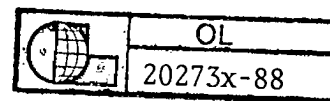


CMC



28 JUL 1988

MEMORANDUM FOR: Executive Secretary
Office of the Secretary of Defense

SUBJECT: Request for Information on
Conference Facilities

1. This Agency is in need of an off-site classified conference facility for use on a regular and continuing basis. We would appreciate your assistance in surveying the military services to ascertain the availability of a sensitive compartmented information facility (SCIF) which would be conducive to Agency meetings, briefings, or conferences. The following requirements are listed as guidelines for the military offices concerned:

- a. Located outside the Metropolitan Washington Area, but within two hours' driving time or 50-100 miles.
- b. Meets Agency SCIF requirements.
- c. Conference-type room(s) to accommodate 30-50 persons.
- d. Dedicated use or restricted access to SCIF during Agency conference time.
- e. Meal service available on base or in nearby commercial facilities.
- f. Sleeping accommodations available on base or in nearby commercial facilities.

2. We are particularly interested in receiving information from the Army on sites such as Fort A.P. Hill, Fort Detrick, Fort Holabird, and Fort Meade. We have received some information verbally from the Navy, but would appreciate a written response which would include all sources.

SUBJECT: Request for Information on Conference Facilities

STAT 3. If additional information is necessary, please contact
STAT the project officer, [redacted] We will
appreciate any information which can be provided to us. Thank
you for your assistance.



John M. Ray
Director of Logistics

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