

July 2, 2008

Memorandum

To: Desert Managers Group

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

Subject: Desert Managers Group Meeting, August 20 - 21, 2008, Marine Corps  
Base Camp Pendleton, Oceanside, CA.

The Desert Managers Group will hold its summer meeting 20 – 21 August 2008 in the Delmar Harborsite Inn aboard Camp Pendleton. The meeting will begin at 8:30 a.m. on 20 August and adjourn at 3:30 p.m. on 21 August. Mike Hamilton, MCI West Governmental and External Affairs (GEA) USMC Western Regional Environmental Office (WREC) 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 reservations at the Bachelors Officers Quarters (BOQ) and the Guesthouse Inn and Suites is 25 July, 2008.**
3. Lodging is available at the following location FOR **ALL COUNTY, STATE AND GOVERNMENT EMPLOYEES ONLY** (for other attendees see paragraph 4):

Del Mar Harborsite Inn  
Bldg 210440  
MCB, Camp Pendleton, CA. 92055  
The BOQ is reserving a block of 40 rooms.

**To make a reservation at the BOQ Harborsite Inn please call the GEA/WREC Office directly (Anthony Ballard at (760)725-2668 or Mike Hamilton at (760)725-2635) prior to COB 25 July 2008.**

The room rate is \$35.00 per night (Federal, State and County Agency Employees only). The BOQ requires Government Employee Identification and we will need your information to make the group reservation. Room block has been booked for 19 and 20 August 2008.

4. A block of 15 rooms has been set aside at the Guesthouse Inn and Suites located just off the Base near the Beach. Room rate is \$110 per night for 19 and 20 August 2008.

When you call to reserve your room, state that you are with the Desert Manager's Group.

Guesthouse Inn and Suites  
1103 N. Coast Highway  
Oceanside, CA  
92054  
(760)722-1904

5. A field trip is scheduled for the afternoon of 20 August.
6. **Government employees that can bring government vehicles for carpooling on the field trip please do so. Only government vehicles will be cleared to enter the ranges for the field trip.**
7. **A hold harmless agreement will need to be signed by all non-government attendees who wish to participate in the field trip.**
8. A box lunch will be available on 20 August for not to exceed \$10.00. Lunch selections will be Turkey, Ham, Roast Beef, or Vegetarian, and will include a drink, chips and cookie. Please RSVP NLT 1 August, 2008 to Cyn LaFever, 760-252-6160 ([clafever@mojavedata.gov](mailto:clafever@mojavedata.gov)) with your lunch sandwich choice.
9. The club in the BOQ will host a "burn your own steak night" on 20 August after the field trip. Meal includes steak, potato salad, beans, bread, and salad. Cost will be approximately \$10.00 per person. Please RSVP NLT 1 August, 2008 to Cyn LaFever, 760-252-6160 ([clafever@mojavedata.gov](mailto:clafever@mojavedata.gov)) if you plan on attending the evening dinner/social event.
10. Government employees driving government vehicles onto the installation can drive straight through the gate by showing their government ID at the gate.
11. 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.
12. 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 Mike Hamilton at (760) 725-2635 ( [charles.hamilton@usmc.mil](mailto:charles.hamilton@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.

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.