

Department of the Army
Headquarters, Fort Monroe
Fort Monroe, Virginia 23651-6000
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FM Regulation 25-2

Information Management

VIDEO TELECONFERENCE CENTER (VTC) OPERATION

Summary. This regulation establishes policies and procedures governing the operation and use of Fort Monroe VTC facilities.

Applicability. This regulation applies to Headquarters (HQ) U.S. Army Training and Doctrine Command (TRADOC), Fort Monroe, and tenant activity personnel utilizing Fort Monroe VTC facilities.

Suggested improvements. Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, Fort Monroe, ATTN: ATZG-PMV, Fort Monroe, VA 23651-6000.

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1. Purpose. The purpose of this regulation is to provide users policy and procedural information governing the use and operation of Fort Monroe VTC facilities. The VTC located in Bldg 161 is referred to as Monroe I. The VTC located in Bldg 100 is referred to as Monroe II.

2. Reference. Army Regulation 380-5 (Department of the Army Information Security Program) is a required publication cited in paragraph 4d.

3. Responsibilities.

a. Fort Monroe VTC facilitators will--

(1) Schedule video teleconferences on a first-come, first-serve basis.

(2) Notify user once a video teleconference reservation is approved and verified.

(3) Ensure user marks secure conference videotape, if used, with highest security classification. Secure videotape will be wrapped with a cover sheet denoting videotape classification. Once a secure video teleconference is taped, the videotape becomes a classified document and will be handled as such.

b. When scheduling a conference, Fort Monroe VTC users will--

(1) Contact a VTC facilitator to determine availability of dates and times.

(2) Contact points of contact (POC) at conference locations to confirm their availability for selected time period.

(3) Submit an official reservation request to a VTC facilitator once tentative date and time are established. Official reservation will include date, time, length of conference, requestor's location, POCs, coordinator, conference subject, conferees, and security level of conference.

(4) Notify conferees of location, date, and time of approved video teleconference.

(5) Provide a 1/2" VHS videotape if taping is desired.

(6) Notify VTC facilitators when reservations are made if classified visuals will be used during video teleconference.

(7) Coordinate use of VTC in a secure mode with a VTC facilitator when video teleconference reservations are made. User will mark secure videotape, if used, with highest security classification.

4. Policy.

a. Video teleconference centers are available during normal working hours, 0800-1645, using only the regular scheduling procedures. If VTC services are required outside the normal working hours, submit requests to the VTC facilitator for approval by the Director of Information Management (DOIM). The DOIM must ascertain the availability of a facilitator. The requestor/user may be required to fund overtime.

b. The HQDA Reservation Office will approve or disapprove all reservation requests.

c. Fort Monroe VTCs will be used for video conferencing only. The studios will not be used for video productions without prior permission from a VTC facilitator and the Director of Information Management.

d. Classified visuals will be clearly marked with highest security classification level in accordance with AR 380-5.

5. Video teleconference facility capabilities.

a. Video teleconferencing provides a new and innovative means of telecommunications allowing face-to-face meetings between two or more people at two or more locations. When used as an alternative to travel, video teleconferencing can provide considerable resource savings and enhance productivity. Table 1 lists HQDA/TRADOC facilities.

ORGANIZATION	LOCATION
HQDA	Pentagon, Washington, D.C.
HQ U.S. Army Tng & Doctrine Cmd	Ft Monroe, VA
HQ U.S. Army Forces Cmd	Ft McPherson, GA
HQ U.S. Army Materiel Cmd	Alexandria, VA
HQ U.S. Army Health Services Cmd	Ft Sam Houston, TX
HQ U.S. Army Information Systems Cmd	Ft Huachuca, AZ
U.S. Army Cmd & Gen Staff College	Ft Leavenworth, KS
U.S. Army Combined Arms Cmd & Ft Lvnworth	Ft Leavenworth, KS
U.S. Army War College	Carlisle Barracks, PA
U.S. Army Pacific Cmd	Ft Shafter, HI
Tripler Army Hospital	Honolulu, HI
U.S. Army Finance & Accounting Ctr	Ft Ben Harrison, IN
U.S. Army Signal Center & Ft Gordon	Ft Gordon, GA
U.S. Army Field Artillery Sch	Ft Sill, OK
U.S. Army Logistics & Supply Ctr	Ft Lee, VA
U.S. Army Aviation Ctr & Ft Rucker	Ft Rucker, AL
U.S. Army Armor Ctr & Ft Knox	Ft Knox, KY
U.S. Army Infantry Ctr & Sch	Ft Benning, GA
U.S. Army Air Defense Ctr & Ft Bliss	Ft Bliss, TX
U.S. Army Transportation Ctr	Ft Eustis, VA
U.S. Army Corps of Engineers	Ft Leonardwood, MO
U.S. Army Joint Readiness Tng Ctr	Ft Chaffee, AR
U.S. Army Chemical Sch	Ft McClellan, AL
U.S. Army Tng Ctr & Ft Jackson	Ft Jackson, SC

Table 1
HQDA networks and facilities

b. All facilities within the HQDA network have the same basic capabilities.

c. Fort Monroe I seats 6 at the conference table and 12 in the gallery. Fort Monroe II seats four at the conference table and ten in the gallery. All attendees can participate in video teleconferences. (At other TRADOC installation VTCs, seating is usually six at the conference table and varies in the gallery depending on studio size.)

d. Visual aid capabilities include the transmission and receipt of 35-mm slides, viewgraphs, 1/2" Video Home System (VHS) videotape, opaque art, and computer-generated graphics.

e. Video teleconferences may be videotaped on 1/2" VHS videotapes.

f. Video teleconferences may be scheduled as point-to-point or multipoint in the unsecure mode and point-to-point in the secure mode.

6. Preparation and use of visual aids. The following forms of visual aids may be used during a video teleconference:

a. Viewgraphs.

(1) Viewgraphs will be framed in a rigid opaque frame. Any waves, creases, or wrinkles in viewgraph foil will cause a glare on the screen and should be avoided. All viewgraphs shall be in a horizontal (landscape) format.

(2) All text used on viewgraphs should be a minimum of 24 points or approximately 3/8" in height. All type styles should be bold and easily legible. A selected typeset should be consistent throughout the briefing. The use of all capital letters is optional; type size will be consistent throughout the briefing.

(3) Produce viewgraphs so that the working area is in a 3:4 ratio (e.g., 6" x 8"). The working area selected should be consistent throughout the briefing to avoid unnecessary camera movements.

b. 35-mm slides.

(1) Using 35-mm slides requires the utilization of a film chain which converts the slide image into a television/

video signal for presentation. Because of this, all slides should be in a horizontal (landscape) format with a working area ratio of 3:4 similar to that of viewgraphs.

(2) Due to time constraints, all 35-mm slide presentations should be previewed and loaded in a standard slide carousel by the briefer prior to entering the VTC facility. This will ensure that slides are in order and are aligned properly.

(3) The use of text on 35-mm slides should be in accordance with paragraph 6a(2).

c. Paper Copies.

(1) Paper copies should not exceed 8 1/2" x 11" in size. They should be in horizontal (landscape) format with a working area in a ratio of 3:4 similar to that for viewgraphs.

(2) Both color and black and white paper copies or photographs may be used. Photographs should be matte finish and mounted on rigid cardboard if possible.

(3) Computer-generated paper copies should be produced on a laser-quality printer to ensure adequate contrast and clarity.

(4) The use of text on paper copies should be in accordance with paragraph 6a(2).

d. Half-inch VHS videotapes. Video Home System videotapes may be used for both presentation and recording purposes. Three-quarter inch videotapes may be converted into VHS format at the Audio Branch, Multimedia Service Division, Bldg 27.

e. Chalkboard (whiteboard).

(1) A permanently-mounted whiteboard is provided in the VTC for briefing use. It is the wipe-off type that uses dry, felt-tipped markers.

(2) Larger items such as maps and charts may be used during the conference utilizing the multipurpose camera. (Coordinate use of these items with the VTC facilitator(s) prior to conference.)

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FOR THE COMMANDER:


JANICE C. KELLIHAN
Administrative Officer

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