



DEPARTMENT OF THE ARMY
OFFICE OF THE ADMINISTRATIVE ASSISTANT TO THE SECRETARY
U.S. ARMY HEADQUARTERS SERVICES
9301 CHAPEK ROAD
FORT BELVOIR VA 22060-5527

MEMORANDUM FOR HQDA EXECUTIVE OFFICERS AND MILITARY ASSISTANTS

SUBJECT: Transportation Support – 2016 Association of the United States Army (AUSA) Annual Meeting and Exposition

1. The AUSA Annual Meeting and Exposition is being conducted from 3–5 October 2016 at the Washington Convention Center. The convention center is located between 7th and 9th Streets, and N Street and Mount Vernon Place N.W. Washington, DC. Attendees are encouraged to use the Metro (Yellow/Green lines at Mount Vernon Square/Convention Center Stations) or other forms of public transportation due to limited parking in and around the area.
2. To assist Army senior officials, the Pentagon Motor Pool will be providing shuttle bus service during the conference from the Pentagon Metro Bus Platform (stop U8) to the L Street entrance of the convention center. Buses will run every 30 minutes with the first bus departing the Pentagon at 0600 hours and the last bus departing the Convention Center at 1730 hours. The pick-up at the convention center is on L Street below the skywalk. A complete schedule is attached.
3. Senior officials who are serving in official capacity beyond mere attendance as AUSA speakers or panelists and cannot use the scheduled shuttle due to time conflicts should contact the Executive Motor Pool at 703-604-0611/0612 to schedule transportation as required.
4. For additional information, please contact Mr. Charlie Watson Jr., at 703-604-0630 or by email at charlie.watson2.civ@mail.mil.

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Pick-up points are at the Metro Bus Platform U8 at the Pentagon and the L Street entrance to the Washington Convention Center under the Skywalk.