



FEMA

US&R GENERAL MEMORANDUM – 2016-074

September 8, 2016

FOR: National Urban Search & Rescue Response System
Task Force Representatives

FROM: Wanda Casey, Chief
Program Management Section
Urban Search and Rescue Branch

SUBJECT: US&R General Memorandum 2016-074 – Sponsoring Agency Chiefs/Strategic Group/Advisory Group Meetings

The purpose of this General Memorandum (GM) is to provide you with information regarding the series of National Urban Search and Rescue (US&R) Response System (the System) meetings that are scheduled to take place on December 6-8, 2016 in Virginia Beach, VA.

Virginia Task Force Two (VA-TF2) will be hosting the Sponsoring Agency Chiefs Meeting on December 6th, the Strategic Group Meeting on December 7th, and the Advisory Group Meeting on December 8th. System members planning to attend a specific meeting can also plan to attend the other meetings as their schedule permits. These meetings will be held from 8:00 am to 4:30 pm each day. All System members that plan to attend any of these meetings are asked to register at Eventbrite using the following link: <http://2016vabeach-sac-strategic-advisory.eventbrite.com>. The password is “usar2016”.

VA-TF2 has secured rooms at The Westin Virginia Beach Town Center, 4535 Commerce Street Virginia Beach, VA at the government per diem rate of \$99.00 + tax. Reservations can be made either online at <https://www.starwoodmeeting.com>, or by calling 800-937-8461. Attendees should identify themselves as part of the 2016 Sponsoring Agency Chiefs Meeting. VA-TF2 has blocked 70 rooms for Monday and Tuesday nights and 30 rooms blocked for Wednesday and Thursday nights at the government rate, but attendees are encouraged to make their reservations as soon as possible, but **no later than November 5, 2016**, in order to get that rate.

By way of this GM, System task forces are authorized to spend FY 2016 Cooperative Agreement funding on this and other travel-related expenses pertaining to this event, provided that the task force has this expense within their budget plan and is not prohibited by their Sponsoring Agency.

For additional information regarding the hotel, please visit <http://www.westinvirginiabeach.com/> or contact Tracy Freeman at: tfreeman@vbgov.com or 757-646-8444.

cc:

US&R Strategic Group
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