TOTAL FORCE STRATEGY & MANAGEMENT DEPARTMENT
Naval Air Warfare Center Aircraft Division
Career Development Division (CDD), BLDG 2189
Patuxent River, MD 20670-5304

ROOM RESERVATION GUIDELINES

ROOM SET-UP: The Requestor must coordinate all room set-up requests through the CDD Facilities Manager. Regular classroom set-up includes a standalone computer, projector w/screen and 1 flip chart. If you have scheduled a room for a VTC, the CDD Facilities Manager provides limited VTC support. If you are holding a "high level" event, it is suggested that you contact the NAVAIR VTC team at 2-3104 (select VTC option) for on-site support for your entire event. CLASSIFIED EVENTS are not permitted. Catering services are not permitted unless coordinated in advance through the CDD Facilities Manager.

CANCELLATIONS: All cancellation requests should be submitted in writing via e-mail to the CDD Facilities Managers: Damian Chase at damian.chase@navy.mil and Steve Vallandingham at Stephen.vallandingham@navy.mil. They may be reached by phone at 301-757-4118 if you have any questions regarding your room reservation assignment and room set-up.
BE ADVISED - occasionally higher echelon requirements may bump you from a room. In this case, the Requestor will be notified via e-mail by the CDD Facility Manager.

BUILDING ACCESS: The main door should be used to enter/exit the building. In case of an emergency, use any exit door. Exit doors are marked and are located in the middle and at the end of each hallway. Your badge must be worn while in BLDG 2189. The Requestor must coordinate in advance with the CDD Facilities Manager if Foreign Nationals will be attending the event. The Requestor must provide a full-time escort for each Foreign National while they are in BLDG 2189.

SMOKING AREA: Is located outside. To enter/exit the smoking area, use the door marked *smoking area* in the middle of the 1st hallway.

MESSAGES: Are posted on the bulletin board outside of RM 150. Call 301-757-4127 to post a message. For urgent issues or emergencies, an office POC will get you from the classroom.

RESTROOMS: Are located down the 2nd & 3rd hallways.

VENDING MACHINES: Are located in the main hallway by the TVs.

COFFEE: Is available in RM 150 to the left side.

PERSONAL BELONGINGS: Should not be left in the classrooms. Take all personal belongings (including books, course materials, etc) with you at the end of each day. The CDD is not responsible for personal belongings left in BLDG 2189. There are college classes in all rooms at night.

LOUNGE AREA: Is located at the end of the main hallway outside of RM 120.

TELEPHONES: Pay phones & on base phones are located in the main hallway near RM 120.

OFFICE EQUIPMENT: Not available for student use.