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AIR MOBILITY COMMAND**

**AIR MOBILITY COMMAND
INSTRUCTION 90-102**



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Special Management

**GLOBAL REACH PLANNING CENTER
(GRPC) POLICY AND PROCEDURES**

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This instruction implements Air Force Policy Directive (AFPD) 90-1, *Policy Formation*, and describes Global Reach Planning Center (GRPC) Policy and Procedures for scheduling and utilizing the GRPC. It applies to all organizations that use the GRPC facility, including active duty, Air Force Reserve, Air National Guard, joint and unified commands, and nonmilitary organizations. Ensure that all 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 the 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 (OPR) using Air Force Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command. This publication may not be supplemented or further implemented/ extended at any level, but all direct Supplements must be routed to the OPR of this publication for coordination prior to certification and approval. Submit requests for waivers or recommendations for changes to the OPR. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. Some operating systems and equipment changes were made. Some of the changes are attendance numbers, Microsoft Office 97 was changed to Microsoft Office 2007, 8mm equipment deleted, Betacam equipment was deleted and Paragraph/subparagraph number changes.

1. Policy. The AMC Command Protocol (HQ AMC/CCP) operates the GRPC for the AMC Commander and staff. AMC policy is to hold major conferences, seminars, and workshops at AMC facilities, unless mission critical/other circumstances dictate. GRPC supports conference requests, **on a first-come, first-served basis**, for the Department of Defense (DOD) and any other US Government agencies. The Commander, US Transportation Command (USTRANSCOM) and Commander, Air Mobility Command (AMC), are exceptions to this policy and have precedence in scheduling GRPC facilities. The Chief of the GRPC has authority to resolve scheduling conflicts. Quarterly meetings, monthly, and other routine gatherings of organizations assigned to Scott AFB will be scheduled on a space available basis.

2. Roles and Responsibilities.

2.1. GRPC Facility Manager roles and responsibilities entail the upkeep and enhancement of the facility.

2.2. GRPC Scheduler roles and responsibilities are to program daily events without overlapping and to ensure reservations are made effectively and efficiently for the customer. Additionally, the Scheduler is responsible for keeping open communication with their client.

2.3. Point of Contact (POC) Roles and responsibilities are to ensure they keep open communication with the GRPC staff and the individuals attending their scheduled conference. Additionally, these individuals are responsible for the setup and cleanup of their planned event.

3. Concept of Operations. GRPC incorporates modern audiovisual and computer systems for a myriad of conference requirements. Computerized workstations and electronic presentations give conference hosts total flexibility for events. Classified briefings up to **TOP SECRET/SECRET** can be routinely supported with higher classifications possible with added security measures. (Provide a 2 week to 30-day notice.)

4. GRPC Facilities. GRPC, building 1907, is located at 105 West Martin Street (south of AMC Headquarters), Scott AFB IL. The AMC GRPC SharePoint Site is <https://eim.amc.af.mil/org/amccc/ccp/GRPC/default.aspx> . GRPC contains the following facilities to support conference requirements:

4.1. Main Auditorium is located in the south wing of the facility and accommodates up to 153 conferees. This room is equipped with Windows 7, Blu-Ray/DVD player, Crestron Smart Board Animation presenter and secure/nonsecure video teleconference (VTC) projected through single or dual rear screen projection. This room is designed for groups of 50 or more, but can accommodate fewer to meet operational needs.

4.2. Executive Conference Room is available for all events but its purpose is to provide senior leadership such as general officers, wing commanders, major command staff directors and members of the Senior Executive Service a professional environment to conduct events. The head table accommodates up to 16 people with an additional 36 seats around the room's

perimeter. This room is equipped with an automated projection screen and projection, Blu-Ray/DVD player and secure/nonsecure VTC and wall-mounted communications center containing a dry-erase surface and tack board. Dry-erase marking pens and erasers for all rooms are supplied by the GRPC. In addition, all briefing rooms can receive presentation feeds from the audiovisual hub or can operate in a stand-alone configuration via dual plasma flat screens.

4.3. Meeting Rooms 1 through 3 are three small rooms that can be combined into one large meeting area. Located on the northwest side of the GRPC, each meeting room has an approximate seating capacity of 15 conferees in varying seating arrangements or accommodate up to 60 conference attendees if combined into one room. These rooms are equipped with a laptop, Blu-Ray/DVD player, and a wall-mounted communications center containing a dry-erase surface and tack board.

4.4. Seminar Rooms 1 and 2 can be used as either one large room, accommodating up to 45 conference attendees or two smaller rooms for 20 conferees each. These rooms are also equipped with wall-mounted communications centers containing a dry-erase surface, a tack board, laptop, Blu Ray DVD player and VTC.

4.5. Additional facility locations, such as a fully operational Kitchen, Hospitality Suite, and Customer Support Area, are available to provide top quality service to schedule events and personnel.

4.5.1. The Kitchen Facility is available and designed to support a limited customer-catered set-up. During events, conference support personnel may use the kitchen facility to accommodate their occasion. A kitchen checklist will be provided during the pre-conference walk-through to assist the support staff on equipment. The kitchen is equipped with an oven and warmer, dishwasher, disposal, refrigerator-freezer, washer/dryer unit, and ice machine. Service trays, bowls, flatware, carafes, and other assorted dishes are also available in the kitchen. POCs are responsible for cleaning and storing all kitchen items. Any loss, breakage, or damage is reimbursable within 10 days to the GRPC via AF Form 616, *Fund Cite Authorization*.

4.5.2. The Hospitality Suite's function is to provide an area to converse, break for lunch or cater an event.

4.5.3. Customer Support Area is a location for visiting personnel to conduct administrative business.

4.5.3.1. Communication. Telephone booths are located behind the main lobby wall and are equipped with 14 class "A" VOIP lines. These telephones are for outgoing calls only. Incoming calls are received at the lobby administrative desk and messages are posted on lobby monitors. A non-secure fax machine and a VOSIP telephone are also available. For VOSIP calls, contact the GRPC staff. (The POC is responsible for ensuring users of VOSIP equipment have proper security clearance for the level of the keying device) The commercial phone number to leave a message for conference attendees is (618) 256-4549 or DSN: 576-4549. The commercial fax number at the GRPC is (618) 256-5695, DSN: 576-5695 or an alternate line at 576-4622. **Note:** For DSN access (class "A" only), dial 94 and the number (no second dial tone). For a local on-base call, dial 256, 229, or 220 and the 4-digit number. Local off-base

numbers are accessible by dialing 99 and the number. Long distance numbers are accessible by dialing 98 and the number.

4.5.3.2. A Copy Machine is available during conferences and is limited to 10 copies per original. If more copies are required, make arrangements with the Defense Printing Service at 256-4686 located at building 700, South Drive, Scott AFB, IL.

5. Scheduling. The GRPC is scheduled by reserving conference rooms according to group size, audiovisual requirements, and security classification. There are two methods to request a reservation. Option 1 (preferred option): make a request through the GRPC SharePoint site by completing a reservation worksheet. The worksheet has a submit button that links directly to the GRPC Org box. The GRPC Share Point site is: <https://eim.amc.af.mil/org/amccc/ccp/GRPC/default.aspx/>. Option 2 is for requesters that cannot access the SharePoint site. These personnel can e-mail the org e-mail account at AMC-CCP-GRPC@us.af.mil or call Commercial: (618)-256-4543 or DSN: 576-4543. Once a reservation has been made, the GRPC scheduler will send the requester a confirmation email and mandatory pre-brief date.

5.1. The Point of Contact (POC) must attend the GRPC preconference brief and sign a conference contract. An alternate, support personnel, and briefers may also attend.

5.2. The AMC and USTRANSCOM command sections have precedence with scheduling of the facility, *therefore, it may become necessary to cancel previously scheduled conferences on short notice.* In the event a conference has been cancelled or “bumped,” the GRPC staff will notify the conference POC, offer alternate available dates and provide a listing of suitable alternative locations on Scott AFB.

5.3. Conference POCs must keep the GRPC staff informed of all changes that involve support for conferences. Current agendas (briefing and presentation requirements) are required 24 hours prior to conference date and will include a list of conference attendees. Notify the GRPC of conference cancellations as soon as possible to allow other prospective users to schedule the facility.

6. Hours of Operation. The GRPC hours are 0730-1630, Monday through Friday. It is closed on weekends, federal holidays and AMC/CC-directed family days.

7. Transportation. The GRPC staff does not provide transportation. For information on transportation, contact 375 LRS Vehicle Operations at 256-2100 or visit building 548 at 801 Hangar Road, Scott AFB IL.

8. Lodging Arrangements. The GRPC staff does not provide lodging arrangements. The Huyser House is conveniently located next to the GRPC. For information on lodging, contact the Scott Inn at 256-1844 or visit building 1510 at 1510 Beech, Scott AFB IL.

9. POC Responsibilities.

9.1. Advise attendees of conference center operating policies. Policies are outlined in a user package provided by the GRPC staff during a POC preconference brief.

9.2. Ensure all attendees have the appropriate security clearances and the need-to-know. The POC is responsible for room security and contents during the event. Special provisions should be followed when classified information is being discussed in conference center rooms.

9.2.1. The POC is responsible for providing door guards to secure the area.

9.2.2. The POC is responsible for safeguarding all classified material during the lunch hour or when conferees are touring other base facilities. Conference rooms will be locked and a guard posted outside the room. There is no storage facilities located at the GRPC for Classified or any conference materials unattended.

9.2.3. All materials, including handouts, briefcases, briefing agendas and notebooks must be removed from the rooms at the end of each conference day.

9.3. Arrange furniture coordinate protocol seating, deliver all incoming and outgoing messages, and ensure the kitchen and break areas remain clean. Once the scheduled event is concluded, the POC and event staff must return the facility back to its original configuration. The POC or alternate must be on-hand prior to the arrival of conferees, remain within the GRPC during actual event, and be available to answer questions and lend assistance to their conferees. Finally, POC must remain in the facility until all conferees have departed the GRPC building.

9.4. Ensure that audiovisual, computer, and communication equipment is not removed from the facility.

9.5. Ensure that all briefing hard-materials are compatible with installed projection equipment and that briefing materials with cue sheets are delivered to GRPC presentation technicians on Blu-Ray, DVD, CD, or uploaded on to the GRPC SharePoint Site no later than 48 hours before their scheduled event. Additionally, all software or briefings brought into the facility will be scanned for possible viruses.

9.6. Provide and serve any food and beverages for the event. The GRPC facility provides a beverage service (i.e. coffee, juice, tea, water, soft drinks) for \$1.50 per person/per day or a coffee bar (coffee, sugar and creamer) for \$1.00 per person/per day. The POC must pay the final bill to the GRPC staff by 1200 on the day following the event. POC will provide a hospitality crew (when beverage service is used), and be on hand for a mandatory kitchen safety briefing prior to assuming responsibility of the kitchen duties. Additionally, they are responsible for the cleanliness of the kitchen and break areas throughout each day. POC is responsible to set up and take down all beverage/snack displays, if used. Duties and responsibilities are posted in the kitchen. **Eating and drinking is permitted only in the lobby and hospitality suite (with the exception of water in conference rooms).**

10. Other GRPC policies.

10.1. Smoking is not permitted in the building; the designated smoking area is located outside the east entrance.

10.2. Food and beverages (other than water) may only be consumed in the lobby or designated break areas.

10.3. Serving/Consumption of Alcoholic Beverages is by request only and is the responsibility of the POC to seek approval from command authority (375 MSG/CC). Approval is granted through the completion of DRAM Training with certification of proof, a completed and signed staff summary sheet, and a memorandum that states "permission to serve and consume low alcoholic beverages" by command authority. Additionally, persons under 21 years of age will not be allowed to consume any alcohol beverage. Mature adult

supervision will be present and all persons serving alcohol will have completed the DRAM Shop training requirements IAW AFI 34-219, *Alcoholic Beverage Program*. Finally, designated drivers will be identified and have agreed to drive home anyone who becomes impaired.

10.3.1. Alcoholic beverage clean-up will be conducted by the removal of all open and closed beverage bottles from the facility, wipe down all tables and chairs, and cleaning of any spills or breakages within the GRPC facility.

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AMC Director of Staff

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

AFI 34-1201, *Protocol*, 25 January 2013

AFI 34-219, *Alcoholic Beverage Program*, 4 February 2015

AFI 33-115, *Air Force Information Technology Service Management*, 16 September 2014

AFPD 90-1, *Policy Formulation*, 6 October 2010

SAFBPAM 32-1001, *Facility Manager's Guide and Responsibilities*, 22 February 2007

Prescribed Forms

This instruction does not prescribe any forms

Adopted Forms

AF Form 616, *Fund Cite Authorization*

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

AMC—Air Mobility Command

DOD—Department of Defense

GRPC—Global Reach Planning Center

HQ AMC/CCP—Headquarter Air Mobility Command Protocol

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

USTRANSCOM—United States Transportation Command

VOSIP—Voice Over Secure IP

VTC—Video Teleconference