

April 3, 2008

Memorandum

To: Desert Managers Group

From: Clarence Everly, DOD DMG Coordinator
Russell Scofield, DOI DMG Coordinator

Subject: Desert Managers Group Meeting, May 28 - 29, 2008, Marine Corps Air Ground Combat Center (MCAGCC), Twentynine Palms, CA.

The Desert Managers Group will hold its Spring meeting 28 – 29 May 2008 in Building 1707, Room “B” aboard MCAGCC. The meeting will begin at 8:30 a.m. on 28 May and adjourn at 3:30 p.m. on 29 May. Marie Cottrell, Natural and Cultural Resources Officer is our host for the meeting.

Please note the following important information:

1. Any review/read ahead materials will be posted on the DMG Website approximately one week before the meeting.
2. **RSVP Deadline for hotel reservations is 20 April, 2008.**
3. Lodging is available at the following locations:

Roughly Manor Bed & Breakfast
74744 Joe Davis Drive
Twentynine Palms, CA. 92277
(760) 367-3238

Roughly Manner Bed and Breakfast is reserving a block of 9 rooms. If more than one person is to occupy a room, an additional charge of \$10 per person will be assessed.

Best Western Gardens Inn & Suites
71487 29 Palms Highway (Hwy 62)
Twentynine Palms, CA. 92277
(760) 367-0070

The Best Western Gardens Inn & Suites has 20 rooms available on 27 May and 30 rooms available on 28 May.

4. The room rate for both hotels is \$100.28 per night (Government rate).
5. When you call to reserve your room, state that you are with the Desert Manager’s Group.
6. A field trip is scheduled for the afternoon of 28 May.

7. **Government employees that can bring a 4 wheel drive vehicle (Tahoe, Explorer, Suburban, Excursion, etc.) please do so to assist in carpooling for the field trip. Only government vehicles will be cleared to enter the ranges for the field trip.**
8. **A hold harmless agreement will need to be signed by all non-government attendees who wish to participate in the field trip.**
9. A box lunch will be available on 28 May for \$7.50. Lunch selections are Turkey, Ham, Roast Beef, and Vegetarian, and includes a drink, chips and a cookie.
10. A pasta buffet dinner is planned at the MCAGCC Officer's Club after the field trip. Cost will be approximately \$20.00 per person.
11. Government employees driving government vehicles onto the installation can drive straight through the gate by showing their government ID at the gate.
12. Government employees driving non-government/rental vehicles must stop at the front gate and pick up a guest pass. Government ID, drivers license, vehicle registration and proof of vehicle insurance will be required.
13. Non-government meeting attendees will also need to stop at the front gate and pick up a visitors pass. To receive a visitors pass it is necessary to conduct a background security check prior to entering the installation. Please provide the following information to John Hale at (760) 830-7641 (john.p.hale@usmc.mil) as soon as possible.
 - Full name (including full middle name or names)
 - Social security number (last four digits)
 - Date of birth

After successfully completing the background security check your name will be on an approved list for access to the installation for the purpose of attending the DMG meeting.

14. Please RSVP to Cyn LaFever, 760-252-6160 (clafever@mojavedata.gov) with your lunch sandwich choice and if you plan on attending the evening dinner/social event no later than 14 May, 2008.

If you have questions, please contact Clarence Everly at 760-252-6160 or Russell Scofield at 760-365-0955. We look forward to seeing you at the meeting.