

**BY ORDER OF THE COMMANDER  
AIR EDUCATION AND TRAINING  
COMMAND**

**AF INSTRUCTION 33-117**

**AIR EDUCATION AND TRAINING COMMAND  
Supplement 1**



**21 FEBRUARY 2002**

**Communications and Information**

**VISUAL INFORMATION (VI) MANAGEMENT**

**“HOLDOVER”**

***“The basic publication has changed; impact on supplemental information is under review by the OPR. Users should follow supplemental information that remains unaffected.”***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**AFI 33-117, 16 November 2001, is supplemented as follows:**

This supplement applies to all Air Education and Training Command (AETC) personnel who schedule, operate, maintain, and manage video teleconferencing (VTC) systems. It designates points of contact (POC) and sets forth guidance for the oversight and operation of the AETC VTC network. This publication does not apply to Air National Guard and Air Force Reserve Command units. Maintain and dispose of records created as a result of prescribed processes in this publication in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4).

2.3. HQ AETC/SCMY provides command policy on VTC issues, processes AETC VTC requirements according to the basic instruction, and functions as the AETC community of interest (COI) manager. In addition, SCMY retains configuration management of all AETC VTC facilities to ensure interoperability.

2.3.1. Base multimedia managers (BMM) appoint primary and alternate VTC site managers for VTC facilities under AETC control. Organizational commanders of AETC tenant activities on non-AETC bases appoint the AETC VTC site manager. Site managers are responsible for operations and first-look maintenance at each facility.

2.3.2.1.2. HQ AETC/DSR is the AETC VTC network management office. This office administers the AETC multipoint control unit (MCU), establishes operations and maintenance (O&M) procedures for

the network, maintains a command VTC web site, collects site utilization data, and ensures a VTC site manager is appointed at each AETC VTC facility. HQ AETC/DSR also provides operational and first-look maintenance training as necessary and performs the duties of AETC COI scheduling representatives to Defense Information Systems Network (DISN) Video Services - Global (DVS-G).

**NOTE: The following are added to Attachment 1:**

*Abbreviations and Acronyms*

**BMM**—base multimedia managers

**COI**—community of interest

**MCU**—multipoint control unit

**O&M**—operations and maintenance

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