



DEPARTMENT OF THE NAVY
COMMANDER, NAVY INSTALLATIONS COMMAND
2713 MITSCHER ROAD, SW
ANACOSTIA ANNEX, DC 20373-5802

CNICINST 5000.1
N00C

MAR 06 2008

CNIC INSTRUCTION 5000.1

From: Commander, Navy Installations Command

Subj: COMMANDER, NAVY INSTALLATIONS COMMAND CONFERENCE ROOM
MANAGEMENT

Encl: (1) List of Conference Rooms

1. Purpose. To publish guidance and capabilities of conference rooms within the Commander, Navy Installations Command (CNIC) Headquarters.

2. Scope and Applicability. This instruction applies to conference rooms at CNIC HQ located in building 111, Washington Navy Yard and building 168, Anacostia Annex, Washington, DC. Enclosure (1) provides the location and capabilities of the CNIC HQ conference rooms.

3. Responsibilities

a. Chief of Staff is responsible for the implementation of this instruction.

b. Executive Assistant is responsible for the management and coordination of the Command Conference Room (CCR) located in Building 111 Washington Navy Yard and Conference Room 306 located in Building 168 Anacostia Annex. All requests for the CCR/Conference Room 306 must be made through to the Flag Secretary or Flag Writer.

c. Director, Command and Staff is responsible for the guidance, administration and annual review of this instruction.

d. Headquarters Support Services (HSS) is responsible for providing Telecommunications support to the CNIC HQ conference rooms. Additionally, HSS will provide training on the use of video and audio teleconferencing equipment.

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e. N-Codes/Special Assistants are responsible for assigning Office Managers to schedule conference rooms.

f. Office Managers are responsible for:

(1) Coordinating and scheduling conference rooms (except the CCR and Conference Room 306) via the CNIC HQ Portal at <https://cnicportal.cnic.navy.mil/HQ/Region/ConferenceRooms/default.aspx>

(2) Coordinating any VTC or audio teleconferencing requirements with Headquarters Support Services, Telecommunications staff.

(3) Ensuring that all requirements and capabilities are verified at least 30 minutes prior to meeting.

(4) The cleanliness of the conference rooms after use.

4. Scheduling and Coordination

a. Conference rooms should be scheduled at least 14 days in advance, this includes recurring meetings. Recurring events may only be scheduled up to 60 days in advance. Emergent requests for use of a conference room will be handled on a case-by-case basis.

b. The request for any VTC or audio teleconferencing requirements must be made at least seven business days prior to scheduled meeting. If your meeting requires VTC or audio teleconferencing equipment and two or more sites will dial into a conference, a VTC or audio teleconference form must be completed and forwarded to NVS Pensacola.

c. If a conference room (except the CCR and Conference Room 306) is not occupied within 15 minutes after a scheduled meeting, this conference room becomes available for use by any other group until the end of the previously scheduled meeting.

d. Complaints or discrepancies with a conference room (except CCR and Conference Room 306) should be addressed to the Director, Command and Staff Office at (202) 433-3500.

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5. Forms. The VTC or audio teleconferencing forms are located on the CNIC Portal at <https://cnicportal.cnic.navy.mil/HQ/Region/ConferenceRooms/default.aspx>



D. M. BOONE
Chief of Staff

Distribution:
Electronic only, via CNIC Portal
<https://cnicportal.cnic.navy.mil/HQ/N00/Directives/Forms/AllItems.aspx>

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Washington Navy Yard

Conference Room 117 (CCR)

Seating Capacity: 20-25 individuals

Video Teleconference (VTC) and audio teleconference capability

Laptop capability (ability to print if properly mapped)

* No Food or Drink is allowed in CCR

Conference Room 110

Seating Capacity: 15-20 individuals

Video Teleconference (VTC) and audio teleconference capability

Laptop capability (ability to print if properly mapped)

* Food and or Drink are allowed for small promotions and farewells.

Anacostia Annex

Conference Room 221

Seating Capacity: 20-25 individuals

Video Teleconference (VTC) and audio teleconference capability

Laptop capability (ability to print if properly mapped with overhead projector availability)

* Food and or Drink is allowed for small promotions and farewells

Conference Room 221A

Seating Capacity: 10-15 individuals

Accessible to conference room 221 for additional space and equipment usage

Enclosure (1)

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* Food and or Drink are allowed for small promotions and farewells.

Conference Room 248

Seating Capacity: 10-15 individuals

Audio teleconference capability

* Food and or Drink are allowed for small promotions and farewells.

Conference Room 253

Seating Capacity: 5-10 individuals

Audio teleconference capability

* Food and or Drink are allowed for small promotions and farewells.

Conference Room 306

Seating Capacity: 15-20 individuals

Video Teleconference (VTC) and audio teleconference capability

Laptop capability (ability to print if properly mapped)

* Food and or Drink are allowed for small promotions and farewells.