

EXECUTIVE DECISION ROOM (EDR) Policies, Procedures, and Customer Agreement

Eligibility for EDR Use

1. The EDR is primarily available to Headquarters Marine Corps (HQMC) activities and other Marine Corps commands. The room may be used by external organizations on a space-available basis. Priority will be given to the Commandant of the Marine Corps and the Director, Marine Corps Staff.
2. The EDR is not available for profit organizations or meetings, or non-DoD agencies.
3. The EDR is best suited for use as a general purpose conference/meeting room. The EDR is not suitable or available for functions such as promotions, reenlistments, award recognitions or other ceremonial events.

EDR Reservations

1. EDR reservations can be requested by contacting the Organizational and Workforce Management Section (ARHM) in one of the following ways:
 - Telephone: 703-604-2755
 - E-mail: smb_hqmc_edr@usmc.mil by using this pre-populated email form:
 - In-person: Naval Support Facility – Arlington, Building 12, 2nd Deck, Room 2R225



EDR Reservation
Request

Requests for the EDR will need to provide the following information:

- POC Name (first/last)
 - POC Rank/Grade
 - Organization
 - POC office phone number
 - POC email address
 - Date(s) requested
 - Purpose of EDR use
 - Number of participants
 - Meeting start time
 - Meeting end time
 - If technology is required
2. It is recommend that you schedule at least 30 days in advance; however, requests will be considered 7 days prior to the requested date(s), should the room be available.
 3. Cancellations or rescheduling of confirmed requests should be done as soon as it is known by using the aforementioned scheduling steps.
 4. ARHM is *not* responsible for requesting or coordinating parking. To make parking arrangements, you must contact your agency's parking representative as soon as possible to request and coordinate parking:
 - **Marine Corps:** (703) 695-0570
 - Air Force: (703) 693-9502
 - Army Chief of Staff: (703) 602-9746
 - DIA: (703) 695-9484
 - Joint Staff: (703) 695-4919
 - NASO: (703) 697-0874
 - OPNAV: (703) 695-3121
 - OSD: (703) 692-3987
 - Sec of Army: (703) 692-4003
 - Def. Info. System Agency: (703) 692-9578

For more information about parking, follow this link to view the Standard Operating Procedures for parking aboard the Pentagon Reservation: <http://www.marines.mil/unit/dmcs/ar/Documents/Parking%20SOP.pdf>

EDR Rules and Regulations

1. The Pentagon is a federal building, therefore smoking is prohibited. There are designated smoking areas located outside.
2. If the AC is adjusted during use of the room, the thermostat should be set back to approx. 72 degrees when you are securing the room for the day.
3. Drinks are allowed in the EDR, but care should be taken not to drink over the keyboards if they are being used. Eating is NOT allowed in the EDR, as food particles, grease and oils can damage the computers, keyboards, and tables.
4. The Crestron touch pad controller is used to turn on/off the projectors, as well as to select the source to be displayed. Do not attempt to manually control/adjust the overhead projectors. If you have any questions or problems, contact one of the ARHM staff at 703-604-2755.
5. The computer at the leader station is set-up as a guest account, and as such, has no administrative permission to make changes to the setting on this computer. Attempts to add or remove software are not authorized. If you require a legacy or commercial off-the-shelf licensed software for use with this intranet, please contact the ARHM IT specialist at 703-307-5015 or email edward.rosinski@usmc.mil.
6. EDR users must strive to leave the room as they found it. Prior to securing the EDR for the day, EDR users are required to:
 - Inform ARHM staff that you are finished (703-604-2755)**
 - Dispose of all waste in trash receptacles**
 - Ensure the projectors are turned off via the Crestron Controller**
 - Collect and remove all personal belongings**
 - Clean white board, if used**
 - Lower chairs and push under the table**
 - Turn all lights off**
 - Ensure that the EDR door is shut tight and locked**

If you are securing the EDR after ARHM hours, you are also required to:

- Ensure all computers are shutdown**

7. If for any reason something prevents you from adhering to any of the rules and regulations listed above, you are required to contact an ARHM staff member at 703-604-2755 as soon as possible to discuss.
8. Failure to adhere to these guidelines could disqualify your organization from future EDR use. In addition, non-adherence to rules and regulations may be reported to your organization.

CUSTOMER AGREEMENT FOR USE OF THE EDR

Organization:

Event Date(s) (MM/DD/YY):

By signing below, you have read, understand, and agree to adhere by the EDR Rules and Regulations.

Name (print):

Sign:

Date:

Supervisor's Name (print):

Phone Number: