

**BY ORDER OF THE COMMANDER**

**AIR FORCE DISTRICT OF WASHINGTON  
INSTRUCTION 90-100**



**11 SEPTEMBER 2015**

***Special Management***

***OPERATION OF THE GENERAL JACOB E.  
SMART CONFERENCE CENTER***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available on the e-Publishing website at [www.e-Publishing.af.mil](http://www.e-Publishing.af.mil) for downloading or ordering

**RELEASABILITY:** There are no releasability restrictions on this publication

---

OPR: AFDW/CCPS

Certified by: AFDW/CC  
(Major General Darryl W. Burke)

Pages: 16

---

This instruction supersedes Air Force District of Washington Instruction (AFDWI) 32-101, *Operation of the Jacob E. Smart Strategic Planning and Development Center*, 31 July 2012 and implements Air Force Policy Directive (AFPD) 90-1, *Policy Formulation*. This instruction establishes procedures for scheduling and conducting conferences, symposiums, meetings and training sessions in the United States Air Force General Jacob E. Smart Conference Center, located on Joint Base Andrews (JBA) Naval Air Facility Washington, MD. This instruction applies to all users of the General Jacob E. Smart Conference Center (SCC), to include but not limited to Air Force District of Washington (AFDW) staff and subordinate units, mission partners, Department of Defense (DoD), other federal agencies, Air Force Reserve Command units, and the Air National Guard. This instruction ensures records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the office of primary responsibility using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional chain of command. See Attachment 1 for a glossary of references and supporting information.

***SUMMARY OF CHANGES***

This revision provides general information and guidance for operations of the SCC. Specifically, changing the instruction to AFDWI 90-100 (*Special Management*) from AFDWI 32-101 (*Civil Engineering*) and changing the name from “building” to “conference center” to identify the purpose of the facility and mission. Updates include clarifying the hours of operation and

employee core work hours, to include delayed reporting, the procedures for using the reimbursement of costs funding tool, Military Interdepartmental Purchase Request (MIPR) and reservation processes and timelines, to include priority scheduling. This instruction also specifies available Audio Visual Information Technology (AV/IT) technical support and clarifies 844th Communications Group (844 CG) and 744th Communications Squadron (744 CS) AV/IT staff processes. Attachments of internal Smart Conference Center working documents have been removed.

## 1. GENERAL

1.1. The commander's intent is fourfold: (1) to ensure mission effective and state-of-the-art conference and communications capabilities; (2) to ensure security and safety of conference attendees and classified information; (3) to optimize facility usage; and (4) to maintain a world-class professional conference environment. The Commander, Air Force District of Washington (AFDW/CC), recognizes the SCC will be in high demand and requests for use will likely exceed availability of the facility. As a result, while day-to-day implementation of this instruction and the master event calendar (MEC) is delegated to the SCC Director; AFDW/CC or AFDW/CV will be the final approval authority for any conflicts or exceptions to this instruction.

1.2. SCC information can be accessed on AFDW's public website under JBA link: <http://www.afdw.af.mil/units/smartcenter/index.asp>.

1.3. The SCC is designed to host small to large multi-day conferences, meetings, training classes and Video Teleconference (VTC). Due to an already existing high-demand for conferences at the SCC, limited SCC staff, and availability of more appropriate venues on JBA, events such as changes of command, promotions, retirements and social activities are prohibited in the SCC.

1.4. Events such as commander's calls, all-hands calls, officer calls and noncommissioned officer calls are scheduled on a space available basis after being approved by the SCC Director.

1.5. Tech expos or large static displays are not allowed. If the conference project officer (PO) has a requirement to display items, the PO must submit a request to the SCC Director, through their SCC event planner, at least two weeks prior to the conference date. The displays must fit on a tabletop space of five feet by two feet or less. The Community Activity Center, The Club at Andrews, and the golf course are alternate locations for events that require larger displays.

1.6. The SCC is committed to promoting a healthy and safe environment and is a tobacco-free facility. Federal law prohibits smoking within the facility or 25 feet of the doorways. Tobacco products to include e-cigarettes and smokeless dip, snuff, and chew are prohibited. The designated smoking area is located by the refuse and recycling bins on the southwest side of the facility.

1.7. The PO and/or host organization will be fiscally liable for any and all damages, theft, or displacement of any SCC facility, furniture or equipment that occurs during the setup, duration, or teardown of their conference. The SCC resource advisor (RA) will determine associated costs and notify the PO. The PO and/or liable organization's resource advisor will transfer the required funds via MIPR to the SCC.

## 2. OPERATING HOURS

2.1. The SCC operating hours are 0800-1700 and the SCC staff hours are 0700-1800, Monday through Friday, excluding federal holidays. As needed, the PO may enter the SCC at 0700 for final setup, with attendees entering no earlier than 0800 and must end their event NLT 1630 to allow 30 minutes to collect materials and exit the facility by 1700. The SCC Director is the approval authority for extending these hours to support mission-critical events on a case-by-case basis. The host organization will be responsible for paying applicable fees for service required beyond normal operating hours.

## 3. RESPONSIBILITIES

### 3.1. SCC Staff will:

3.1.1. Open, maintain and secure the facility each day.

3.1.2. Operate and maintain equipment, load briefings and resolve issues in support of scheduled events.

3.1.3. Manage the configuration of the facility, i.e., set up events or meeting rooms according to the preconference meeting plan.

3.1.4. Assist the PO in providing/coordinating AV/IT requirements and support beyond existing SCC AV/IT capabilities.

3.1.5. Brief the PO on the proper use of the SCC and SCC operations policies.

3.1.6. Assist the PO with planning information and contacts for other base support requirements, such as lodging, transportation, and catering.

3.1.7. Brief the PO on current A/V capabilities and support software when making reservations.

### 3.2. PO will:

3.2.1. Serve as the host organization's representative responsible for coordinating and arranging all host-required support specific to their event held at the SCC. As such, the PO will:

3.2.1.1. Ensure the event stays within the approved time.

3.2.1.2. Check in and out every day with SCC event planner to review daily requirements.

3.2.1.3. Ensure attendees adhere to SCC rules and policies.

3.2.1.4. Enforce fire code by never exceeding the room seating capacity.

3.2.1.5. Provide one augmentee for every 75 attendees to cover operating hours of 0800-1700. Duties include, but are not limited to, securing participant cell phones and personal digital assistants (PDA), answering a dedicated phone line, taking messages, and keeping the event, pre-function and common areas clean and organized.

3.2.1.6. Provide augmentee(s) to secure meeting room during classified discussions and presentations, if required.

3.2.1.7. Be on site before, during and after event activities. If PO duties are delegated to another individual prior to the event start date or during an event, the current PO will brief the new PO on SCC policies and procedures; the new PO will also sign an amended PO Agreement.

3.2.2. Brief, direct, and supervise host-provided augmentees.

3.2.3. Provide all final briefing materials and electronic files and media to the event planner at least 1 business day prior to the event or during the dry-run. All briefing materials must be compatible with SCC AV/IT equipment.

3.2.4. Provide the SCC event planner written notice for all nonsecure and secure communications requirements at the preconference planning meeting. The PO, and their secure communications element, if they have one, will coordinate directly with the SCC technical staff to arrange Secret Internet Protocol Router Network (SIPRNET) access requirements. All communications regarding classified event requirements will be accomplished through secure communication channels. See [Attachment 2](#) for details.

3.2.4.1. PO will coordinate with the SCC VTC technician at the planning meeting to outline the necessary technical requirements.

3.2.4.2. Host organization will fund the cost of: event-specific modifications to AV/IT equipment within the facility; all consumable supplies used by AV/IT equipment supporting their conference at the SCC including paper, toner, ink, cleaning supplies for equipment, etc.; and all tools, equipment and analysis or training necessary to meet the customer's communications requirements above and beyond the existing capability.

3.2.5. Adhere to security and information protection responsibilities for classified events and heightened force protection (FP) conditions IAW Air Force Instruction (AFI) 10-245, *Antiterrorism*. See [Attachment 2](#) for details.

3.2.6. Conduct an end-of-day walk-through with the SCC event planner to ensure event-related materials are removed and to inspect for damage to SCC facility or equipment.

3.2.7. Ensure event attendees are aware of applicable AFDW and 11 WG emergency procedures (e.g., civil disturbances, natural disasters, major accidents, etc.) and ensure all attendees follow SCC Director or designee directions in the event of a real-world crisis.

3.3. 844 CG/744 CS will:

3.3.1. Fund the cost of all internal NIPRNET, SIPRNET, AV/IT and VTC network operations, maintenance and services. Maintenance also includes equipment refresh.

3.3.2. Provide network outage notifications for Authorized Services Interruptions to the SCC Director or delegate and coordinate scheduled outages to de-conflict with scheduled conferences.

3.3.3. Provide seven technical staff positions and personnel to SCC to provide customer service to SCC customers. The SCC Director will maintain day-to-day tactical control (TACON) of these seven personnel, while 744 CS will maintain administrative control (ADCON) of the personnel and operational control (OPCON) of SCC AV/IT operations.

3.3.4. Have unrestricted access to locations in the facility needing support as required to conduct their mission. Technicians conduct troubleshooting and maintain equipment in the facility.

3.3.5. Respond to all network outages and service degradations IAW 844 CG processes to provide required required network access to the SCC.

#### 4. SCHEDULING

4.1. To reserve a room at the SCC, the PO must complete a scheduling request. Requests must be submitted to the SCC email box, [usaf.jbanafw.afdw-staff.mbx.smart-building@mail.mil](mailto:usaf.jbanafw.afdw-staff.mbx.smart-building@mail.mil), or via phone call to the SCC scheduler, no later than 10 working days prior to the requested event start date. To serve as an event PO, an individual must be a government employee, i.e. active duty military or DoD civilian (contractors cannot serve as POs).

4.2. In the request, the host organization PO will provide at a minimum, the title of the conference or event, preferred date(s), principal attendees, total number of attendees, security classification and PO's name, telephone number, and e-mail address.

4.3. The SCC scheduler will optimize the use of the facility by assigning conference rooms according to group precedence (see paragraph 4.4.), group size, technical requirements and security classification. If a cancellation is necessary, the PO will notify the SCC event planner as soon as possible. Rescheduling for another date requires a separate approval.

4.4. The SCC was established to satisfy a high demand for adequate conferencing facilities in the National Capital Region (NCR) for the AF Secretariat and Headquarters AF sponsors. For this reason, AFDW/CC gives the following AF senior leaders priority over other requests: Secretary of the Air Force (SecAF), Chief of Staff of the Air Force (CSAF), Under Secretary of the Air Force (USecAF), Vice Chief of Staff of the Air Force (VCSAF), Assistant Vice Chief of Staff (CVA), and Chief Master Sergeant of the Air Force (CMSAF), other Service Chiefs and above, and their equivalents in Federal Agencies. AF requests then have priority scheduling over non-AF organizations. To the maximum extent practicable, the SCC scheduler will accommodate displaced events and rescheduling requests.

4.5. Upon receipt of a reservation request, the SCC event planner will contact the PO to review the event requirements and forward a usage agreement for confirmation and PO signature. After receipt of the signed PO Agreement, the SCC scheduler will notify the PO of the approved reservation within 3 business days. SCC reservations are not officially scheduled until the PO receives the approved reservation confirmation. It is also important to note an approved reservation does not denote installation commander approval and does not obligate AFDW or 11 WG to provide additional support. It is incumbent on the PO to coordinate with AFDW and 11 WG organizations to secure any required additional support (i.e., security, protocol, lodging, transportation, etc.).

4.6. To maintain schedule integrity and allow for SCC equipment maintenance and personnel training, no requests for reservations will be accepted less than 10 business days prior to the event start date unless approved on a case-by-case basis by the Director.

## 5. PRE-EVENT PLANNING REQUIREMENTS

5.1. Once reservations are approved, the event planner will contact the PO to schedule a mandatory preconference planning meeting to review event requirements, coordinate support requests and review applicable policies. The PO, alternate PO, support personnel, and briefers (as available) will attend this meeting and receive a responsibilities briefing.

5.1.1. The PO selects the room configuration(s) and furniture arrangements at the pre-conference planning meeting so the SCC event planner can ensure areas are set up and resourced as required prior to the start date of the event.

5.1.2. Parking is available for 427 vehicles including 10 handicapped accessible, 22 van/carpool and 14 low-emission vehicles. All parking spaces are reserved exclusively for SCC customers, SCC staff and those directly providing event support. The PO will coordinate with the SCC event planner for protected distinguished visitor (DV) parking spaces and required security controls.

5.1.3. The event PO will inform the SCC event planner of changes impacting event sequence or required support as soon as possible. Final agendas, briefing and presentation requirements and a list of attendees are required no later than 1 business day prior to event start date.

5.2. The event PO will coordinate lodging and/or transportation requirements for Distinguished Visitors (O-7 or above) with AFDW Protocol, Visiting General Officers Office IAW AFI 36-2901, *General Officers Visiting the Washington DC Area*.

5.3. PO will schedule a mandatory dry run 1 business day prior to the start of all events. This dry run is necessary to ensure briefing materials can be utilized and displayed as required. If a dry run is not conducted, the PO assumes the risk of briefing material failure. Should a VTC be an event element, the PO is responsible for notifying and coordinating VTC contacts to test connectivity at the dry run. All PO-provided equipment required for the event must be made available at the dry run to ensure compatibility and functionality.

## 6. COMMUNICATIONS CAPABILITIES

6.1. The SCC has NIPRNET connections with access to the Air Force National Capital Region (AFNCR) domain.

6.2. The SCC is certified and accredited for network information technology (IT) systems up to the Secret level with no connectivity provided above the Secret level. The PO should request SIPRNET services at the planning meeting but must request it no later than 10 days prior to the event. The PO will then coordinate with the SCC technical staff for access once the request is approved.

6.3. An unclassified copier is available for customer use; the PO must bring copier paper to use. Individual attendees will direct their copy requests through the PO. The PO will be referred to the Defense Automated Printing Service office if conference printing requirements exceed more than 50 copies of a single original.

6.4. Secure telephones, copier and shredder are available in the DV office suites.

6.5. The AV/IT equipment in the conference rooms is operated by the 744 CS technical staff or the PO if the technical staff deems the PO and augmentees can adequately meet the

requirements. The PO will coordinate with the 744 CS technical staff for augmentee training, if needed.

6.6. The 744 CS technical staff provides the operating environment, services and support for AV/IT and communications in the SCC, including NIPRNET and SIPRNET networks, Thin Client, VTCs, and Internet Protocol Television (IPTV) services.

6.7. IT Executive Support (ES) will be extended to those individual users already on the AFDW premier customer listing. The PO, in conjunction with 844 CG, will prepare a Computer System Requirement Document (CSRD) and a Technical Analysis and Cost Estimate (TACE) for conferences requiring communications support beyond the existing capabilities of the SCC.

## **7. INFORMATION PROTECTION**

7.1. Information protection procedures are outlined in [Attachment 2](#).

## **8. PROVISION OF FOOD AND BEVERAGE**

8.1. Beverages with lids are allowed to be consumed in all event rooms. Food and beverage consumption and serving are permitted only in the pre-function areas, immediately outside the event rooms, in the Multi-Function Room, and in the DV office suites. The PO must identify whether food and beverage consumption and serving are an event requirement and include it in the PO Agreement.

8.2. The PO may contract for catering services with The Club at Andrews catering department, The Courses at Andrews Club House or a commercial provider. The PO is cautioned to contract with restaurants or caterers whose employees are cleared to enter the base with food and serving supplies. The POs must sign catering agreements and complete a kitchen checklist with the SCC staff. The PO is held responsible for set up, cleaning, tear down and any damage of any food service areas.

8.3. The requesting PO is responsible for coordinating with the SCC event planner to ensure the hired caterers accomplish set-up before and teardown after the event. Additional instructions will be provided to ensure security, appearance, and upkeep of the facility. Additional cleaning incurs a fee, and is the responsibility of the hosting organization or PO. Reference para 1.7 for funding responsibilities and process.

8.4. The Smart Conference Center is not a designated facility for alcoholic beverage consumption. IAW AFI 34-219, *Alcoholic Beverage Program*, the consumption of alcoholic beverages is reserved for designated social facilities such as The Club at Andrews and other non-appropriated facilities.

8.5. IAW AFI 91-203 *Air Force Consolidated Occupational Safety Instruction*, eating or drinking shall not be allowed within data processing rooms or while operating remote equipment.

## **9. EMERGENCY SITUATIONS**

9.1. The SCC Staff will brief SCC facility emergency procedures at the start of the event. In the event of an emergency, the SCC Director is responsible to inform all attendees of the emergency and direct their actions during an event IAW AFDW and 11 WG procedures.

9.1.1. Emergency Evacuation: An evacuation may be called for any situation, e.g., fire, bomb threat, etc., that is likely to threaten the safety of building occupants. The Director or designated SCC staff member will direct the evacuation of the facility.

9.1.2. Shelter-In-Place (SIP): SIP is a precautionary measure to keep attendees safe while remaining indoors. During an emergency, e.g., hazardous materials, chemical or biological materials, or terrorist activity, attendees will be directed by the Director or designated staff to SIP.

9.2. Weather and Natural Disasters: During periods of inclement weather or related environmental situations, the SCC will follow the Office of Personnel Management (OPM) and JBA guidance for delayed reporting, early release, or closure. OPM guidance can be found on their website <http://www.opm.gov/>, Facebook, mobile application, TV, and radio. JBA guidance can be found on their website <http://www.andrews.af.mil/>, Facebook, or their mobile application.

9.2.1. If either OPM or JBA announce delayed reporting, the SCC will do everything possible to provide service for the scheduled conference. The SCC event planner will contact the PO as soon as the delay is announced in order to determine adjusted reporting and conference start times, if necessary. The PO is responsible for notifying all attendees of the adjusted schedule.

9.2.2. If either OPM or JBA announce early release, the SCC event planner will contact the PO to coordinate any necessary changes to the schedule. These changes will ensure the conference ends smoothly and the building is closed accordingly. The PO is responsible for notifying all attendees of the adjusted schedule.

9.2.3. If either OPM or JBA announce they are closed for a specific day, the SCC will also close. The SCC event planner will contact the PO to notify them of the closure. The PO is responsible for notifying all attendees of the closure and the need to reschedule. The PO should contact the event planner or scheduler to reschedule the conference.

9.3. Power Outages: In the event of a power outage, the facility generator will supply power to the Executive Conference Room. The remaining event rooms will be without power until power is restored.

DARRYL W. BURKE  
Major General, USAF  
Commander, Air Force District of Washington

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFDWI 32-101, *Operations Jacob E. Smart Strategic Planning & Development Ctr*, 31 Jul 2012

AFPD 90-1, *Policy Formation*, 6 Oct 2010

AFMAN 33-363, *Management of Records*, 1 Mar 2008

AFI 10-245, *Antiterrorism*, 21 Sept 2012

AFI 36-2901, *General Officers Visiting the Washington, DC Area*, 6 Dec 2000

AFI 34-219, *Alcoholic Beverage Program*, 17 Oct 2009

AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*, 15 Jun 2012

AFI 31-401, *Information Security Program Management*, 1 Nov 2005

DoDM 5200.01-V1, V2, V3, V4, *DoD Information Security Program*, February 24, 2012

DoD 5220.22-M, *National Industrial Security Program Operating Manual*, February 2006

DoD Instruction 2000.12, *DOD Antiterrorism (AT) Program*, 1 March 2012

DoD Instruction 2000.16, *DoD Antiterrorism Standards*, 2 October 2006 w/Change 2 of 8 December 2006

DoD Directive 5230.20, *Visits and Assignments of Foreign Nationals*, 22 June 2005

DoD Directive 5230.11, *Disclosure of Classified Military Information to Foreign Governments and International Organizations*, 16 June 1992

DCID 6/3, *Director of Central Intelligence, Protecting Sensitive Compartmented Information within Information Systems*

ICD 705, *Sensitive Compartmented Information Facilities*, 26 May 2012

DoDM 5101.21-V1, V2, V3, *Sensitive Compartmented Information (SCI) Administrative Security Manual*, 19 October 2012

AFSSI 7702, *Emission Security Countermeasure Review*, 30 January 2008

***Adopted Forms***

AF Form 847 – *Recommendation for Change of Publication*

MIPR – *Military Interdepartmental Purchase Request*

***Abbreviations and Acronyms***

**11 WG**—11th Wing

**744 CS**—744th Communication Squadron

**844 CG**—844th Communication Group

**ADCON**—Administrative Control

**AF**—Air Force  
**AFDW**—Air Force District of Washington  
**AFDW/A2**—Air Force District of Washington Intelligence  
**AFDW/CC**—Commander  
**AFDWI**—Air Force District of Washington Instruction  
**AFI**—Air Force Instruction  
**AFMAN**—Air Force Manual  
**AFNCR**—Air Force National Capital Region  
**AFNETOPS**—Air Force Network Operations  
**AFPD**—Air Force Policy Directive  
**AFRIMS**—Air Force Records Information Management  
**AFSSI**—Air Force Systems Security Instruction  
**AT**—Antiterrorism  
**A/V**—Audio Visual  
**AV/IT**—Audio Visual Information Technology  
**CG**—Communications Group  
**CMSAF**—Chief Master Sergeant of the Air Force  
**COOP**—Continuity of Operations Plans  
**CSAF**—Chief of Staff of the Air Force  
**CSRD**—Computer System Requirement  
**CVA**—Assistance Vice Chief of Staff  
**DC**—District of Columbia  
**DCID**—Director of Central Intelligence Directive  
**DoD**—Department of Defense  
**DoDM**—Department of Defense Manual  
**DSN**—Defense Switched Network  
**DV**—Distinguished Visitor  
**ES**—Executive Support  
**FP**—Force Protection  
**IAW**—In Accordance With  
**ICD**—Intelligence Community Directive  
**IP**—Information Protection  
**IPTV**—Internet Protocol Television

**IR**—Infrared  
**ISO**—Installation Security Officer  
**IT**—Information Technology  
**JBA**—Joint Base Andrews  
**JPAS**—Joint Personnel Adjudication System  
**LAN**—Local Area Network  
**MEC**—Master Event Calendar  
**MIPR**—Military Interdepartmental Purchase Request  
**NCR**—National Capital Region  
**NIPRNET**—Non-secure Internet Protocol Router Network  
**OPCON**—Operational Control  
**OPM**—Office of Personnel Management  
**PC**—Pocket Computer  
**PCMCIA**—Personal Computer Memory Card Interface Adapter  
**PDA**—Personal Digital Assistants  
**PED**—Portable Electronic Devices  
**PO**—Project Officer  
**RA**—Resource Advisor  
**RDS**—Records Disposition Schedule  
**SECAF**—Secretary of the Air Force  
**SCC**—Smart Conference Center  
**SCI**—Sensitive Compartmented Information  
**SIP**—Shelter-in-Place  
**SIPRNET**—Secret Internet Protocol Router Network  
**TACE**—Technical Analysis and Cost Estimate  
**TACON**—Tactical Control  
**TEMPEST**—Transient Electromagnetic Pulse Surveillance Technology  
**TS**—Top Secret  
**TSWA**—Temporary Secure Working Area  
**USB**—Universal Serial Bus  
**USecAF**—Under Secretary of the Air Force  
**USM**—Unit Security Manager  
**VCSAF**—Vice Chief of Staff of the Air Force

VTC—Video Teleconference

WG—Wing

## Attachment 2

## ROOM CLASSIFICATIONS

## A2.1. Purpose

A2.1.1. Attachment 2 outlines procedures for preparing, processing and providing security for and conducting Department of Defense-sponsored classified events at the General Jacob E. Smart Conference Center.

## A2.2. Smart Conference Center (SCC) Rooms

A2.2.1. The SCC can host classified events in all of its event rooms. Each room's capacity, capability and stipulations are identified in Table 1.2.

Table A2.1. Room Identification.

Room	Capacity	Highest Level of Classified Discussion	Communications from Outside the Building	Electronic Briefings above Secret Level
Auditorium	265 persons	TS discussions with guards	Secret/SIPRNET/NIPRNET	Secret/SIPRNET/NIPRNET
Executive Conference Room	150 persons	TS discussions with guards	Secret/SIPRNET/NIPRNET	Secret/SIPRNET/NIPRNET
Large Meeting Room	50 persons	TS discussions with guards	Secret/SIPRNET/NIPRNET	Secret/SIPRNET/NIPRNET
DV Office Suites	6 individual offices	TS discussions with guards	Secret/SIPRNET/NIPRNET	Secret/SIPRNET/NIPRNET
DV Conference Room	10 persons	TS discussions with guards	Secret/SIPRNET/NIPRNET	Secret/SIPRNET/NIPRNET
Small Meeting Room	60 persons – divisible by two 30 person rooms	Secret discussions w/guards	NIPRNET Only	No
Multi-Function Room	300 persons – divisible by two 150 person rooms	Secret discussion w/guards	NIPRNET Only	No

A2.2.2. The Small Meeting and Multi-Function Rooms can be divided and both halves used for classified discussions to the Secret level only during the same event. In no case will unclassified discussions occur in one-half during classified discussion in the other half when the room is divided.

## A2.3. Event Room Preparation for Classified Settings

A2.3.1. An event reservation identifying the room(s), discussion classification requirements and security arrangements must be approved a minimum of 4 weeks in advance by the SCC Installation Security Officer (ISO).

A2.3.2. Requests for event classification changes from an unclassified to a classified setting must be identified no less than 10 duty days in advance of the event start date and will not commence without specific approval from the applicable security oversight office through the SCC Director. If the successful conduct of the event requires a change to a classified setting, the PO will submit a new event reservation request through the normal procedures.

A2.3.3. Multiple-day events with unclassified and classified elements should be structured to separate classified elements from days with unclassified elements.

A2.3.4. For classified discussions at the Secret level in the Small Meeting Room and Multi-Function Room, the PO is responsible for providing qualified guards at the door.

A2.3.5. Procedures for changes in room classification:

A2.3.5.1. All event rooms will initially be in an unclassified setting. To elevate any room to a classified setting, the ISO will oversee the necessary technical reconfiguration within the SCC room and conduct a mandatory dry run with the event PO/requestor and/or unit security manager (USM) the day prior to the event or usage start date.

A2.3.5.2. The Auditorium, Small Meeting Room and Multi-Function Room will remain in a classified setting for the duration of the event then revert to an unclassified setting after an USO and ISO inspection at the direction of the ISO.

A2.3.5.3. The DV Office Suites, DV Conference Room, Large Meeting Room and Executive Conference Room will remain in a classified mode when required for multi-day events or for a succeeding event. In the interim, access will be restricted to those with a Secret clearance or higher; all others will be escorted. The USM will be responsible for providing augmentees to verify clearances, control access to rooms and to escort visitors, as required. These rooms can be used for Top Secret (TS) discussions with no additional security requirements if the PO maintains controlled access to the room(s).

#### **A2.4. Security Procedures During Classified Events:**

A2.4.1. The host USM is responsible for establishing and maintaining physical security of the room(s) and protecting any classified material used or generated during the meeting. Other cleared agency personnel, or contractors with appropriate personnel security clearances, may assist with security requirements for meetings under the direction of the appointed host USM.

A2.4.2. The host USM must provide the ISO a list of the individuals authorized access to secure events no less than 3 business days in advance of the scheduled start of the event. It is incumbent on the host USM to ensure individuals are engaged in legitimate government business with a legitimate need to know.

A2.4.3. All attendees must have clearance/access level verified by the USM before entering the room. Proof may be through confirmation of the attendee's clearance level in the Joint Personnel Adjudication System (JPAS), with a properly completed visit request from the attendee's security manager, or facility security officer.

A2.4.4. The event room(s) will be secured from unauthorized access. The USM must post cleared sentries at room entrances to restrict access only to those who possess the appropriate security clearance and need to know while the classified event is in progress. The USM shall provide authenticated entry authorization lists to posted sentries who shall perform 100% identification checks when personal recognition cannot be determined.

A2.4.5. The event room(s) will be secured from visual surveillance. The USM is responsible for ensuring classified information used during the event is not made visible to persons outside the room.

A2.4.6. The event room(s) will be secured from audio surveillance. The USM is responsible for ensuring no discussion of classified information is conducted outside the secure room(s) and a minimum distance outside secure room(s) is maintained to preclude unauthorized individuals from intelligibly overhearing secure communications.

A2.4.7. At the conclusion of the event, the appointed host USM and the ISO must conduct a visual inspection of the room(s) to ensure classified materials have been secured. It is the responsibility of the host USM to appropriately dispose of any material that inadvertently remains.

## **A2.5. Portable Electronic Devices (PEDs):**

A2.5.1. IAW Air Force Systems Security Instruction (AFSSI) 7702, Emission Security Countermeasure Review, the following requirements regarding PEDs within secure event room(s) is applicable to personnel working in or visiting any SCC secure area. For secure events in the Executive Conference Room, individuals should use the storage lockers in adjacent corridors immediately outside the room with host USM oversight. For secure events in other rooms, the PO will collect PEDs from individuals outside the room(s).

A2.5.2. The following PEDs are NOT permitted in secure facilities:

- Unofficial PEDs (except those listed in sub paragraph 1.5.4.)
- Two-way transmitting devices such as cellular telephones and two-way pagers (see sub paragraph 1.5.3)
- Recording devices (such as MP3 players, still and video cameras) that have any photographic, audio, video, or optical recording capability, including associated media
- Common access card readers for government Blackberry devices
- Data storage devices such as universal serial bus (USB), FireWire, and Personal Computer Memory Card Interface Adapter (PCMCIA) devices, to include thumbnail drives, data wrist watches and all other plug-and-play devices capable of storing data
- PEDs with infrared (IR) or radio frequency wireless capability
- Communications attachments (e.g., LAN cards and modem cards) must also be removed from PEDs before entering the secure area
- Personal digital assistants, such as a Palm Pilot, Pocket Computer (PC) or Blackberry may not be used or approved for processing or storage of classified materials or for connection to classified information systems

A2.5.3. The following items are permitted only if issued by the SCC staff or are required to perform official duties:

- Two-way transmitting devices

- Government-owned unclassified laptops configured to meet minimum technical security requirements per Director of Central Intelligence Directive (DCID) 6/3 to disable digital, audio and image recording and IR capabilities, and with explicit written permission from the ISO

A2.5.4. The following PEDs may be introduced into the secure facility:

- Personally owned medical devices
- Electronic calculators, electronic spell checkers, wrist watches and data diaries without USB or other data interfaces
- Receive-only pagers and beepers. A/V equipment with only a playback feature (no recording capability), or with the record feature disabled/removed
- PEDs with only IR wireless capability or IR ports if the IR feature is disabled
- Government-owned classified laptops configured and accredited in accordance with DCID 6/3

A2.5.5. Transient Electromagnetic Pulse Surveillance Technology (TEMPEST) and technical surveillance countermeasures equipment will be admitted into classified room(s) prior to the introduction of classified material.

## **A2.6. Storage**

A2.6.1. The SCC has safes for temporary storage of information, materiel and equipment classified at the Secret or below level. Any request to use SCC temporary storage must be made no less than 5 business days in advance of requirement. For storage of Sensitive Compartmented Information (SCI), contact AFDW Intelligence (AFDW/A2).

A2.6.2. For storage of information, materiel and equipment classified at the Top Secret or higher level, the host USM must coordinate with AFDW/A2. Any request to use Top Secret temporary storage must be made no less than 5 business days in advance of requirement.

A2.6.3. Overnight depository for collateral Top Secret material is building 1220. Individuals are responsible for coordinating with the Command Post prior to storage.

## **A2.7. Additional Considerations**

A2.7.1. The host USM must contact the 11th Security Support Flight K9 Unit at least 5 business days prior to the event start date to schedule a canine explosive sweep of the room(s), if required. The sweep must be scheduled to occur the morning of the event prior to the arrival of attendees.

A2.7.2. At any time, the entire or parts of the SCC may be required to serve as an AFDW and/or HAF Continuity of Operations Plans (COOP) relocation site. Should this become necessary, other scheduled events are cancelled until normal operations return. The PO in such a scenario would assume responsibility to satisfy security, IP and FP requirements.