



GENERAL JACOB E. SMART CONFERENCE CENTER CONTRACT



WEBSITE: WWW.AFDW.AF.MIL/UNITS/SMART-CENTER

This contract serves as the starting point for requesting use of the General Jacob E. Smart Conference Center (SCC). Requests are reviewed on a first-come, first-served basis. Room assignments are driven by the number of attendees, Audio/Visual & Information Technology (AF/IT) requirements and classification level. This agreement explains common requirements and responsibilities of both the conference project officer (PO) and the SCC.

Please Note: Contractors cannot serve as Primary PO's.

The PO will be notified within 3 business days of the request for approval or disapproval for their event.

Conferences are confirmed when the PO receives an approval e-mail with a signed contract from an SCC employee.

PART A – SMART CONFERENCE CENTER INFORMATION

Conference Hours:	<p>Conference hours are Monday-Friday, 0800-1630, excluding Federal holidays. POs may enter the SCC no earlier than 0700 for prep and setup. Exceptions for extended hours to support mission-critical events are reviewed on a case-by-case basis by the SCC Director.</p> <p>It is understood that any additional cost incurred due to extended hours, must be reimbursed to the United States Air Force via Military Interdepartmental Purchase Request (MIPR). See AFDWI 90-100.</p>
Cancellation Policy:	<p>The SCC must be notified of all event cancellations in writing. Please send to the SCC Org Box as soon as this change occurs.</p>

PART B – PROJECT OFFICER RESPONSIBILITIES

1	<p>Visitor Center for Base Access: (301) 981-0689 On-base Transportation: 11 LRS: (301) 981-1872 or 1877; DSN: 858-1872 or 1877 On-base Lodging - Presidential Inn: (301) 981-4614; DSN 858-4614 VGO Office: (240) 612-6456 or 6459; DSN 858-6456 or 6459</p>
2	<p>Coordinate final conference requirements to include DV arrivals with the SCC Planner at least seven business days prior to the conference.</p>
3	<p>All administrative supplies associated with a conference must be supplied by the PO or host organization.</p>
4	<p>The SCC Admin Video Brief is mandatory at the beginning of each conference. PO should use a sign-in roster to maintain 100% accountability of attendees. The roster should be available to the SCC Staff in case of evacuation or the need to shelter in place.</p>
5	<p>Complete an End-of-Conference Checklist which includes, but is not limited to, emptying and disposing of trash and recycling from conference room(s), kitchen, pre-function areas, wiping tables, and vacuuming room(s). The rooms will be signed off by an SCC Staff member each day prior to the PO departing.</p>
6	<p>Ensure attendees have cleared the facility by 1700.</p>
7	<p>Enforce fire code by maintaining room capacity limitations.</p>

PART C – FACILITY INFORMATION	
1	Moving and disconnecting of furniture/equipment is strictly prohibited unless prior approval by the SCC Director.
2	Static displays or expositions for the general public are not authorized. Displays required in direct support of a conference are authorized in the area immediately outside of the conference room being used. Plans must be submitted and approved by the SCC Director at least two weeks prior to the conference.
3	Willful defacing/damaging of government property is punishable under the UCMJ and replacement charges will be submitted to the PO host organization and reported to Security Forces.
4	The SCC has parking available for 436 vehicles; 10 are designated as handicap accessible, 22 van or carpool, and 14 for low emission vehicles. All other spaces are on a first-come, first-served basis.
5	This is a tobacco-free facility. Tobacco products (dip, snuff, chew, etc.) are strictly prohibited in the SCC. Smoking is permitted in the designated area outside the SCC on the southeast corner, adjacent to the dumpster enclosure.
6	During periods of inclement weather or related environmental situations, OPM guidance prevails. OPM will announce through different media (http://www.opm.gov/ , TV and radio) if the Federal government is closed or if there is delayed reporting. The 11th Wing Commander will announce Joint Base Andrews operating status through media (http://www.andrews.af.mil/) as well as the Base Ops Hotline, known as “Straight Talk” at (301) 981-5995. The SCC will be closed if the Federal government or Joint Base Andrews is closed. Please provide an emergency contact number where you can be reached in case of closure or delay. If you have questions about the operating status of the SCC, please contact the Director at (240) 612-6501 (office) or (240) 501-6370 (mobile).
PART D - INFORMATION SECURITY	
1	The SCC is authorized for unclassified to Secret unclassified briefings. The PO is responsible for reviewing Information Security Program Management AFI 31-401 . The PO will contact their secure communications element and coordinate directly with them to arrange Secret Internet Protocol Router Network (SIPRNET) access requirements.
2	When the material or discussion is classified, the PO must provide personnel to serve as door guards for designated conference room(s). Guards will verify clearances at access points.
3	Conference POs must sign an Acceptance of Risk memorandum if the conference will be classified. Any deviation or noncompliance may result in cancellation of the conference.
4	If conference classification level changes we require at least 3 business days to coordinate new requirements and room availability. POs or Security Manager must remain in the facility throughout the entire conference to answer questions and lend assistance to attendees regarding security awareness.
5	When conferences switch between unclassified and classified, there is a 20 minute transition mandated by security requirements. To save time during conferences of mixed classifications, briefings of like statuses (classified or unclassified) are recommended to be grouped to the maximum extent possible to ease transition from one classification to another and preclude spillage. Note: <i>WiFi is not available during classified conferences.</i>
6	POs are responsible for safeguarding classified materials throughout the duration of the conference. PO or designated unit security manager is responsible for all classified material and their destruction/removal from the building at the end of their conference.
7	Conference POs are responsible to ensure that attendees and support personnel have appropriate clearances as well as a need to know.
8	The SCC has GSA approved safes for limited, temporary storage of information, material and equipment classified at the Secret or below level; overnight is authorized. Arrangements for use of these safes should be made a minimum of five business days in advance. For storage of Top Secret, contact Andrews Regional Command Post located in Building 1220 at DSN 858-5058 and for storage of SCI contact AFDW/A2 located in Building 1500 at DSN 612-6083 or AFDW/A2 Workflow .
9	At the end of each day, the PO and an SCC AV/IT staff member will conduct a security sweep of conference room(s) and facility to clear the SCC of any classified/sensitive material.

PART E - CONFERENCE INFORMATION

Title of Conference	<input type="text"/>
Conference Date(s) <i>(Do not include travel/set-up days)</i>	<input type="text"/>
Conference Start and End Times	<input type="text"/> to <input type="text"/>
Hosting Organization	<input type="text"/>
Highest Ranking Attendee (Rank/Name)	<input type="text"/>
Number of Attendees	<input type="text"/>
Classification of Presentations	<input type="checkbox"/> Unclassified <input type="checkbox"/> Secret
Classification of Discussions	<input type="checkbox"/> Unclassified <input type="checkbox"/> Secret <input type="checkbox"/> Top Secret
Breakout Rooms <i>(Do not include main room)</i>	<input type="checkbox"/> How many? <input type="checkbox"/> How many people per breakout room

Add any Additional Requirements on page 5 (e.g. easels, white boards etc)

PART F - FOOD AND BEVERAGE

All deliveries must be routed through the Kitchen Door/Loading Dock in the rear of the building. Please inform your support staff of these procedures.

1	Coordinate all catering needs with caterer of choice.
2	Beverage and light fare set-up and consumption are only permitted in the Multi-Function Room, when available or the pre-function areas immediately outside the conference rooms, the Great Hall and in the DV Office Suites.
3	Beverages with lids are mandatory throughout the Smart Conference Center at all times.
Which service will you be providing?	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Breaks <input type="checkbox"/> NONE
Catering Type?	<input type="checkbox"/> Self-Catered <input type="checkbox"/> Hired Caterer

PART G - AUDIO VISUAL/INFORMATION TECHNOLOGY SUPPORT

The SCC would like to recommend the following to assist you in delivering professional quality PowerPoint presentations: Slide Size should be "Widescreen" (16:9) and for Background Color that is easy on the eyes use a light Gray-25% vs. Bright White

1	All AV equipment is set up by the SCC staff. AV/IT Technicians are available to assist and provide emergency technical support during the execution of the conference in case of equipment failure. The AV/IT Technician will brief the PO on basic equipment usage.
2	The AV Control Rooms are for authorized personnel only.
3	POs, attendees and briefers are authorized to bring laptops and other portable devices (except thumb drives); however, only AFNET government-issued laptops may be connected to the NIPR network.
4	Business Center supports Air Force (AFNET) CAC cards only with option of up to 7 commercial connections for customer provided laptops.
5	Laser pointers are prohibited in the Executive Conference Room and the Auditorium.
6	For VTC support we require 3 business days notification.
7	We require one half hour for unclassified set up and one hour for classified set up prior to start time of conference.

	Yes or No	If Yes, how many?
Smart Conference Center Laptop		# <input type="checkbox"/> NIPR # <input type="checkbox"/> SIPR
Network Connections		# <input type="checkbox"/> NIPR # <input type="checkbox"/> SIPR # <input type="checkbox"/> Commercial Internet
Video Teleconference (VTC)		# <input type="checkbox"/> Unclass # <input type="checkbox"/> Secret # <input type="checkbox"/> Sites dialing in
Audio Teleconference (Phone) <i>unclassified only</i>		# <input type="checkbox"/> Sites dialing in

PART H - LIABILITY STATEMENT/SIGNATURES (Please sign digitally)

The SCC reserves the right to inspect and control conferences being held at the facility. The SCC does not assume responsibility for the loss or damage to personal property and equipment brought into the facility. Liability for damages, theft, or displacement of furniture or other equipment belonging to the SCC will be the responsibility of the PO and/or the host organization, and will be charged accordingly. The PO will coordinate any charges with their organization's Resource Advisor (RA) to provide funding. The organization's RA will then coordinate with the SCC RA to cover any associated costs.

I have read and understand all my responsibilities while utilizing the SCC, as outlined with this agreement. PO duties and responsibilities cannot be delegated to another individual other than the alternate or the Security Manager. The PO is responsible for maintaining direct coordination with any off base entity when assuming a command sponsorship role. The PO will ensure off base entities are briefed on the rules, policies and procedures of the SCC.

Be advised that contractors cannot serve as Primary PO's per [AFDWI 90-100](#), paragraph 4.1. There must be government or military sponsorship in order to submit a request.

Project Officer (Rank/Name)	<input type="text"/>		
Digital Signature	<input type="text"/>		
Email Address	<input type="text"/>		
Contact Numbers	Office <input type="text"/>	Mobile <input type="text"/>	
Alternate Project Officer (Rank/Name)	<input type="text"/>		
Digital Signature	<input type="text"/>		
Email Address	<input type="text"/>		
Contact Numbers	Office <input type="text"/>	Mobile <input type="text"/>	

By submitting this contract and checking the boxes at the beginning of Part A-H, I acknowledge that I have read and understand the policies for reserving rooms here at the General Jacob E. Smart Conference Center.

SUBMIT
Have you checked all of the boxes at the beginning of Part A-H?

(Reset Form)

FOR SMART CONFERENCE CENTER PERSONNEL PROCESSING ONLY	
SCC Representative	<input type="text"/>
SCC Digital Signature/Approval	<input type="text"/>
Event Tracker #	<input type="text"/>
Room(s) Assigned*	<input type="text"/>
*Rooms are subject to change by mission requirements	

Additional requirements and notes: