



**FEMA**

## **US&R GENERAL MEMORANDUM – 2016-064**

August 9, 2016

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

**FROM:** Fred Endrikat, Chief  
Urban Search and Rescue Branch

**SUBJECT:** US&R General Memorandum 2016-064 – US&R Resource Cataloging and  
Validation Ad Hoc Group Meeting Announcement – September 14, 2016

The next US&R Resource Cataloging and Validation Ad Hoc Group meeting will be held on Wednesday, September 14, 2016 in Conference Room 3NE0108, located at 400 C Street, SW (entrance on 4<sup>th</sup> Street, SW located on the same block as FEMA Headquarters), Washington DC. The meeting will begin at 0830 hours and it is anticipated to adjourn at approximately 1700 hours, with a lunch break from 1230 to 1400 hours (due to the meeting room space being committed for another meeting during that time).

All participants are advised to book your hotel reservations as soon as possible to ensure lodging is secure. Attached is a list of DC area hotels; however, this is by no means an all-inclusive list.

Each System member should coordinate all expenses with their task force Program Manager and Grant Manager to ensure that any allowable costs incurred for this Ad Hoc Group are properly accounted for within the appropriate Readiness Cooperative Agreement.

Members of this Ad Hoc Group who are not members of the FEMA US&R National Response System will travel and have expenses paid under “Invitational Travel” Orders. Please coordinate directly with Richard Brown (US&R Branch Administrative Officer) at 202-646-3544 (desk); 202-577-5853 (FEMA mobile); 202-646-4684 (fax); or E-mail: [richard.brownjr@fema.dhs.gov](mailto:richard.brownjr@fema.dhs.gov).

Other questions regarding this meeting may be directed to Catherine Deel in the US&R Branch (202-212-3796 or [Catherine.Deel@fema.dhs.gov](mailto:Catherine.Deel@fema.dhs.gov)).

Attachment: Hotels in the DC Area

cc:

US&R Strategic Group  
US&R Advisory Group  
US&R Branch Staff  
FEMA Regional/Federal/International ESF #9 Representatives  
US&R Resource Cataloging and Validation Ad Hoc Group

## **Hotels in the DC Area**

### **Near FEMA HQ, 500 C Street, SW, Washington, DC 20472:**

**Marriott Courtyard Washington Convention Center, Telephone:** 1-202-638-4600, (21 min walk to FEMA/Navy Archives Metro Station/Chinatown), 900 F Street, NW Washington, District of Columbia 20004

**Hyatt Place Washington DC/National Mall, Telephone:** 1-202-803-6110, (5 minute walk to FEMA HQ), 400 E Street, SW, Washington, DC 20024

**Grant Hyatt, Telephone:** 1-202-582-1234, 1000 H Street, NW, Washington, DC 20001

### **Near National Airport:**

**MARRIOTT Courtyard Crystal City/Reagan National Airport, Telephone:** 1-703-549-3434  
2899 Jefferson Davis HWY, Arlington, VA 22202

**HILTON CRYSTAL CITY AT NATIONAL AIRPORT Telephone:** 1-703-418-6800  
2399 Jefferson Davis Hwy, Arlington VA 22202

**CROWNE PLAZA WASHINGTON NATIONAL AIRPORT Telephone:** 1-703-416-1600  
1480 Crystal Drive, Arlington, VA 22202

**HYATT REGENCY CRYSTAL CITY Telephone:** 1-703-4181234  
2799 Jefferson Davis Hwy, Arlington VA 22202

**RADISSON HOTEL REAGAN NATIONAL ARPT. Telephone:** 1-703-920-8600  
2020 Jefferson Davis Highway, Arlington VA 22202

**EMBASSY SUITES CRYSTAL CITY Telephone:** 1-703-979-9799  
1300 Jefferson Davis Hwy, Arlington VA 22202

**DOUBLETREE BY HILTON WASHINGTON DCA Telephone:** 1-703-416-4100  
300 Army Navy Drive, Arlington VA 22202

**EMBASSY SUITES HOTEL WASHINGTON-CONV. Telephone:** 1-202-739-2001  
900 10th St NW, Washington DC 20001

**HAMILTON CROWNE PLAZA WASHINGTON Telephone:** 1-202-682-0111  
1001 14th St NW, Washington DC 20005