The equipment available for use is a phone, laptop computer with projector and wall mounted screen. The equipment requires a CAC log-in and profile needs to be create in advance if users will need to access outlook. There are 29 seats available for personnel, 18 at the conference table and 11 around the room.
4. Procedures:
 - a. Scheduling of conference room will require the customer to make an official request by contacting Mr. Grady Martin or Mr. Ishtiaque Chowdhury at DSN: 337-1340/5546 or CIV: 0611-705-1340/5546, located in room 307, building 1023W, WAAF. The request must include Name of unit/person, purpose of request, date, time, and duration of request.
 - b. Coordination.
 - (1) Users will schedule conference room as soon as need is identified, recommend 72 hours in advance at a minimum, any conflicts with the scheduling will be resolved by the DOL. The updated schedule should be consider when making a request, and can be viewed at the following web address: <https://hessenintranet.eur.army.mil/C2/DOL/default.aspx>
 - (2) Users will conduct a joint inspection and inventory of equipment with the DOL POCs prior to signing for the conference room and upon completion of training when turning back to DOL.

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(3) The conference room will be signed over one hour prior to use and turned back to the DOL upon completion of use. If additional time is needed for set-up coordinate with the DOL POCs.

(4) The conference room will be clean and trash empty prior to returning the facility to the DOL POC.

(5) Changes to the scheduled time must be made at least 24 hours in advance. Changes will subject the user to non-availability if someone has already requested time period.

5. This SOP will be reviewed and updated annually or as required.

6. The point of contact from this memorandum is Mr. Grady Martin or Mr. Ishtiaque Chowdhury at DSN: 337-1340/5546, CIV: 0611-705-1340/5546, room 307, building 1023W, WAAF or email: grady.martin@eur.army.mil or Ishtiaque.chowdhury1@eur.army.mil.



ROBERT KANDLER

Deputy to the Commander