BY ORDER OF THE COMMANDER

AIR FORCE DISTRICT OF WASHINGTON INSTRUCTION 90-100

29 OCTOBER 2018

Special Management

OPERATION OF THE GENERAL JACOB E. SMART CONFERENCE CENTER

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction supersedes Air Force District of Washington Instruction (AFDWI) 90-100, *Operation of the Jacob E. Smart Strategic Planning and Development Center,* 11 September 2015 and implement s 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 unit s, 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 JAW 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 inforn1ation and guidance for operations of the SCC. Specifically, changing the reference of "event" to "conference" to identify the purpose of the facility and mission. Updates include: Changing Assistant Vice Chief of Staff (CVA) to Air Force Director of Staff (AF/DS) and SCC will provide a location appropriate for smokers. This instruction also specifies available Audio Visual Information Technology (AV/IT) technical support and updates 844th Communications Group (844 CG) and 744th Communications Squadron (744 CS) AV/IT staff processes and room classifications.

1. GENERAL

1.1. The commander' s intent is fourfold: (1) to ensure miss ion 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 conference 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 policy provided for in 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. Commander's calls, all-hands calls, office r 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 will submit a request to the SCC director, through their SC C 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 le ss. The Community Activity Center, The Club at Andrews, and the golf course are alternate locations for conferences 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 SCC staff will provide a location appropriate for smokers.

1.7. The PO and/or host organization will be fiscally liable for any and all damages, theft, or displacement of any SC C 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 RA 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 0700-180 0, 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 conference 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 conferences on a case-by-case basis. The host organization will be responsible for paying applicable fees for service required beyond normal ope rating 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 conferences.

3.1.3. Manage the configuration of the facility, i.e., set up conferences 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 operations policies. Assist the PO with pla1ming information and contacts for other base support requirements, such as lodging transportation, and catering.

3.1.6. Brief the PO on current AV/IT 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 conference held at the SCC. As such, the PO will:

3.2.1.1. Ensure the conference stays within the approved time.

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

3.2.1.3. Ens ure 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 hour s 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 conference, pre-function and common areas clean and organized.

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

3.2.1.7. Be on site before, during and after conference activities. If PO duties are delegated to another individual prior to the conference start date or during a

conference, 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 SCC planner at least one (1) business day prior to the conference or during the dry-run. All briefing materials must be compatible with SCC AV/IT equipment.

3.2.4. Provide the SCC planner written notice for all non-sec ure 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 conference 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 requirement s.

3.2.4.2. Host organization will fund the cost of: conference -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 conferences 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 planner to ensure conference-related materials are removed and to inspect for damage to SCC facility or equipment.

3.2.7. Ensure conference attendees are aware of applicable AFDW and 11 WG emergency procedures (e.g., civil disturbance s, natural disasters, major accidents, etc.) and ensure all attendees follow SCC director or designee directions in case 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 notification s for Authorized Services Interruption s to the SCC Director or delegate and coordin ate 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 oversee and manage day-to-day duties and responsibilities of these seven personnel, while 744 CS will maintain command and administrative responsibilities of these personnel and operational control 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 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-builing@mail.mil or via phone call to the SCC scheduler, no later than 10 working days prior to the requested conference start date. To serve as a conference 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, 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 scheduler 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), Air Force Director of Staff (AF/DS), 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 conferences and rescheduling requests.

4.5. Upon receipt of a reservation request, the SCC scheduler will contact the PO to review the conference 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 three (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 conference start date unless approved on a case-by-case basis by the director.

5. PRE-CONFERENCE PLANNING REQUIREMENTS

5.1. Once reservations are approved, the SCC planner will contact the PO to schedule a mandatory preconference planning meeting to review conference 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 planner can ensure areas are set up and resourced as required prior to the start date of the conference.

5.1.2. Parking is available for 427 vehicles, to include, 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 conference support. The PO will coordinate with the SCC conference planner for protected distinguished visitor (DV) parking areas and required security controls.

5.1.3. The conference PO will inform the SCC planner of changes impacting conference 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 conference start date.

5.2. The conference PO will coordinate lodging and/or transportation requirements for Distinguished Visitors (0-7 or above) with AFDW Protocol, Visiting General Officers Office IAW AFI 36-2901, General Officers Visiting the Washington DC Area.

5.3. The PO will schedule a mandatory dry run 1 business day prior to the start of all conferences. 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 a conference 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 conference 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 NIPRNet (AFNET) domain.

6.2. The SCC is certified and accredited for network information technology (IT) systems up to the Secret level with no c01mectivity provided above the Secret level. The PO should request SIPRNET services at the planning meeting but must request it no later than 30 days prior to the conference. The PO will then coordinate with the SCC technical staff for access once the request is app roved. An unclassified printer /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.

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

6.4. 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.

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

6.6. IT Executive Support (ES) will be extended to those individual users already on the AFDW premier customer listing. The PO, in conjunction with 744 CS technical staff, will prepare a Computer System Requirement Document (CSRD) 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 conference rooms. Food and beverage consumption and serving are pe1mitted only in the pre-function areas, immediately outside the conference rooms, in the Multi-Function Room, and in the DV office suites. The PO must identify whether food and beverage consumption and serving are a conference requirement and include it in the PO Agreement.

8.2. The PO may contract for catering services with base non-appropriated fund (NAF) activity catering departments 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 planner to ensure the hired caterers accomplish set-up before and teardown after the conference, within the normal hours of operation. 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 SCC is not a designated facility for alcoholic beverage consumption. IAW AF1 34-219, Alcoholic Beverage Program, the consumption of alcoholic beverages is reserved for designated social facilities such as The Club, The Courses 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 provide an admin brief of SCC facility emergency procedures at the start of the conference. In the case of an emergency, the SCC director is responsible to inform all attendees of the emergency and direct their action s during a conference 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 safe ty 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 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 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 JB A announce they are closed for a specific day, the SCC will also close. The SCC planner will contact the PO to notify them of the closure. The PO is responsible for notifying all attendees of the clos ure and the need to reschedule. The PO should contact the SCC planner or scheduler to reschedule the conference.

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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*

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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-Vl, 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

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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-Vl, 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—1lthWing

744 CS—744th Communication Squadron

844 CG—844th Communication Group

AF—Air Force

AF/DS—Air Force Director of Staff

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

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

NAF—Non-appropriated Fund

NCR—National Capital Region

NIPRNET—Non-secure Internet Protocol Router Network

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

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 DoD sponsored classified conferences at the SCC.

A2.2. Smart Conference Center (SCC) Rooms

A2.2.1. The SCC can host classified conferences in all of its conference 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	Communication from Outside the	Electronic Briefings
Auditorium	264 persons	TS Collateral discussions with guards	SIPRNET/ NIPRNET	Secret/ Unclassified
Executive Conference Room	150 persons	TS Collateral discussions with guards	SIPRNET/ NIPRNET	Secret/ SIPRNET/ NIPRNET
Large Meeting Room	50 persons	TS Collateral discussions with guards	SIPRNET/ NIPRNET	Secret/Unclassified
DV Office Suites	6 individual offices	TS Collateral discussions with guards	SIPRNET/ NIPRNET	Secret/ Unclassified
DV Conference Room	10 persons	TS Collateral discussions with guards	SIPRNET/ NIPRNET	Secret/ Unclassified
Small Meeting Room	60 persons-divisible by two30 person rooms	Secret Collateral discussions with guards	NIPRNET Only	Unclassified Only

Multi-Function Room	300 persons - divisible by two 150 person rooms	Secret Collateral discussion with guards	NIPRNET Only	Unclassified Only

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 conference. In no case will unclassified discussions occur in one-half during classified discussion in the other half when the room is divided.

A2.3. Conference Room Preparation for Classified Settings

A2.3.1. A conference reservation identifying the room(s), classified presentation or discussion requirements and security arrangements must be approved a minimum of 4 weeks in advance by the SCC director.

A2.3.2. Requests for conference classification changes from an unclassified to a classified setting must be identified no less than 10 duty days in advance of the conference 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 conference requires a change to a classified setting, the PO will submit a new conference reservation request through the normal procedures.

A2.3.3. Multiple-day conferences with unclassified and classified elements should be structured to group classified elements to minimize the impact to repeated classification mode changes and room sanitizations.

A2.3.4. For classified discussions at the Secret level and above, the PO is responsible for providing qualified guards at the doors and positive identification of personnel and clearance levels before then enter the conference rooms.

A2.3.5. Procedures for changes in room classification:

A2.3.5.1. All conference 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 conference PO and/or unit security manager (USM) the day prior to the conference 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 conference 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 conferences or for a succeeding conference. 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 TS discussions with no additional security requirements if the PO maintains controlled access to the room(s). The

SCC is not accredited to process Sensitive Compartmentalized Information (SCI) in any room.

A2.4. Security Procedures During Classified Conferences:

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 conferences no less than 3 business days in advance of the scheduled start of the conference. 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 conference 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 conference 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 conference room(s) will be secured from visual surveillance. The USM is responsible for ensuring classified information used during the conference is not made visible to persons outside the room.

A2.4.6. The conference 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 conference, 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 conference room(s) is applicable to personnel working in or visiting any SCC secure area. For secure conferences in the Executive Conference Room, individuals should use the storage lockers in adjacent corridors immediately outside the room with host USM oversight. For secure conferences 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 pages and beepers. *AN* 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 five (5) business days in advance of requirement.

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 five (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. If required, the host USM must contact the 11th Security Support Flight K9 Unit at least five (5) business days prior to the conference start date to schedule a canine explosive sweep of the room(s). The sweep must be scheduled to occur the morning of the conference 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 conferences are cancelled until normal operations return. The PO in such a scenario would assume responsibility to satisfy security, IP and FP requirements.