



*Communications and Information*

**COMMAND AUDIOVISUAL AND VIDEO TELECONFERENCING SUPPORT**

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This instruction establishes standards and procedures to follow when requesting audiovisual and video teleconferencing support from the United States Transportation Command's (USTRANSCOM), Command, Control, Communications and Computer Systems Directorate, Operations and Readiness Division, Audiovisual and Video Teleconferencing Support Team (TCJ6-OMV). It implements Department of Defense Directive (DODD) 5040.2, *Visual Information Activities*, and DODD 5040.3, *Department of Defense Joint Visual Information Services*. It applies to USTRANSCOM personnel utilizing audiovisual or video teleconferencing services at Scott Air Force Base (AFB), Illinois. The use of a name of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Department of Defense or USTRANSCOM. Refer recommended changes and questions about this publication to the office of primary responsibility using Air Force Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this instruction are maintained in accordance with USTRANSCOM Instruction 33-32, *Records Management*.

**SUMMARY OF REVISIONS.** Updates the text and attachments. Note: Since this instruction has been revised in its entirety, asterisks will not be used to identify material.

**1. References and Supporting Information.** References, related publications, abbreviations, acronyms, and terms used in this instruction are listed in Attachment 1.

**2. Policy.** TCJ6-OMV provides audiovisual (AV) and video teleconferencing (VTC) support to the command by ensuring state-of-the-art equipment is available for command conference rooms, portable/studio VTCs, and designated locations within USTRANSCOM.

**2.1.** TCJ6-OMV is responsible for:

**2.1.1.** Operating and maintaining AV systems in USTRANSCOM conference rooms, training rooms, auditoriums, senior leader offices, and command center work areas on Scott AFB.

**2.1.2.** Operating and maintaining video walls (e.g., Heritage Hall 4x4, Center Lobby 2x2) and signage systems (e.g., Heritage Hall, Building 1900E Center Lobby, Building 1900E/W Connector, Building 1900W).

**2.1.3.** Providing on-site AV and VTC support and briefing assistance for the USTRANSCOM Commander, USTRANSCOM Deputy Commander, and USTRANSCOM Chief of Staff briefing events on Scott AFB.

**2.1.4.** Operating and maintaining both portable and fixed USTRANSCOM secure and non-secure VTC systems.

**2.1.5.** Scheduling the command conference rooms and providing operational assistance as needed for conference initiation to VTC customers.

**2.1.6.** Advising action officers (AO) and staff personnel on proper operation of briefing and audio equipment.

**2.1.7.** Providing operational training, as needed, to command personnel.

**2.1.8.** Periodic inspections, equipment alignment, and cleaning of AV and VTC equipment in the command conference rooms (see Attachment 2).

**2.1.9.** Providing initial response to equipment failures.

**2.1.10.** Performing periodic and preventive maintenance of equipment. Serve as the command focal point for repairs beyond in-house capabilities.

**2.2.** All questions concerning repairs or removal of equipment from command conference rooms should be directed to TCJ6-OMV.

**3. Scheduling of Briefings.** To ensure a timely response, the AO must ensure sufficient lead-time is provided (recommend 3 working days). Requests can be satisfied by phone. Any pertinent information such as agenda, number of briefings, point of contact, or requests for additional equipment and/or services should be provided with initial request. All briefings will be delivered to an AV technician no later than 30 minutes prior to scheduled presentation time.

**NOTE:** For identification purposes, computer-generated images (including images captured by other media such as scanners) must have the directorate or Command Support Group element abbreviation and an alphanumeric identifier located in the lower right hand corner. This information must not exceed eight characters. Example: J6OM-001.

**4. Audiovisual Equipment Checkout.** TCJ6-OMV has a limited number of Elmo overhead cameras, portable projectors, projector screens with front and rear projection, and video camera with tripod. Items can be reserved or checked out not to exceed 5 working days; however, this period may be extended to meet mission requirements.

**5. Seay Auditorium and Conference Room Capabilities.** See Attachment 2.

**6. Video Teleconferencing.** The command VTC suites are managed, operated, and scheduled by USTCJ6-OMV. Video teleconferencing allows point-to-point or multi-point conferencing with audio and video capability in both secure and non-secure modes. The VTC-equipped conference rooms are part of the DISN Video Service – Global Network, and are cleared for classified (Secret) data. Portable VTC is also available to most conference rooms in buildings 1900E, 1900W, and 1961. The use of Tandberg (or like) point-to-point IP devices in rooms that are not identified in Attachment 2 will be the responsibility of the AO using them. Training may be provided by TCJ6-OMV with prior coordination.

**6.1.** VTC-equipped conference rooms should be reserved a minimum of 1 week in advance for an unsecure VTC, 2 weeks in advance for a secure VTC. The AO may request VTC sessions via e-mail, facsimile, telephone, or in person to TCJ6-OMV. For incoming calls, the originating VTC facilitator may contact the USTRANSCOM facilitator at TCJ6-OMV to set up sessions. The local AO is required to contact VTC facilitator to ensure that the session can take place. For USTRANSCOM-originated sessions, the request must have, as a minimum, the name, phone number, and office of the AO; date, time, and classification of the conference; chairperson's name; names of the sites to be involved with their respective AO and phone number; and VTC facilitator's name and phone number. TCJ6-OMV will contact site facilitators to ensure that personnel, date(s), and time are available. A facilitator (operator) from TCJ6-OMV will initiate the VTC and conduct communication checks. For in-conference problems contact TCJ6-OMV.

**6.2.** For *Top Secret* or higher VTC, the Intelligence Directorate (TCJ2) will arrange for use of the Joint Worldwide Intelligence Communications Systems (JWICS) studio.

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2 Attachments:

1. Glossary of References and Supporting Information
2. Seay Auditorium and Conference Room Capabilities

## **Attachment 1**

### **Glossary of References and Supporting Information**

#### ***References***

Department of Defense (DOD) Directive (DODD) 5040.2, *Visual Information Activities*  
DODD 5040.3, *DOD Joint Visual Information Services*

#### ***Abbreviations and Acronyms***

AFB - Air Force Base

AO - Action Officer

DODD – Department of Defense Directive

TCJ6-OMV - Command, Control, Communications and Computer Systems Directorate,  
Operations and Readiness Division, Audiovisual and Video Teleconferencing  
Support Team

USTRANSCOM – United States Transportation Command

VTC - Video Teleconference

**Attachment 2****Seay Auditorium and Conference Room Capabilities****1. Commander's Conference Room (CCR), Building 1900E****Seating Capacity:** 22**Audio Visual Support:** TCJ6-OMV (220-2033)**Equipment Capabilities:**

- Visual:** Single rear projection screen with inputs from Classified and Unclassified computer, VHS VCR, Cable TV

- Audio:** Audio from all video sources

**Scheduling:** TCDC's Front Office (229-2478) DSN 779-2478**2. Tunner Conference Room, Building 1900E****Seating Capacity:** 35**Audio Visual Support:** TCJ6-OMV (220-2033)**Equipment Capabilities:**

- Visual:** Single rear projection screen and dual front projection screen with inputs from Classified and Unclassified computer, VHS VCR, Cable TV

- Audio:** Audio from all video sources

**Scheduling:** TCJ3 (220-7004) DSN 770-7004**3. Land Conference Room, Building 1900E****Seating Capacity:** 12**Audio Visual Support:** TCJ6-OMV (220-2033)**Equipment Capabilities:**

- Visual:** Unclassified VTC, Single LCD with inputs from Unclassified computer, VHS

- Audio:** Audio from all video sources

**Scheduling:** TCJ5J4-M (229-3999) DSN 779-3999**4. Sseay Auditorium, Building 1900E****Seating Capacity:** 250**Audio Visual Support:** TCJ6-OMV (220-2033)**Equipment Capabilities:**

- Visual:** Video Wall with inputs from Classified and Unclassified computer, VHS VCR, Cable TV, overhead projector

- Audio:** Audio from all sources

**Scheduling:** Protocol (220-4098) DSN 770-4098**5. McCutcheon Auditorium, Building 1961****Seating Capacity:** 140-160**Audio Visual Support:** TCJ6-OMV (220-2033)

**Equipment Capabilities:**

- Visual:** Dual rear projection or center screen with inputs from Classified and Unclassified computer, VHS VCR, Overhead projector, and DVD

- Audio:** Audio from all sources

**Scheduling:** TCJ6 (229-3824) DSN 779-3824

**6. Halverson Conference Room, Building 1961**

**Seating Capacity:** 20-25

**Audio Visual Support:** TCJ6-OMV (220-2033)

**Equipment Capabilities:**

- Visual:** Single rear projection screen with input from Classified and Unclassified computer and VHS VCR

- Audio:** Computer

**Scheduling:** TCJA (229-1366) DSN 779-1366

**7. Stanford Conference Room, Building 1961**

**Seating Capacity:** 20-25

**Audio Visual Support:** TCJ6-OMV (220-2033)

**Equipment Capabilities:**

- Visual:** Dual front projection screens with inputs from two Unclassified computers and VHS VCR

- Audio:** Computer and VCR

**Scheduling:** TCJ6 (229-3824) DSN 779-3824

**8. TCJ6 Meeting Room, Building 1961**

**Seating Capacity:** 5-10

**Audio Visual Support:** TCJ6-OMV (220-2033)

**Equipment Capabilities:**

- Visual:** Dual front LCD screens with inputs from Classified or Unclassified computers, Classified and Unclassified VTC, and DVD

- Audio:** Computer

**Scheduling:** TCJ6 (229-3824) DSN 779-3824

**9. Honor Conference Room, Building 1900E**

**Seating Capacity:** 69

**Audio Visual Support:** TCJ6-OMV (220-2033)

**Equipment Capabilities:**

- Visual:** Dual front or single center projection screens with inputs from Classified or Unclassified computers and Classified and Unclassified VTC, DVD, cable TV, and document camera.

- Audio:** All sources

**Scheduling:** Protocol (220-4098) DSN 770-4098

**10. Balcony Conference Room, Building 1900E**

**Seating Capacity:** 40+

**Audio Visual Support:** TCJ6-OMV (220-2033)

**Equipment Capabilities:**

- Visual:** Dual front center projection screens with inputs from Classified or Unclassified computers and Classified and Unclassified VTC, VCR, and cable TV.

- Audio:** All sources

**Scheduling:** TCJ3 (220-7004) DSN 779-7004

11. **VTC Studio, Building 1900E**

**Seating Capacity:** 20+

**Audio Visual Support:** TCJ6-OMV (220-2033)

**Equipment Capabilities:**

- Visual:** Dual front LCD screens with inputs from Classified or Unclassified computers and Classified and Unclassified VTC, DVD, and document camera.

- Audio:** All sources

**Scheduling:** TCJ6-OMV (220-2033) DSN 770-2033