

ORDER


DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

WA 1780.1

3-4-75

SUBJ: FAA GENERAL PURPOSE CONFERENCE ROOM RESERVATION PROCEDURES

1. PURPOSE. This order implements within FAA the Department of Transportation Order DOT 1730.5A, Department of Transportation Headquarters Building Conference Rooms, a copy of which is attached as Appendix 1.
2. DISTRIBUTION. This order is distributed to branch level and above in FAA Headquarters.


R. F. FRAKES
for Director, Logistics Service

Distribution:

W-3

Initiated By:

ALG-235

Department of Transportation
Office of the Secretary
Washington, D.C.

WA 1780.1
Appendix 1
6/4/75

ORDER

DOT 1730.5A

5-7-75

SUBJECT: DEPARTMENT OF TRANSPORTATION HEADQUARTERS BUILDING CONFERENCE ROOMS

1. PURPOSE. This order describes the general purpose and secure conference room facilities of the Department of Transportation (DOT) Headquarters Buildings and sets forth the procedures for their assignment and use.
2. CANCELLATION. DOT 1730.5, DEPARTMENT OF TRANSPORTATION HEADQUARTERS BUILDINGS CONFERENCE ROOMS of 12-12-72.
3. SCOPE. Subject to the exclusions noted in paragraph 5 below, this order applies to the Office of the Secretary (OST) and the operating administrations.
4. REFERENCE.
 - a. DOT 1730.2, Use of Public Areas and Special Facilities, DOT Headquarters Building and FOB-10A, of 8-23-71. This order establishes the requirement and the procedure for requesting authorization for non-routine use of the public areas and special facilities in the DOT Headquarters Buildings.
 - b. DOT 1910.5, Standard Operating Procedures for DOT Situation Center of 7-11-73 (under revision). This order establishes the basic standard operating procedures for the Departmental Situation Center in the DOT Headquarters Building.
5. EXCLUSIONS. The provisions of this order as they relate to scheduling and use are not applicable to the U. S. Coast Guard Flag Plot, or private conference rooms assigned to the Secretary, Deputy Secretary, Deputy Under Secretary, Assistant Secretaries, General Counsel and Administrators.
6. RESPONSIBILITY.
 - a. OST Director of Administrative Operations. The OST Director of Administrative Operations (Support Services Division, Facilities Management Branch, TAD-443) is responsible for the control, scheduling, and furnishing of all general purpose and secure conference rooms in the DOT Headquarters, except as indicated in paragraphs 6b and 6c herein.

DISTRIBUTION: All Secretarial Offices
All Operating Administrations

OPI: Office of
Administrative
Operations

- b. Federal Aviation Administration (FAA). The FAA is responsible for the control, scheduling, and furnishing of the third floor auditorium located in FOB-10A.
- c. United States Coast Guard (USCG). The USCG is responsible for the management, scheduling, and security of the Coast Guard Flag Plot facility (Secure Conference Room) in the DOT Headquarters Building.
- d. Officials Requesting Use of Facilities. Requests for scheduling and use of general purpose and secure conference rooms may be made only for DOT officials at or above the organizational level of Branch Chief, or equivalent. Requesting officials are responsible for complying with all procedures for and restrictions upon use as set forth in this order.
- e. OST Director of Investigations and Security. The OST Director of Investigations and Security shall assure that necessary security safeguards are maintained for all conference rooms in Headquarters Buildings and for controlling access to the buildings during security hours. The OST Director of Investigations and Security will develop with the USCG a mutually acceptable security policy for the Secure Conference Room.

7. LOCATION AND DESCRIPTION OF GENERAL PURPOSE AND SECURED CONFERENCE ROOMS.

- a. DOT Headquarters Building. General purpose conference rooms are located at several corners on the second through tenth floors. The smallest conference room will accommodate approximately 16 people and the second floor master conference room with projection room facilities will accommodate approximately 200 people.
- b. FOB-10A. There are 15 general purpose conference rooms and two secure conference rooms located in FOB-10A. Three general purpose conference rooms are located on each of the floors five through nine. Separately each room will accommodate approximately 16 people and with both room dividers open and set up in an auditorium style, the combined three rooms will accommodate approximately 100 people.
- c. Trans Point Building. There are 27 conference rooms in this building. Thirteen of the conference rooms will accommodate about 15 people and 13 will accommodate about 30 people. The master conference room with projection facilities will accommodate approximately 150 people. There are no secure conference rooms in this building.

8. SPECIAL ROOMS.

- a. Management Information Center (MIC). This room (10214) has facilities for projection of visual aids and recording proceedings. It can accommodate about 15 persons comfortably around a U-shaped table and an additional 20-odd against the walls. It may be reserved by office directors and above for important meetings, but must be surrendered if required by the Secretary or Deputy Secretary.
- b. DOT Situation Room. This is a room which incorporates space for display of data and has extensive telephone communication facilities. It is a centralized facility, with expansion capability, for conducting situation briefings or for decision making activities for emergency conditions such as work stoppages, major natural disasters, crisis management situations, and for defense emergencies. When not required for such purposes, it may be scheduled for meetings of senior officials. Meetings involving classified material should be conducted in the Secure Conference Room.

9. PROCEDURES.

- a. Requesting and Reserving Conference Rooms. General purpose, secure, and special conference rooms may be reserved not more than 30 calendar days in advance without written justification. Requests for reservations and use of conference rooms may be made by calling the OST Facilities Management Branch, TAD-443:
 - (1) Headquarters Building. Extension 62458.
 - (2) FOB-10A. Extension 63340.
 - (3) Trans Point Building. Extension 69109.
- b. Requesting and Reserving Conference Rooms for Use During Security Hours. The number of conference rooms to be made available during security hours will be limited, the purposes of the meetings must be clearly established, and attendees must follow established security procedures.
 - (1) Normally, only the following conference rooms will be available during security hours:
 - (a) Headquarters. Third floor training rooms (subject to TAD-44 approval) and not more than three general purpose conference rooms.

- (b) FOB-10A. Conference rooms 5A, B, C; 6A, B, C; and 7A, B, and C.
 - (c) Trans Point. Not more than two of the fifteen-person conference rooms and not more than one of the thirty-person conference rooms.
- (2) Use of conference rooms will be approved when the purpose is determined to be in the Department's interest and the purpose is in at least one of the following categories:
- (a) Official Departmental business.
 - (b) Federal or related activities in which the Department has an interest, is a sponsor, or has sanctioned the meeting.
 - (c) Training, such as evening university classes or reserve officer training. Use of facilities for training is subject to approval by the OST Support Services Division (TAD-44).
 - (d) Employee organization meetings, subject to approval by the labor relations office of the DOT element concerned. The Labor Management Relations Staff, TAD-18, reviews such requests for OST or when two or more DOT elements are involved.
- (3) Requests for security hours use of facilities must clearly identify the purpose of the meeting and who is to be in charge of the group. A complete roster, in triplicate, must accompany the request. The OST Office of Investigations and Security (TAD-50) will be provided two copies of the approved roster for distribution to the Federal Protective Office in the headquarters building involved.
- (4) Attendees listed on the approved rosters will be admitted by the Federal Protective Officers upon properly identifying themselves. They are admitted only for the purpose of going to the conference or training room, and are not authorized to go to other floors or areas.
- c. Requesting Special Furniture Configurations and Special Equipment. With 48 hours notice the OST Facilities Management Branch will set up conference rooms in the configuration desired. Special equipment such as projectors and amplifiers will be provided on request. The requesting official is responsible for ensuring that the special equipment is returned.

- d. Cancellations. The requesting official is responsible for notifying the OST Facilities Management Branch of room reservation cancellations as soon as possible after determining that the room will not be used.
 - e. Cleanliness. Requesting officials will ensure that all charts, papers, and other such material are removed after use.
 - f. Security. To prevent unauthorized use and safeguard property, all general purpose and secure conference rooms will be locked when not in use.
10. RESTRICTIONS.
- a. No beverages or food may be served in the conference rooms without prior approval of the OST Facilities Management Branch.
 - b. In consideration of the Surgeon General's findings, as well as the discomfort caused nonsmokers, smoking should be refrained from in general purpose conference rooms. Ashtrays have been removed from all conference rooms in accordance with GSA BULLETIN FPMR D-102.

FOR THE SECRETARY OF TRANSPORTATION:



William S. Heffelfinger
Assistant Secretary
Administration