



DEPARTMENT OF THE ARMY  
WASHINGTON, DC 20310

July 10, 2014

Dear Housing and Lodging Professionals:

We want to take a minute to thank you for everything you do for the Army. We're glad you've taken the opportunity to join us in Kansas City and Fort Leavenworth. This week's training commences at the Kansas City Airport Marriott on the 15<sup>th</sup> of September and concludes with three days at the Frontier Conference Center, Fort Leavenworth, Kansas the 16<sup>th</sup> thru the 18<sup>th</sup>. We believe you'll find the diverse agenda meets your individual training needs and provides you with knowledge you can apply when you return to your installation.

This is your opportunity to meet housing and lodging professionals from almost all of our installations in the United States and overseas – professionals with unique backgrounds and different experiences. The next few days will provide you with an opportunity to receive information on current issues and to engage panel members and fellow attendees on issues about which you are concerned. We've designed the training to provide something for everyone – whether it's privatized housing, lodging, Army-owned assets or current policy issues.

Carefully read and follow the administrative guidance located on the Army Secretariat website, located at [rci.army.mil](http://rci.army.mil) as it contains answers to most of your questions about Fort Leavenworth, lodging, and the logistics of the training. Please contact Ms. Deborah Hutton at (703) 5452-521 or at [deborah.a.hutton.civ@mail.mil](mailto:deborah.a.hutton.civ@mail.mil) or Mr. Scott Chamberlain at (703) 614-5286 or at [scott.chamberlain.civ@mail.mil](mailto:scott.chamberlain.civ@mail.mil) with any questions regarding any aspect of the training workshop.

Again, welcome to this exciting event, we wish you a very productive week.

Sincerely,

A handwritten signature in black ink, appearing to read "Carla K. Coulson".

Carla K. Coulson  
Director, Installation Services  
Assistant Chief of Staff  
for Installation Management

A handwritten signature in black ink, appearing to read "Paul D. Cramer".

Paul D. Cramer  
Deputy Assistant Secretary of the Army  
(Installations, Housing and Partnerships)