

COMSCINST 5293.1A	COG CODE N6	DATE 9 FEB 96
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DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
WASHINGTON NAVY YARD BLDG 210
901 M STREET SE
WASHINGTON DC 20398-5540

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N6
9 February 1996

COMSC INSTRUCTION 5293.1A

Subj: VIDEO TELECONFERENCING SCHEDULING

Encl: (1) AT&T DCTN Video Reservations Control Center List

1. Purpose. Procedure to schedule the use of video teleconferencing (VTC) for Military Sealift Command (MSC) Headquarters.

2. Cancellation. COMSCINST 5293.1.

3. Discussion. These procedures will require MSC users to contact a central help desk to schedule the use of the VTC facility in the MSC Headquarters Command and Control Center (CCC). The centralized help desk will maintain the VTC and facilitators' schedules.

4. Procedures

a. To schedule a VTC, MSC personnel will contact the Customer Support Center (CSC) at (202) 685-5555 at least **48** hours prior to desired meeting time. The CSC is located at MSC Headquarters in Washington DC, and is staffed from 0600 to 1800 EST. **DO NOT SCHEDULE THE VTC UNLESS MSC IS THE CONFERENCE HOST!** The caller will provide help desk personnel with the following information:

(1) Name

(2) Code

(3) Date/Time/Length/Subject of meeting

(4) Classification

(5) Points of contact at other VTC sites involved in meeting

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- (6) PowerPoint/transparencies/slides to be shown
- (7) Record meeting (*all other sites must agree*)
- (8) Number of Government/Non-Government attendees
- (9) Highest Ranking Officer participating in VTC

b. CSC personnel will log the information and schedule the VTC meeting with other VTC sites and the AT&T DCTN network (*enclosure (1)*). The CSC will assign facilitators.

c. All cancellations should be made 24 hours in advance of the scheduled meeting time.

5. Verification of VTC schedule. The VTC schedule is available on Lotus Organizer. The procedure for viewing the schedule is:

- a. Invoke Lotus Organizer.
- b. Enter your password.
- c. Under the **FILE** menu, select **OPEN**.
- d. At the top left of the **OPEN** Window, click on **FILE**.
- e. Select the file **VTC.OR2**.
- f. Acknowledge the limited access message.
- g. Browse the calendar. Close the file when finished.

6. Effective date. This instruction is effective upon receipt.

Distribution:

COMSCINST 5000.19

List I (*Case A, B*)

List II (*Case A, B*)

DCTN AT&T ID LISTING

AT&T ID	SITE	CITY	STATE
AC-LANG1	A SCHEDULING OFFICE	HAMPTON	VA
AC-LANG1	LANGLEY AFB	HAMPTON	VA
AC-LANG2	GLOBAL PWR CONF CENT	HAMPTON	VA
AC-LANG3	SHAW AFB	SUMTER	SC
AC-OFFT1	OFFUTT AFB	OMAHA	NE
AC-OFFT3	NELLIS AFB	LAS VEGAS	NV
AE-BATH1	SUPSHIP	BATH	ME
AE-BATH2	SUPSHIP II	BATH	ME
AE-CORO1	NWAD	CORONA	CA
AE-CORO2	NWAC (CORONA)	CORONA	CA
AE-CRAN1	CRANE	CRANE	IN
AE-CRAN2	CRANE II	CRANE	IN
AE-CRAN3	CRANE III	LOUISVILLE	KY
AE-CRCY1	CRYSTAL CITY	ARLINGTON	VA
AE-CRCY2	AEGIS HQ	ARLINGTON	VA
AE-DLGR1	AEGIS TRAINING CENT	DAHLGREN	VA
AE-DLGR2	AEGIS TRAINING CENT	DAHLGREN	VA
AE-HUNE1	PHD NSWC	PT HUENEME	CA
AE-HUNE2	PHD NSWC	PT HUENEME	CA
AE-KYPT1	NUWC	KEYPORT	WA
AE-KYPT2	NUWC II	KEYPORT	WA
AE-PASC1	SUPSHIP BUILDING	PASCAGOULA	MS
AE-PASC2	SUPSHIP BUILDING	PASCAGOULA	MS
AE-WLIS1	ACSC COMBAT SYS CEN	WALLOPS ISLAND	VA
AE-WLIS2	ACSC II	WALLOPS ISLAND	VA
AF-	A SCHEDULE OFFICE	DAYTON	OH
AF-ARNL1	ARNOLD AFB	MANCHESTER	TN
AF-BRKS1	BROOKS AFB	SAN ANTONIO	TX
AF-DAVS1	DAVIS-MONTHAN AFB	TUCSON	AZ
AF-EDWD1	EDWARDS AFB	NORTH EDWARDS (LA)	CA
AF-EGLN1	EGLIN AFB	FT WALTON BEACH	FL
AF-EGLN2	EGLIN AFB II	FT WALTON BEACH	FL
AF-GPCS1	GLBO POST COLO SPR 1	COLORADO SPRINGS	CO

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AF-GPCS2	GLBO POST COLO SPR 2	COLORADO SPRINGS	CO
AF-GPRB1	GLBO POST ROBINS	MACOM	GA
AF-GUNT1	GUNTER AFB	MONTGOMERY	AL
AF-HILL1	HILL AFB	OGDEN	UT
AF-HILL2	HILL AFB II	OGDEN	UT
AF-HQLG1	PENTAGON (AFMC)	WASHINGTON	DC
AF-HQLG2	PENTAGON II (AFMC)	WASHINGTON	DC
AF-KELL1	AFIC HQ	SAN ANTONIO	TX
AF-KIRT1	KIRTLAND AFB	ALBUQUERQUE	NM
AF-LSAN2	LOS ANGELES AFB II	ELSEGUNDO	CA
AF-MCCL1	MCCLELLAN AFB	SACRAMENTO	CA
AF-NRTN1	NORTON AFB	SAN BERNADINO	CA
AF-NWRK1	NEWARK AFB	NEWARK	OH
AF-ONZK1	ONIZUKA AFB	SUNNYVALE	CA
AF-ROBN1	ROBINS AFB	MACON	GA
AF-TINK1	TINKER AFB	OKLAHOMA CITY	OK
AF-TTNK1	TINKER AFB II	OKLAHOMA CITY	OK
AF-WPAT1	WRIGHT PATTERSON AFB	DAYTON	OH
AF-WPAT2	WRIGHT PATTERSON II	DAYTON	OH
AF-WPSD1	WRIGHT PATTERSON AFB	DAYTON	OH
AF-WPSD2	WRIGHT PATTERSON AFB	DAYTON	OH
AM-ABPG1	TECOM (ABERDEEN)	ABERDEEN	MD
AM-ADLP1	ARL	ADELPHI	MD
AM-AMCA1	AMC A HQ	ALEXANDRIA	VA
AM-AMCB1	AMC B HQ	ALEXANDRIA	VA
AM-BLVR1	FT BELVOIR	ALEXANDRIA	VA
AM-FTMN1	CECOM (FT MONMOUTH)	FT MONMOUTH	NJ
AM-HNV11	MICOM	HUNTSVILLE	AL
AM-HNV12	REDSTONE II	HUNTSVILLE	AL
AM-LTKN1	DESCOM (LETTERKENNY)	CHAMBERSBURG	PA
AM-NATK1	NATICK	BOSTON	MA
AM-PICT1	ARDEC (PICATINNY)	DOVER	NJ
AM-POUS1	PENTAGON (OUSDA)	WASHINGTON	DC
AM-RCIS1	AMCCOM (ROCK ISLAND)	ROCK ISLAND	IL
AM-STLS1	ATCOM	ST LOUIS	MO

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AM-STLS2	ST LOUIS II	ST LOUIS	MO
AM-WHSD1	WSMR	WSMR	NM
AM-WRRN1	TACOM (WARREN)	WARREN	MI
AS-BRKS1	BROOKS AFB II	SAN ANTONIO	TX
AS-TNDL1	TYNDALL AFB	PANAMA CITY	FL
AS-TNDL2	TYNDALL AFB II	PANAMA CITY	FL
AT-DSVL1	AT&T DRANESVILLE	DRANESVILLE	VA
AT-GNBO1	AT&T MAINTENANCE RM	GREENSBORO	NC
AT-GNBO2	AT&T MARKETING ROOM	GREENSBORO	NC
AT-SLSP1	AT&T SILVER SPRING	SILVER SPRING	MD
BD-FALC1	FALCON AFB	COLORADO SPRINGS	CO
BD-FALC2	FALCON AFB II	COLORADO SPRINGS	CO
BD-GRIF1	GRIFFISS AFB	ROME	NY
BD-HANS1	HANSCOM AFB	BOSTON	MA
BD-HUV1	HUNTSVILLE	HUNTSVILLE	AL
BD-KIRT1	KIRTLAND AFB	ALBUQUERQUE	NM
BD-KWAJ1	USAKA	KWAJALIEN	XX
BD-LLIV1	LAWRENCE LIVERMORE	SAN FRANCISCO	CA
BD-LSAL1	LOS ALAMOS	LOS ALAMOS	NM
BD-LSAN1	LOS ANGELES AFB	EL SEGUNDO	CA
BD-LSAN2	LOS ANGELES AFB III	EL SEGUNDO	CA
BD-OFFT2	EIGHTH AIR FORCE	BARKSDALE	LA
BD-PGEN1	PENTAGON SMALL ROOM	WASHINGTON	DC
BD-PMIC1	PENTAGON (SDIO)	WASHINGTON	DC
BD-PTRK1	PATRICK AFB	COCOA BEACH	FL
BD-SDCC1	SSDC	WASHINGTON	DC
BD-VNGB1	VANDENBERG AFB	LOMPOC	CA
CM-UVCC1	CRUISE MSL XTAL CITY	WASHINGTON	DC
CS-AFCP1	CHIEF STAFF AF PENT	WASHINGTON	DC
CS-AFCP2	HQ USAF	RAMSTEIN AB, GERMANY	XX
DA-	A HQDA SCHED OFFICE	WASHINGTON	DC
DA-BLIS1	FT BLISS	EL PASO	TX
DA-CRLS1	CARLISLE BARRACKS	CARLISLE	PA
DA-DISA1	DISA	ARLINGTON	VA
DA-EUST1	FT EUSTIS	NEWPORT NEWS	VA
DA-FBEN1	FT BENNING	COLOMBUS	GA

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DA-FHAR1	FT BEN HARRISON	INDIANAPOLIS	IN
DA-FHUA1	FT HUACHUCA	SIERRA VISTA	AZ
DA-FLEE1	FT LEE	PETERSBURG	VA
DA-FLEN1	FT LEONARD WOOD	WAYNESVILLE	MO
DA-FLEV1	FT LEAVENWORTH	KANSAS CITY	KA
DA-FMAC1	FT MCPHERSON	ATLANTA	GA
DA-FMCL1	FT MCCLELLAN	ANNISTON	AL
DA-FMON1	FT MONROE	HAMPTON	VA
DA-FMON2	FT MONROE 2	HAMPTON	VA
DA-FSAM1	FT SAM HOUSTON	SAN ANTONIO	TX
DA-FSAM1	FT SAM HOUSTON	SAN ANTONIO	TX
DA-GORD1	FT GORDON	AUGUSTA	GA
DA-JACK1	FT JACKSON	COLUMBIA	SC
DA-KNOX1	FT KNOX	RADCLIFF	KY
DA-MONT1	DLI	MONTEREY	CA
DA-PAOC1	PENTAGON (HQDA)	WASHINGTON	DC
DA-RICH1	FT RICHIE	HAGERSTOWN	MD
DA-RUCK1	FT RUCKER	DOTHAN	AL
DA-SHFT1	FT SHAFTER	HONOLULU	HI
DA-SHFT2	NUWC (NAVY)	LUALUALEI	HI
DA-SILL1	FT SILL	LAWTON	OK
DA-TRIP1	TRIPLER ARMY CENTER	HONOLULU	HI
DA-TRIP2	ELMENDORF AFB	JUNEAU	AK
DA-TRIP2	HICKAM AFB	HONOLULU	HI
DA-TRIP2	ANDERSON AFB	GUAM	XX
DA-TRIP2	YOKOTA AFB	JAPAN	XX
DA-TRIP2	OSAN AFB	KOREA	XX
DA-SCOT1	CSOTT AFB	BELLEVILLE	IL
DA-ALXN1	HQ DLA	ALEXANDRIA	VA
DA-ATLN1	DCMDS	MARIETTA	GA
DA-BOST1	DCMDN	BOSTON	MA
DA-BTCK1	DLSC	BATTLECREEK	MI
DA-CLMB1	DCSC	COLOMBUS	OH
DL-LSAN1	DCMDW	LOS ANGELES	CA
DL-NCUM1	DDRE	NEW CUMBERLAND	PA

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DL-PHLA1	DISC	PHILADELPHIA	PA
DL-RICH1	DLSC	RICHMOND	VA
DL-STKN1	DDRW	STOCKTON	CA
DN-KTLD1	DEFENSE NUCLEAR AGEN	ALBUQUERQUE	NM
DT-DTSP1	PENTAGON	WASHINGTON	DC
FC-	A FORSC SCHED OFFICE	ATLANTA	GA
FC-BRAG1	FT BRAGG	FAYETTEVILLE	NC
FC-CAMP1	FT CAMPBELL	CLARKSVILLE	TN
FC-CRSN1	FT CARSON	COLORADO SPRINGS	CO
FC-DIX1	FT DIX	FT DIX	NJ
FC-FRUM1	FT DRUM	WATERTOWN	NY
FC-DTRC1	HAITI	PORT-AU-PRINCE HAITI	XX
FC-GILM1	FT GILLEM	ATLANTA	GA
FC-HOOD1	FT HOOD	KILEEN	TX
FC-IRWN1	FT IRWIN	BARSTOW	CA
FC-LEWS1	FT LEWIS	SEATTLE	WA
FC-MEAD1	FT MEADE	ODENTON	MD
FC-POLK1	FT POLK	LEESVILLE	LA
FC-POLK2	FT POLK II	LEESVILLE	LA
FC-PSDO1	FRESIDIO	SAN FRANCISCO	CA
FC-RILY1	FT RILEY	MANHATTEN	KA
FC-SCOF1	SCHOFIELD BKS	WAHIAWA	HI
FC-STEW1	FT STEWART	SAVANNAH	GA
IC-KELL1	KELLY AFB	SAN ANTONIO	TX
JL-PSDL1	PENTAGON JLSC	WASHINGTON	DC
JL-WPDL1	JLSC	DAYTON	OH
JL-WPDL2	JLSC	DAYTON	OH
JL-WPDL3	JLSC	DAYTON	OH
LF-NORF1	USCINCPAC	CAMP H M SMITH	HI
LF-NORF1	CINCPACFLT	PEARL HARBOR	HI
LF-NORF1	A LANFLT SCHED OFF	NORFOLK	VA
LF-NORF1	CINCLANFLT	NORFOLK	VA
LF-NORF1	USS AMERICA	NORFOLK	VA
LF-NORF1	USS BLUE RIDGE	NORFOLK	VA
LF-NORF1	USS CORONODO	NORFOLK	VA
LF-NORF1	USS EISENHOWER	NORFOLK	VA

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LF-NORF1	USS LA SALLE	NORFOLK	VA
LF-NORF1	USS MT WHITNEY	NORFOLK	VA
LF-NORF1	USS ROOSEVELT	NORFOLK	VA
LF-NORF1	USS WASHINGTON	NORFOLK	VA
LF-NORF1	USS WASP	NORFOLK	VA
LF-NORF1	BAHARAIN	BAHARAIN, SAUDI ARAB	XX
LF-NORF1	CINCUSNAVEUR	LONDON, ENGLAND	XX
LF-NORF1	CINCUSNAVEUR	NAPLES, ITALY	XX
MC-	A MC SCHED OFFICE	TRIANGLE	VA
MC-ALBY1	MCLB	ALBANY	GA
MC-BARS1	MCLB	BARSTOW	CA
MC-HQWA1	HQ MARINE CORPS	ARLINGTON	VA
MC-LEJN1	CAMP LEJEUNE	JACKSONVILLE	NC
MC-PEND1	CAMP PENDLETON	SAN DIEGO	CA
MC-QUAN1	QUANTICO TVSC BRANCH	TRIANGLE	VA
MC-QUAN2	MARCORSYSCOM	TRIANGLE	VA
MD-	A MEDCOM SCHED OFF	SAN ANTONIO	TX
MD-ABPG1	CHPM ABERDEAN	ABERDEEN	MD
MD-BMNT1	WBAMC	EL PASO	TX
MD-DTRC1	FT DETRICK	FREDERICK	MD
MD-DTRC2	FT DETRICK II	FREDERICK	MD
MD-EISN1	EISENHOUER AMC	AUGUSTA	GA
MD-FITZ1	FITZSIMMONS AMC	AURORA	CO
MD-MDGN1	MADIGAN AMC	TACOMA	WA
MD-SAMH1	FT SAM HOUSTON	SAN ANTONIO	TX
MD-SAMH2	FT SAM HOUSTON II	SAN ANTONIO	TX
MD-WALT1	WRAMC	WASHINGTON	DC
MD-WALT2	AFIP	WASHINGTON	DC
MD-WASH1	OFFICE SURGEON GEN 1	FALLS CHURCH	VA
MD-WASH2	OFFICE SURGEON GEN 2	FALLS CHURCH	VA
MD-WASH3	OFFICE SURGEON GEN 3	FALLS CHURCH	VA
MD-WMCK1	WOMACK AMC	FAYETTEVILLE	NC
MN-WHMC1	WHMC	SAN ANTONIO	TX
MS-	A SEALIFT SCHED OFF	WASHINGTON	DC
MS-WASH1	MSC	WASHINGTON	DC

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MT-	A MTMC SCHED OFFICE	FALLS CHURCH	VA
MT-BAYN1	EASTERN AREA OFFICE	BAYONNE	NJ
MT-FLCH1	MTC	FALLS CHURCH	VA
MT-OKLD1	WESTERN AREA OFFICE	OAKLAND	CA
NA-	A NETWORK MANAGER	WASHINGTON	DC
NA-CHNA1	CHINA LAKE	RIDGECREST	CA
NA-CHNA2	CHINA LAKE II	RIDGECREST	CA
NA-CHPT1	NADEP	CHERRY POINT	NC
NA-INDY1	INDIANAPOLIS	INDIANAPOLIS	IN
NA-INDY2	INDIANAPOLIS II	INDIANAPOLIS	IN
NA-INHD1	NSWC	INDIAN HEAD	MD
NA-JAX-1	JACKSONVILLE	JACKSONVILLE	FL
NA-JP1-1	NAVAIR CRYSTAL CITYB	WASHINGTON	DC
NA-JP1-2	NAVAIR CRYSTAL CITY2	WASHINGTON	DC
NA-JP2-1	NAVAIR CRYSTAL CITYA	WASHINGTON	DC
NA-LKHT1	NAWC AIRCRAFT DIV	LAKEHURST	NJ
NA-LKHT2	LAKEHURST II	TRENTON	NJ
NA-MUGU1	POINT MUGU	OXNARD	CA
NA-MUGU1	POINT MUGU II	OXNARD	CA
NA-NISL1	NORTH ISLAND	SAN DIEGO	CA
NA-NORF1	NORFOLK	NORFOLK	VA
NA-ORLN1	NAVAL TNG SYS CENTER	ORLANDO	FL
NA-ORLN2	STRICOM	ORLANDO	FL
NA-PANA1	PANAMA CITY	PANAMA CITY	FL
NA-PAXR1	PATUXANT RIVER	LEXINGTON PARK	MD
NA-PERL1	CINCPACFLT	PEARL HARBOR	HI
NA-PERL2	PEARL II	PEARL HARBOR	HI
NA-WARM1	WARMINSTER	WARMINSTER	PA
NC-ICLD1	NAS KEFLAVIK	NAS KEFLAVIK ICELAND	XX
NC-PNSC1	NCTS	PENSACOLA	FL
NC-PNSC1	NAV DAF	CORPUS CHRISTI	TX
NG-ARTN1	ARLINGTON HALL	ARLINGTON	VA
NM-WASH1	NAVAL MEDICAL	WASHINGTON	DC
NS-	A NAVAIR SCHED OFF	MECHANICSBURG	PA
NS-CRCY1	NAVSUP CRYSTAL CITY1	WASHINGTON	DC
NS-CRCY2	NAVSUP CRYSTAL CITY2	WASHINGTON	DC

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NS-MECH1	NAVY SHIP PARTS CONT	MECHANICSBURG	PA
NS-MECH2	NAVY SHIP PARTS CONT	MECHANICSBURG	PA
NS-PHIL1	NAVY AVIATION SUPPLY	PHILADELPHIA	PA
NC-PHIL2	NAVY AVIATION SUPPLY	PHILADELPHIA	PA
SA-PTBA1	PTBA	WASHINGTON	DC
SO-MCDL1	NAVSPECWARCOM	CORONADO	CA
SO-MCDL1	MACDILL AFB (USSOCOM)	TAMPA	FL
SO-MCDL1	JSOC	FAYETTEVILLE	NC
SO-MCDL1	AFSOC	HURLBURT FIELD	NC
SO-MCDL1	WO	PENTAGON	WA
SW-	A SPAWAR SCHED OFF	WASHINGTON	DC
SW-CRCY1	SPAWAR CRYSTAL CITY	WASHINGTON	DC
SW-CRCY2	NUWC NEW LONDON I	NEW LONDON	CT
SW-CRCY2	NUWC NEW LONDON II	NEW LONDON	CT
SW-CRCY2	NUWC NEWPORT I	NEWPORT	RI
SW-CRCY2	NUWC NEWPORT II	NEWPORT	RI
SW-CRCY2	NEVELEX	CHARLESTON	SC
SW-CRCY2	NUWC NORFOLK	NORFOLK	VA
SW-CRCY2	NAVELEX	PORTSMOUTH	VA
SW-SNDG1	NOSC (NAV OCE SYS C)	SAN DIEGO	CA
SW-SNDG2	NOSC (NAV OCE SYS C)	SAN DIEGO	CA
SW-SNDG3	COM DES ROM 33	SAN DIEGO	CA
TA-SCOT1	SCOTT AFB	BELLEVILLE	IL
TC-RNDF1	RANDOLPH AFB	SAN ANTONIO	TX
TR-SCOT1	SCOTT AFB	BELLEVILLE	IL

TOTAL NUMBER OF SITES -----272