

## Logistics Planning Considerations

### Plan in advance!

#### *Travel Planning*

##### **Point of Contact:**

Mr. Raymond Herrera, Administrative Officer

Phone: 571-372-5857

Email: [raymond.herrera@hq.dodea.edu](mailto:raymond.herrera@hq.dodea.edu)

- Mission Essential Travel Request: Use METR Guidance, 60 days required, all submitted and maintained until approval in CATMS
- Select a meeting site location, contact the site POC and find out dates of availability

#### *Southbridge: Information Required*

##### **Point of Contact:**

Mr. Ron Dubie, Southbridge, Technology & Site Logistics

Phone: 508-765-8000 or 508-765-6333

Email: [ron.dubie@cpms.osd.mil](mailto:ron.dubie@cpms.osd.mil)

- Identify specific meeting needs (large room, break out rooms, internet connections, and screens/whiteboards as needed for various groupings)
- Request for Facility Usage/Contract or agreements - complete/sign/return
- Make initial contact with site POC and send a tentative agenda, attendee list, and specific meeting needs
- Maintain regular contact with site POC
- Send the following information to the site POC at least 1 week in advance:
  - Complete list of all training materials, resources, technology, and VTC information
  - Final attendee list with dates of arrival and departure
  - Final agenda

#### *DoDEA IT Collaboration*

##### **Point of Contact:**

Mr. Paul Teague, Chief, Information Technology

Phone: 571-372-1427

Email: [paul.teague@hq.dodea.edu](mailto:paul.teague@hq.dodea.edu)

- Ensure DoDEA IT knows about the travel and meeting needs (before, during, and after) well in advance to support the work
- Have all VTC participants complete the VTC Request Form