

WELCOME
TOTAL FORCE STRATEGY & MANAGEMENT DEPARTMENT (TFS&MD)
EMPLOYEE DEVELOPMENT CENTER
BUILDING #2189
Building Facilitator (301)757-4118
Badges must be worn at all times

Welcome to the Employee Development Center. Hopefully this environment will assist in setting the right atmosphere for learning and meeting. Please help us maintain the Center by following these suggestions:

CLASSROOMS:

All classrooms have been arranged in order to obtain optimum use. Please do not rearrange the furniture without checking with the Building Facilitator first. Posters and charts should not be taped or tacked to the walls.

SMOKING AREA:

This is a non-smoking building. To enter/exit the smoking area, use the door marked *smoking area* in the middle of the 1st hallway.

TRASH:

All trash should be placed in proper receptacles. Recycling bins for paper, aluminum cans and bottles are located in each hallway.

TELEPHONES:

Telephones for student use are located next to Room 100. Telephones can be used for on-base calls only.

MESSAGES:

Official business and personal emergencies only please. Messages will be posted on the message board next to the Administrative Office, Room 150. Messages will only be delivered to students in cases of **emergency**. Students should check the message board during class breaks. The number to leave messages is (301)757-4127.

OFFICE EQUIPMENT:

Unfortunately office equipment is not available for student use.

VENDING MACHINES:

Vending machines are located in the Canteen, Room 139. Sorry but TFS&MD is not responsible for any lost money.

RESTROOMS:

Restrooms are located in the 2nd & 3rd corridors. Restrooms with handicap access are located in the 2nd corridor.

ENTRANCE/PARKING:

Entrance to the Center must be made from Route 235 South entry. Parking is located in the front of the building. Parking is **not** permitted in the fire lanes.