



Washington Headquarters Services

ADMINISTRATIVE INSTRUCTION

NUMBER 68
October 5, 2007

DFD

SUBJECT: Washington Headquarters Services Issuance of Building Circulars

- References: (a) Administrative Instruction No. 68, "Director for Space Management and Services - Administrative Publications System," April 16, 1979 (hereby canceled)
(b) DoD 5025.01-M, "DoD Directives System Procedures," March 5, 2003

1. REISSUANCE AND PURPOSE

This Administrative Instruction (AI) reissues Reference (a) and delineates responsibilities and procedures allowing the Director, Washington Headquarters Services (WHS), to communicate directly with appropriate DoD personnel on matters related to WHS responsibilities and functions in the DoD-owned and DoD-occupied delegated administrative space in the National Capital Region (NCR).

2. APPLICABILITY

This AI applies to the Office of the Secretary of Defense (OSD), the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff, the Defense Agencies, and the DoD Field Activities (hereafter referred to collectively as the "DoD Components") located in DoD-occupied administrative space in the NCR.

3. POLICY

It is OSD policy to publish timely information for affected DoD and military personnel on a broad range of subjects including: safety, health, security, and other subjects on a broad range of subject matters.

4. RESPONSIBILITIES

The Director, Defense Facilities Directorate (DFD), shall:

4.1. Approve issuance of circulars on building administration services provided to DoD building occupants.

4.2. Ensure that Building Circulars are consistent with existing DoD issuances and DoD policy.

5. PROCEDURES

5.1. AIs. AIs shall be prepared according to DoD 5025.1-M (Reference (b)) and coordinated with affected DoD Components, other Federal and state agencies, and the Director, DFD.

5.2. Building Circulars

5.2.1. Building Circulars are prepared on letterhead as shown at Enclosure 1. They address any subject of current interest that is of a transitory nature. Proponent agencies may submit drafts of proposed changes or request new issuances to the DoD Building Management Office.

5.2.2. Building circulars will also be displayed on communication output media devices.

5.3. Distribution

5.3.1. Building Circulars will be disseminated through branch or comparable levels of each designated DoD Component in DoD-owned and DoD-occupied buildings. Each DoD activity that might be affected shall receive distribution and shall be identified by its acronym in parentheses, e.g., “Distribution (OSD) (DA) (DN) (DAF).” Building Circulars are available electronically on the DFD Website at <http://www.dtic.mil/ref> and can be viewed on the INFONET message screen.

5.3.2. “Distribution List X (Special)” is used when limited distribution is appropriate, e.g., when information is pertinent or applicable to a specific facility or wide dissemination is not required.

5.4. Authentication

5.4.1. Building Circulars shall be signed by the Director, DFD, or the DoD Building Manager, WHS.

5.4.2. The determination of signature authority shall be based on whether the Building Circular is specific to an individual building (Building Management Office level) or is intended for distribution to all WHS-serviced organizations.

6. EFFECTIVE DATE

This AI is effective immediately.



Michael L. Rhodes
Director

Enclosure - 1

E.1. Format of Building Circular

E1. ENCLOSURE 1

FORMAT OF BUILDING CIRCULAR



Building Circular

Department of Defense/Washington Headquarters Services

SUBJECT: Limestone Restoration Work (Revised)

The purpose of this building circular is to provide building occupants with information on limestone restoration work that will be taking place on the Pentagon's exterior limestone façade.

Beginning the week of June 19, 2006, limestone restoration work will begin in the area between Corridor 5.5 and Corridor 6. In order to accomplish this work, it will be necessary to attach a scaffolding system on the outside of the building. In an effort to minimize the impact this work will have on offices adjacent to the work area the project has been broken down into five 50' wide phases. It is anticipated that the restoration work will generate a variety of noise and dust. We will work to keep the noise to lowest level as possible.

If you have any questions regarding this project, please contact either Michael Bryant at (703) 697-7351, or Richard Moore at (703) 614-6869.

A handwritten signature in black ink that reads "Michael J. Bryant".

Michael J. Bryant
Building Manager
Pentagon

DISTRIBUTION: B (OSD) (DA) (DN) (DAF) (DIA) (DISA) (NSA)

ALL BUILDING ENTRANCES

<http://www.dtic.mil/ref/BuildingCircular/Bcircular.htm>

Number: PBM-06-24 (REV) **Date:** June 16, 2006 **Expiration Date:** August 16, 2006

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