

Engineer Regiment Senior Commanders/Command Sergeants Major Conference

(7 FEBRUARY 2009)

Administrative and Miscellaneous Information

HOTEL UNIFORM CLASS I DIRECTIONS

LOCATION PARKING SLIDES BIOS

HOTEL You may call ***1-800-GO ARMY 1*** for the lodging success program for assistance in finding a hotel. The best areas to stay are Crystal City or Rosslyn if not staying in the immediate vicinity of the Government Accountability Office (GAO) building or downtown Washington D.C. If you use a tax exemption statement, it must be presented to the hotel front desk at check in.

UNIFORM ***ACU***

CLASS I Breakfast and lunch will be provided. Beverages and snacks will also be available throughout the day. A check or money order in the amount of ***\$18.00*** should be made payable to ***Special Events Fund*** and mailed to ***ATTN: SGM Cheryl Faimon, CEDC-R, 7701 Telegraph RD, Alexandria, VA 22315***. This will cover all conference costs. A receipt will be issued the day of the conference.

DIRECTIONS The Headquarters, U.S. Army Corps of Engineers, is located on the third floor of the GAO building. The address is ***441 G Street NW, Washington, DC 20314***. The main entrance to the building is on G Street and is the only entrance open on weekends and evenings. The nearest METRO stop is Gallery Place/China Town on the Red, Green, and Yellow Lines; however, the METRO does not start running until 0700 on Saturday. The GAO building is two blocks east of the station on H Street (China Town exit). After exiting the station you should walk to your right down H Street. You will cross two streets, passing by the Red Roof Inn and at the Church, make a right –South on 5th Street. Proceed to the next street (G Street) and make a left (the building you are walking next to is the GAO Building) heading East on G Street.

LOCATION ***Command Conference Room 3M60/70***

PARKING There are several pay parking lots (approximately \$12.00) near the GAO Building. Parking in the GAO garage can be arranged, but must be coordinated ***prior*** to arrival (***please indicate on the registration form if parking will be required***).

SLIDES

All presentations are to be forwarded NLT [23 January 2009](#). The preferred method is e-mail (via link on the conference page).

BIOS

Biographies for all speakers are due NLT [23 January 2009](#).

Pre-Registration forms are due NLT 15 January 2009.

**PRE-REGISTRATION FORM FOR
ENGINEER REGIMENT SENIOR COMMANDERS/
COMMAND SERGEANTS MAJOR CONFERENCE**

(7 FEBRUARY 2009)

Attendee Information

RETURN NLT: 15 JANUARY 2009

Command Representing: _____

Attendee
Names: _____

<i>Rank</i>	<i>First</i>	<i>Middle</i>	<i>Last</i>
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CSM: _____

POC Name: _____

POC Office Phone: _____
Commercial *Fax*

POC E-mail Address: _____

Arrival Date: _____

Departure Date: _____

Name and Location of Hotel: _____

Need Directions YES _____ NO _____

GAO Building Parking YES _____ NO _____

Attending Castle Ball YES _____ NO _____

RETURN VIA E-MAIL (LINK ON THE CONFERENCE PAGE) OR FAX: 202-761-0070

EXEMPTION CERTIFICATE
TAX ON OCCUPANCY OF HOTEL/MOTEL ROOMS

TO BE RETAINED BY OPERATORS OF HOTELS, MOTELS, AND SIMILAR ACCOMODATIONS AS EVIDENCE OF EXEMPT OCCUPANCY.

DATE: _____ *2009*

(NAME OF HOTEL, MOTEL, AND OR ESTABLISHMENT)

(STREET ADDRESS)

(CITY, STATE, ZIP CODE)

NAME OF OCCUPANT: _____
(PRINT FULL NAME)

FEDERAL AGENCY EMPLOYED WITH: _____

INCLUSIVE DATES OF OCCUPANCY: _____

THIS IS TO CERTIFY THAT I, THE UNDERSIGNED, AM AN EMPLOYEE OF THE FEDERAL GOVERNMENT OF THE UNITED STATES OF AMERICA. CHARGES FOR OCCUPANCY AT ESTABLISHMENT IDENTIFIED ABOVE ON THE DATES SET FORTH WILL BE PAID BY EMPLOYING GOVERNMENTAL ORGANIZATION AND ARE INCURRED IN THE PERFORMANCE OF MY OFFICIAL DUTY. ACCORDINGLY, CHARGES SHOULD BE TAX-EXEMPT.

(SIGNATURE)

NOTE: (1) A SEPARATE EXEMPTION CERTIFICATE IS REQUIRED FOR EACH OCCUPANCY AND FOR EACH GOVERNMENTAL EMPLOYEE.

(2) A TAX EXEMPTION NUMBER IS NOT USED WITH THIS CERTIFICATE.
HEW-IC-AA-WIBO (4-74)