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Standardization

**HQ USAFE CONFERENCE FACILITY AND
VIDEO TELECONFERENCING SCHEDULING**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(MSgt George Jumara Jr.)
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This instruction implements Air Force Policy Directive (AFPD) 60-1, *Operations and Resources Standardization*, and establishes procedures for scheduling and conducting conferences, to include video teleconferences, hosted by or conducted at Headquarters United States Air Forces in Europe (USAFE). It also provides guidance on the use of the USAFE Conference Center facilities, Building 306A; the Commander's Conference Room, Building 201, Room B-216; and the General William A. Tunner Conference Room, Building 201, Room D-12. This instruction applies to all USAFE staff agencies that conduct or host conferences or briefings. This publication does not apply to Air National Guard (ANG) or Air Force Reserve Command (AFRC) units. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records* and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at: <https://webrims.amc.af.mil>.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed. This revision changes the name of the Allied Air Forces Central Europe (AIRCENT) conference room to the commander's conference room. Adds directions for coordinating conferences for higher headquarters (paragraph 1.1.8.). Adds miscellaneous specific requirements not previously required.

1. General Guidelines and Responsibilities.

1.1. Overall guidance:

1.1.1. The Directorate of Staff (USAFE/DS) will approve conferences held in, or sponsored by, this headquarters.

1.1.2. Hold all conferences sponsored by the USAFE staff or subordinate units on military installations whenever possible. The USAFE Vice Commander (USAFE/CV) is the authority to approve off-base conferences under the criteria outlined by the Secretary of the Air Force (policy letter). Coordinate through USAFE/DS for all off-base conferences.

1.1.3. To schedule the Tunner Conference Room, Commander's Conference room, or USAFE Conference Center contact Directorate of Staff, Presentations (USAFE/DSR) to check availability and work out the details. You must submit a written request and provide point of contact (POC) information before the appointment can be scheduled.

1.1.4. When scheduling conference facilities, the number of days scheduled for a conference, workshop, or meeting, as well as the number of attendees, should be the minimum required to accomplish the planned objectives. In addition, make every effort to reduce costs through the use of military airlift, government quarters, government vehicles, and video teleconferencing.

1.1.5. Do not use these facilities for social activities, including club or association meetings. **EXCEPTION:** as authorized by USAFE/DS.

1.1.6. Conference facilities are reserved on a first-come first-served basis. However, the USAFE Command Section is an exception to this policy, has precedence when reserving conference facilities, and may "bump" groups as mission dictates. USAFE/DS resolves scheduling problems. **NOTE:** Obtain USAFE Commander (CC), USAFE/CV, or USAFE/DS involvement or USAFE/DS approval prior to scheduling the Tunner and Commander's Conference Rooms.

1.1.7. Recording, audio or video, requires the approval of the senior officer present. Make recordings overtly and with the full knowledge of all participants.

1.1.8. Conferences supporting higher headquarters, to include European Command (EUCOM) and organizations outside the Kaiserslautern Military Community (KMC) will need a HQ USAFE representative/sponsor to coordinate conference details before a conference facility can be reserved. The Tunner Conference Room, Commander's Conference room or USAFE Conference Center will not host non-DOD affiliated civilian organizations, unofficial events or private organizations unless previously approved by the USAFE/DS.

1.2. The USAFE Directorate of Staff, Command Presentations (USAFE/DSR) Responsibilities:

1.2.1. The USAFE/DSR schedules all usage of the USAFE Conference Center facilities, Commander's Conference Room, and the General William A. Tunner Conference Room. USAFE/DSR also operates and provides first-level maintenance on all audiovisual equipment in these conference facilities. USAFE/DSR personnel will be on-hand to present and/or monitor all conference events held in these conference facilities. USAFE/DSR staff will notify the project officer of any unforeseen schedule changes.

1.3. Briefer and Project Officer Responsibilities:

1.3.1. The event POC will provide a copy of the event agenda to USAFE/DSR not later than 2 duty days prior to the event and will request the official name tag format if nametags are required for an event. USAFE Directorate of Staff, Protocol (USAFE/DSP) handles USAFE/CC and USAFE/CV chaired conferences requiring nametags. For all other events, the POC is responsible for seating and must contact USAFE/DSP for correct seating placement information.

1.3.2. Do not bring food or drink (except water) into any of the conference rooms. USAFE/CC and CV sponsored events are exceptions to this policy and will be coordinated by USAFE/DSP. The event project officer arranges all other functions. All other exceptions will be approved by USAFE/DS. Food and drink is allowed in the USAFE Conference Center lobby and the Tunner Conference Room lobby. Event POCs are responsible for complying with all health codes and all preparation, clean up, loss and damage. If kitchen use is required, event POC will contact USAFE/DSP to schedule use and observe their instructions. CC-Air Ramstein Protocol is the POC for official CC-Air Ramstein functions needing nametags and refreshments.

1.3.3. The USAFE Conference Center facilities, Tunner Conference room and Commander's Conference Room are not cleared for Top Secret (TS) information. If briefing or discussing TS information, the project officer must contact the HQ USAFE Special Security Office (HQ USAFE/SSO) for proper clearance procedures prior to scheduled meeting. Provide written clearance from HQ USAFE/SSO to the Chief, USAFE/DSR not later than 1 day prior to the event.

1.3.4. Please contact USAFE/DSR to schedule a dry run if needed. USAFE/DS recommends a dry run for all briefings to avoid any unforeseen software incompatibility or equipment problems.

1.3.5. Ensure all briefings and a complete daily agenda are given to USAFE/DSR not later than 1 hour prior to the scheduled start time. This will allow time for any last minute software checks and equipment troubleshooting if necessary. Last minute software loads will delay start times. If the briefing is complicated or contains video or sound, schedule a dry run a day before hand. **NOTE:** Immediately after USAFE/DSR loads briefings, all originals will be returned to the provider.

1.3.6. For security reasons, USAFE/DSR will not save briefings to an external disk after they have been downloaded to conference facility hard drive. USAFE/DSR will not surrender briefings, classified or unclassified, for copy to anyone except the event POC or provider after they are turned over to them. Any copies or distribution is the responsibility of the event POC or individual briefers.

1.3.7. At the completion of every event, POCs will delete all briefing information from the DSR computer systems. Maintain only reoccurring information approved by USAFE/DS. All briefers should ensure they receive their disk back from the projectionist assigned to the event.

1.3.8. Project officer and briefer are responsible for assuring all personnel to be briefed have the proper security clearance and need to know for the information presented. After completion of each event, the project officer must clear the room of all event materials, especially classified materials. If any classified material is left behind, the project officer will be contacted for immediate removal of the items. Event POCs are responsible for the security of all classified material and equipment prior to and during the conference, including all breaks. Arrangement for storing classified material or equipment during non duty hours is the responsibility of the event POC.

1.3.9. Should an evacuation of the facility be necessary, event POCs are responsible for providing a list of all attendees, directing the attendees to the assembly points and assisting in reporting, head counts, etc. Evacuation assembly locations will be provided to the event POC by USAFE/DSR.

2. Telephone Availability.

2.1. Commander's Conference Room: Limited Defense Switched Network (DSN) and local telephone services are available in the projection booth. STU phones are available on the table upon

request. The event POC will verify users have appropriate security clearances and will notify USAFE/DSR of this requirement not later than 1 day prior to event to allow for set up time.

2.2. Tunner Conference Room: Limited DSN and local telephone services are available in the lounge area.

2.3. USAFE Conference Center: Limited DSN and local telephone services are available in each of four internal telephone booths, customer service area, and distinguished visitor lounge.

3. Video Teleconferencing Capabilities and Scheduling Procedures.

3.1. VTC systems are located in the Commander's conference room, Tunner Conference Room and at the USAFE Conference Center. These systems can connect to Department of Defense locations worldwide. The VTC systems in the Commander's and Tunner Conference rooms are certified up to Secret classification level however, the USAFE Conference Center is only cleared for unclassified. These systems can send and receive single screen PowerPoint briefings and record incoming video signals.

3.2. To schedule a VTC, the project officer must provide the USAFE/DSR VTC noncommissioned officer in charge (NCOIC) with the desired primary and alternate dates and times of the conference. The project officer will also provide an accurate list of all the participating locations with site (identifications) IDs, POCs, and their DSN phone numbers. Also communicate any special requirements for slides. Submit VTC requests a minimum of 48 hours prior to event.

3.3. The USAFE/DSR VTC NCOIC will confirm conference room availability, work out scheduling details, and contact the requesting project officer with confirmation information. The project officer will then notify the participating location POCs with all applicable event information.

3.4. Event project officer must notify the VTC NCOIC of any VTC cancellation. **NOTE:** The Tunner and commanders conference rooms are primary conference facilities for USAFE/CC and CV therefore VTCs in these rooms not involving their participation may be canceled on short notice to meet mission needs.

MICHAEL P. AEILLO, Colonel, USAF
Director of Staff

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 60-1, *Operations and Resources Standardization*

Abbreviations and Acronyms

CC—Commander

CV—Vice Commander

DSN—Defense switched network

DSP—Command Protocol

DSR—Command Presentations

NCOIC—Noncommissioned officer in charge

POC—Point of contact

SSO—Special security office

TS—Top Secret

USAFE—United States Air Forces in Europe

VTC—Video teleconference