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**Standardization**

**HQ AFMC COMMAND SECTION  
CONFERENCE ROOMS AND PROCEDURES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This operating instruction describes procedures for setting up briefings in the AFMC Command Section (CS) conference rooms (Commander's Conference Room, Situation Room, and Sarris Auditorium). The use of a name of any specific commercial product, commodity, or service in this publication does not imply endorsement by the United States Air Force.

**SUMMARY OF REVISIONS**

This revision adds the Director of Staff to the review processes. Policy and procedures for use of the Situation Room Video Teleconference (VTC) capability are outlined. Conference room seating policies are added.

**1. General.** The Commander's Conference Room (CCR) and Situation Room are used exclusively for briefings to the AFMC Commander (AFMC/CC), Vice Commander (AFMC/CV), Executive Director (AFMC/CD), and Director of Staff (HQ AFMC/DS). In addition, the CS uses the Sarris Auditorium, however, HQ Directors can use it, when available, for briefings, conferences, or ceremonies without CS involvement.

**2. Policy.**

2.1. Executive Presentations (HQ AFMC/DSR) (DSN 787-6711) is the OPR for the operation, scheduling, and support of the CCR, Situation Room, and Sarris Auditorium (collectively referred to in this OI as "CS conference rooms"). All audiovisual and VTC equipment, lights, and sound are operated and controlled by DSR technicians. The CS conference rooms are controlled secure areas. Only the DSR staff and those trained to operate the Sarris Auditorium equipment are authorized in the projection or control booths during meetings, briefings, conferences, or workshops. Only the DSR staff and

those with the appropriate clearance are authorized in the projection or control booths during classified or “eyes only” meetings, briefings, conferences, or workshops.

2.2. For an event attended by CC, CV, CD, or DS, audio or video recording of any kind in CS conference rooms is expressly prohibited without prior approval of the CC, CV, CD, DS, or their executive officers (permission will be acquired through DS). If permission to record proceedings is granted, then all attendees and DSR must be verbally notified at the beginning of the event by the briefer that the event will be recorded. If the event is not attended by CC, CV, CD, or DS, then no prior CC, CV, CD, or DS permission is required, but DSR and all attendees must be verbally notified at the beginning of the event by the briefer that the event will be recorded. Video recording is authorized for official ceremonies (promotions, retirements, award presentations) without prior approval by CC, CV, CD, or DS, but it will be specifically stated in the event brief (EB). Recording of any type is expressly prohibited during classified briefings.

2.3. The CCR and Situation Room are used for CS briefings only. These rooms will not be used for dry runs.

2.4. When scheduling an event in a CS conference room, a primary and alternate project officer (PO) will be identified to DSR.

2.5. All unclassified information pertaining to an unclassified event will be provided electronically to the DSR staff no later than (NLT) 48 hours in advance of the event and kept on file until the day of the briefing. DSR will accept changes to events or cancellations from only primary or alternate POs, the directorate executive officer, or the briefer. All classified information pertaining to a classified event will be provided by disk/CD or SIPRNet e-mail to the DSR staff no earlier than (NET) 2 hours in advance of the event. Upon loading the briefing, DSR will return the classified disk/CD to the PO. DSR will not store classified disks/CDs. DSR personnel will exercise the proper control and safeguard of audiovisual material as prescribed by AFI 31-401, *Information Security Program Management*, while in possession of classified materials. DSR will delete all provided files immediately after presentation. DSR will accept changes to classified briefs, events, or cancellations from only the primary or alternate PO, the directorate executive officer, or the briefer.

2.6. All refreshments will be kept in the foyer area of the Sarris Auditorium. Beverages will only be permitted in the Sarris Auditorium during conferences hosted by CC, CV, CD, DS, or HQ Directors. Working lunches are permitted only if approved in advance by DS.

2.7. The Situation Room VTC is only used for VTCs attended by CC, CV, CD, or DS. The assigned PO will schedule the VTC, specifically by providing DSR participating site identifications required on the call, and a site POC name, phone number, and e-mail address for each participating site. The VTC will not be scheduled without this information. The PO will notify DSR immediately of any changes or cancellations. Unclassified VTCs must be scheduled NLT 5 business days prior to the requested VTC starting time. Classified VTCs must be scheduled NLT 10 business days prior to the requested VTC starting time.

2.8. At any time, to include the day of an event, DS reserves the right to preempt any scheduled event in the Sarris Auditorium due to CC, CV, CD, or DS requirements. Directorates implicitly assume this risk when scheduling the Sarris Auditorium. Should an event be preempted by the CS, POs or the directorate executive officer will be notified as soon as possible.

2.9. Set forth are the CCR, Situation Room, and Sarris Auditorium rules of engagement (ROE) for seating when CC, CV, CD, or DS are attending a meeting, conference, etc. DSR maintains and updates

master seating charts for each conference room. All seating charts involving CS attendance will be based on DSR's master seating charts. Exceptions to DSR's master seating charts must be approved in advance by DS.

2.9.1. The top 3 seats at conference tables will always be reserved for CC, CV, and CD. Facing the screen, CC sits at the head, CV to the right, and CD to the left. If CC is not present, then in order, CV then CD will chair the meeting and assume the head of the table.

2.9.1.1. CD will always be seated to the left of CC in front of Center 3-star GOs.

2.9.1.2. If an active or retired 4-star General Officer/Senior Executive Service (SES) member equivalent is attending, then CV and/or CD may have to move one chair down (e.g. if AFMC/CC and ACC/CC are co-chairing an AFMC-ACC MAJCOM Day). Thereafter, seating will be determined by DSR's master seating chart or the Protocol Order of Precedence.

2.9.2. If only one of the Top 3 will attend a meeting, then attendees may occupy the vacant Top 3 seat(s) as long as the PO positively confirms (and additionally confirmed by DSR or DSP) with CC, CV, or CD's secretary that CC, CV, or CD will specifically not attend. For example, CV is chairing a meeting and CC and CD are not expected to attend. After the PO confirms (and additionally confirmed by DSR or DSP) with both CC and CD's secretaries that CC and CD are not attending, then an attendee may assume the vacant two seats. Note: CV will sit at the head of the table. Other seats will be occupied in accordance with the PO's seating chart which should follow the Protocol Order of Precedence.

2.9.3. When creating seating charts, POs should always assume CCE, CVE, CDE, DS, CCX, and/or CCZ may attend any meeting. They will sit in accordance with DSR's master seating charts.

2.9.4. Daily Standups and Staff Meetings will strictly follow DSR's master seating charts.

2.9.5. AFMC Boards and Councils, CC Hotwashes, and Commander's Conferences will generally follow DSR's master Staff Meeting seating chart or the Protocol Order of Precedence.

**3. Project Officer Responsibilities and Procedures.** Each event will identify at least a primary PO; POs will:

3.1. Schedule the conference room and briefings, and make arrangements for audiovisual and/or VTC support with DSR. Advise DSR of any changes in audiovisual or VTC requirements. Provide final agendas, sequences of events, seating charts, and slide files with cue sheets to DSR NLT four hours prior to actual presentation; doing so will allow sufficient time for loading and integrating final slides, and resolving any potential problems or conflicts.

3.1.1. DSR generally does not directly support events at which CC, CV, CD, or DS are not attending. Therefore, for those events in the Sarris Auditorium in which CC, CV, CD, or DS are not attending, the PO will designate an individual(s) to be trained by DSR to operate the room equipment.

3.2. Invite the appropriate personnel to attend and notify all attendees to any changes in time, location, etc. The number of attendees at the briefing should be the minimum required to accomplish the planned objectives.

3.3. Coordinate cleanup of the room after the event. Ensure slides, paper, and other materials brought in are removed. Ensure classified disks/CDs/papers are promptly removed and safeguarded following the briefing.

3.4. Ensure classified briefings given in the CCR, Situation Room, and Sarris Auditorium have the proper control and safeguard of audiovisual material as prescribed by AFI 31-401, *Information Security Program Management*.

3.4.1. At the time of scheduling, notify DSR of overall classification level of the briefing.

3.4.2. Ensure proper control, storage, transmission, and destruction of worksheets or manuscripts are maintained, and the final disposition of classified audiovisual materials is accomplished.

3.4.3. Ensure integrity of the room and classified material is maintained.

3.4.4. Ensure all attendees have the proper clearances.

3.4.5. Ensure that SAP/SAR/SCI operations in the CCR follow the outlined Temporary Secure Working Area (TSWA) procedures dictated by HQ AFMC/XRI. These procedures are available from DSR personnel.

3.5. For VTCs, ensure that CC, CV, and CD are provided a rank and name list of all principal attendees at the participating video sites. POs will verify the list is accurate by conducting a live "roll call" with the participating sites 10 minutes prior to the scheduled VTC time. This list will be placed in front of CC, CV, and CD seats NLT than 5 minutes prior to the start of the VTC.

**4. Scheduling briefings with command section involvement.** To schedule briefings involving CC, CV, CD, or DS, all requests for their attendance must be directly and individually coordinated through their respective office. After coordinated, contact DSR with briefing requirements.

**5. Scheduling the Sarris Auditorium without command section involvement.**

5.1. Contact DSR directly to schedule a non-CS attended event in the Sarris Auditorium. Non-CS attended events are scheduled on a first-come, first-served basis. A scheduling window consisting of the current month plus 2 months will be used to schedule events not chaired by the CC, CV, CD, or DS. DS reserves the right at any time, to include the day of, to preempt any event scheduled in the Sarris to support a CC, CV CD, or DS requirement. POs or the directorate executive officer will be notified as soon as possible should their briefing need to be cancelled or moved.

5.1.1. The Sarris Auditorium is used primarily in its 112-seat, theater style configuration.

5.1.2. Configuration of the Sarris Auditorium in the "horseshoe" or "u-table" formation will be based on CS requirements. Set-up and tear down of the u-table formation will only be accomplished by DSR.

5.1.3. Event point of contact will designate an individual to be trained by DSR to operate equipment for any event not involving the CS. DSR will train the designated person and remain on call to resolve equipment problems that may occur during the event.

5.2. Briefings are scheduled in the Sarris between 0700 and 1700.

**6. Visual Information Guidelines.** Slide format guidelines have been established for optimum legibility, uniform appearance, and to simplify merging multiple slide shows without conflicts. To ensure the

highest quality presentations in the Commander's briefing facilities, the following minimal guidelines will be used:

6.1. The primary visual media used to brief the CS will be electronic slides in Microsoft PowerPoint using the guidelines below. Use of visual media other than PowerPoint slide shows must be coordinated in advance with DSR.

6.1.1. Guidelines for computerized slides in PowerPoint. Contact DSR for a prepared slide template of the most recent prescribed guidelines.

6.1.2. Builds and Animations. Keep unnecessary builds and animation to a minimum. Use automatic builds if possible.

6.1.3. Blank Slides. Blank slides (black background) should be inserted at the end of the presentation. A blank, black slide will separate the main briefing and the back-up slides.

6.1.4. Slide Transmission. All slide shows sent electronically to DSR must include the date, time, and title of the briefing in the file name.

6.2. When dual screen visual aids are used, provide DSR with an AFMC Form 1023, *Visual Program Matrix*, showing proper image sequence. The form should show the slide numbers and detailed slide titles for dual presentations. List all slide transitions to include build-steps, slide or blank holds and backup chart sequences.

## **7. Guidelines for Recurring Briefings and Conferences.**

7.1. Staff Meeting slides. Briefings for inclusion in a staff meeting must be no longer than 2-3 minutes long (except real-time classified content). Briefings must be pre-approved by DS NLT 1300 the day prior for inclusion in a particular staff meeting agenda. Slides will not be included on the agenda unless approved in advance by DS.

7.2. Multiple Day Conference Events. Organizing OPR for these events is usually the Commander's Action Group (HQ AFMC/CCX). Slides submitted to DSR must be provided in order of the briefing sequence, proofread, screen ready, and built in accordance with the prescribed slide format. To ensure continuity and consideration to all groups involved, editing on the screen will not take place during dry runs. This is necessary to ensure only the highest quality presentations are given and allow all groups to preview their slides. Slides will not be included on the agenda unless approved in advance by DS or CCX.

**8. Prescribed Forms.** Form prescribed is AFMC 1023, *Visual Program Matrix*.

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