




U.S. Immigration
and Customs
Enforcement

APR 4 - 2013

MEMORANDUM FOR: All Executive Associate Directors
All Assistant Directors
Principal Legal Advisor

FROM: Daniel H. Ragsdale 
Deputy Director

SUBJECT: Procedures for Use of the Julie Myers Ceremonial Conference
Room

Purpose:

This memorandum sets forth U.S. Immigration and Customs Enforcement's (ICE) procedures regarding the use of the Julie Myers Ceremonial Conference Room (JMCC).

Background:

The JMCC is the primary facility used for large or significant events at ICE headquarters, located in the Potomac Center North (PCN). Given that it is the only large event facility in PCN, many offices regularly request to use the JMCC. As such, it is imperative to have a streamlined and orderly process for reserving and preparing the facility for use.

Among other things, the mission and role of the Office of Public Affairs (OPA) is to support the media engagements of the Director and Deputy Director as well as, in certain limited circumstances, the executive associate directors. Given the limited resources of OPA, it is important that their efforts be focused on supporting ICE's most senior leadership. The mission of the Office of Asset and Facilities Administration (OAFM) is to serve as the steward of all of ICE's real property and facilities.

From the date of this memorandum forward, OAFM is responsible for the administration and management of the JMCC. Thus, parties who seek to reserve the JMCC must do so by using the Conference Room Scheduler function in Microsoft SharePoint. Reservations made on behalf of the Director or Deputy Director will always take first priority. If the JMCC is not already reserved on behalf of the Director or Deputy Director, OAFM will reserve the room for the requesting office or party. The office or party reserving the room must then coordinate with OAFM to establish event requirements.

When needed, OAFM will engage the Office of the Chief Information Officer to ensure that technological requirements are met. OAFM will also work with the reserving office to set up the JMCC furniture, decorations, and other needed arrangements. OPA personnel will not be responsible for assisting with presentations, media or audio/visual requirements, or set up of the JMCC. The reserving office or party will be responsible for cleaning and rearranging the room after its use. In no event will OAFM or OPA incur any expenses on behalf of the reserving office or party.

When the JMCC is reserved for the Director or the Deputy Director, or any executive associate director appearing on behalf of either the Director or Deputy Director, the same procedures will apply, except that OPA will be the primary office responsible for assisting with presentations, media or audio/visual requirements, and set up of the JMCC. In special limited circumstances, such as large ceremonial events or events expected to garner significant media interest, executive associate directors can request OPA's assistance. In those circumstances, OPA has the discretion to determine whether it will support the event.

Please ensure that this memorandum is distributed to those on your staff who are responsible for organizing events. Should you have any questions, please contact OAFM at

(b)(7)(E) s@ice.dhs.gov or (202) 732 (b)(7)(E)