



History

CONFERENCE ROOM DÉCOR AND NAMING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This Instruction provides the policies and procedures for managing the United States Transportation Command (USTRANSCOM) décor and naming of conference rooms in USTRANSCOM controlled areas. It applies to all personnel assigned to 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 publication are maintained in accordance with USTRANSCOM Instruction 33-32, *Records Management Program*.

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

2. Conference Rooms.

2.1. USTRANSCOM has two types of conference rooms: Command Conference Rooms (Room 317 in Building 1900E and Room 3062 in Building 1900W) and common-use conference rooms. Auditoriums are also common-use meeting facilities.

2.1.1. USTRANSCOM Research Center (TCRC) will provide artwork for the USTRANSCOM Command Conference Room located on the third floor of Building 1900E. Military Surface Deployment and Distribution Command will provide artwork for the Command Conference Room on the third floor of Building 1900W.

2.1.2. All common-use conference rooms will follow this convention with TCRC providing the following: for large rooms, the standard emblem set (component and USTRANSCOM emblems in carved and painted wood) and no more than eight operational photos and/or maps; for small rooms, the USTRANSCOM emblem and no more than four operational photos and/or maps.

2.1.2.1. A directorate may request that one common-use conference room within its functional area be designated as the directorate conference room and decorated and finished in a non-standard manner. A Facilities Engineering (TCCS-FE) work request must include requirements for artwork, audiovisual, and construction and be coordinated by TCCS-FE, Command, Control,

Communications and Computer Systems directorate (TCJ6), and TCRC and approved by the USTRANSCOM Chief of Staff (TCCS). The directorate will pay for and maintain changes to the standard design. Décor should follow the guidelines stated in paragraph 2.1.2. and maintain an uncluttered and professional appearance. Simple designs will not only reduce initial costs, but also maintenance and replacement costs. While directorate-oriented, the design should be consistent with and enhance the USTRANSCOM story. A directorate conference room is considered common-use for scheduling purposes.

2.1.2.2. Common-use conference rooms may be designated as collaboration labs and source selection rooms. A TCCS-FE work request must include designation justification and requirements for artwork, audiovisual, and construction and be coordinated by TCCS-FE, TCJ6, and TCRC and approved by TCCS. The directorate will pay for and maintain changes to the standard design.

2.1.3. Only the USTRANSCOM Commander may request permanently naming a conference room or auditorium under Air Force Instruction 36-3108, *Memorialization Program and Ceremonies*. If, through renovations and/or demolition, a permanently named conference room or auditorium is eliminated, its name will be transferred to another unnamed conference room or auditorium, if available. USTRANSCOM has five named common-use conference rooms and two named auditoriums. The named conference rooms are: Land (B1900E, first floor), Tunner (B1900E, second floor), Honor (B1900E, second floor), Halvorsen (B1961), and Stanford (B1961). The two named auditoriums are Seay (B1900E, second floor) and McCutcheon (B1961). TCRC will provide potential names and justifications for a permanently named conference room or auditorium to the USTRANSCOM Commander for his approval. TCRC will be responsible for the design and acquisition of artwork and artifacts for the space. All other common-use conference rooms will be identified by room number.

2.1.4. Conference rooms may be informally dedicated in memory of deceased USTRANSCOM personnel. Directors or CSG chiefs may request an informal commemorative designation via electronic staff summary sheet coordinated through TCCS-FE and Staff Judge Advocate for TCCS approval, providing the proposed designation and justification for the naming. Conference rooms so dedicated will have a memorialization plaque affixed inside the room adjacent to the entrance. Additional art or artifacts relating to the person commemorated may be placed inside the conference room if approved by TCCS. If, through renovations and/or demolition, an informally named conference room is eliminated, the designation will not be automatically transferred to a new conference room.

JAY H. SMITH
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Attachment 1

GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS

Section A – References

USTRANSCOM I-32-2, *USTRANSCOM Facility Standards*
AFI 36-3108, *Memorialization Program and Ceremonies*

Section B - Abbreviations and Acronyms

Not used.

Section C - Terms

Not used.