

**BY ORDER OF THE COMMANDER  
HQ AIR UNIVERISTY (AETC)**

**AIR UNIVERSITY INSTRUCTION 33-101  
15 FEBRUARY 2002**



***Communications and Information***

**éAIR UNIVERSITY TELEVISION (AUTV)**

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This instruction establishes policies, responsibilities and priorities for providing and obtaining television production, cable, satellite broadcast, multimedia presentations support, and video equipment maintenance support from Multimedia Services (HQ AU/SCV). It applies to all Maxwell and Gunter personnel.

***SUMMARY OF REVISIONS***

This document is substantially revised and must be completely reviewed.

**1. General Information.** HQ AU/SCV operates Air University Television (AUTV)—a full-service video production and distribution facility and manages multimedia presentations support at select schools across Air University. AUTV is Air University's dedicated television production center and is the Air Force's southeastern regional production facility. HQ AU/SCV provides the following services:

- 1.1. Video production and editing (in studio and remotes).
- 1.2. Air University Cable Network (AUCN).
- 1.3. Satellite uplink and downlink for Distance Learning broadcasts.
- 1.4. Television engineering consultation.
- 1.5. Assistance in obtaining visual products and services from other sources.
- 1.6. Multimedia Presentations Technicians to support AU schools.

1.7. Technical solutions for multimedia requirements.

1.8. Engineering and maintenance for multimedia systems. Maintenance support for non-AUTV multimedia equipment and systems will be assumed by the A-76 contractor in Aug 02.

1.9. Limited videotape duplication.

1.10. Base multimedia services.

**2. Responsibilities.** HQ AU/SCV is the office of primary responsibility for television production services for Air University and the only HQ USAF-approved video production facility for Maxwell AFB and Gunter Annex. HQ AU/SCV is also responsible for multimedia presentations support for Air University and is the authorization authority for procurement of visual information (VI) and multimedia equipment in accordance with AFI 33-117, *Visual Information (VI) Management*.

2.1. The Director of the Multimedia Services Division (HQ AU/SCV):

2.1.1. Establishes AUTV operating procedures consistent with AFI 33-117, *Visual Information (VI) Management*, guidelines.

2.1.2. Disseminates policy to AU and Maxwell and Gunter organizations concerning available television services as well as multimedia presentation services.

2.1.3. Interfaces with HQ USAF/SCMOM, Air Force Communications and Information Center/System Branch, AFCA/ITIV, Air Force Communication Agency/Multimedia Service Branch, and HQ AETC/EDD, Air Education and Training Command/Distance Learning, on television production and multimedia support issues.

2.1.4. Approves all new VI and multimedia equipment purchases for the purposes of standardization, compatibility, and maintainability at Maxwell AFB. Accomplishes technical solutions and recommends reputable vendors with the lowest prices. The Base Visual Information Manager (BVIM) is the AU/SCV-designated approval authority for new or replacement VI and multimedia equipment and systems. Requests to replace or procure new VI and multimedia equipment and systems are submitted to the BVIM for approval via AF Form 9, **Request for Purchase**, accompanied by an AF Form 3215, **IT/NSS Requirements Document**. The BVIM will validate or revise a technical solution as needed to ensure standardization, compatibility, maintainability, and to obtain the best pricing possible. The BVIM will maintain a database to track VI and multimedia equipment and systems requests submitted via AF Form 9 and AF Form 3215.

2.1.5. Ensures adherence to the service priorities listed in paragraph 3. Deconflicts as required.

2.2. Each AU School Commandant or Commander:

2.2.1. Designates a primary and an alternate Multimedia Coordinator (MC) in writing to AU/SCV with the rank and authority to accomplish duties in paragraph 2.3. Provides name, office symbol, phone number, building number, and the date of the previous letter being superseded. A new letter is required each time there is a change to the information.

2.2.2. Maintains responsibility for operation, maintenance, and repair of TV cameras, videotape recorders/players and other equipment not owned by AUTV. AUTV is resourced to provide engineering and maintenance support for multimedia equipment when requested.

2.2.3. Budgets for and provides broadcast-quality blank videotapes for duplication requirements.

2.3. Each Multimedia Coordinator:

2.3.1. Ensures AU/SCV is considered in planning curriculum presentations and is given the opportunity to discuss the applicability of video programs and multimedia with appropriate members of the faculty and staff.

2.3.2. Acts as the approving official for requested AUTV or SCVI presentations support. Completes appropriate forms required to schedule television productions, services, and engineering support.

2.3.3. Ensures copyright release or approval of any product is obtained before requesting AUTV duplicate or electronically manipulate copyright material in a television or multimedia production, if necessary.

2.3.4. Ensures script and other preproduction deadlines are met. Ensures proper coordination of all material requiring approval before forwarding requests to AUTV.

2.3.5. Obtains vendor authorization to use commercially produced, satellite-based instruction. All vendor services are paid for by the using organization.

2.3.6. Represents the school on matters pertaining to installation of new television systems including planning, minor cable rerouting or cable installation, and maintenance.

2.3.7. Serves as school's release authority for videotape duplication and AUCN cablecasts of programming created for the school and requested by other AU schools.

**3. Priorities.** AUTV prioritizes its services as listed below:

3.1. AUCN cablecasts and related services scheduled to meet curricula requirements to AU schools and the AU Command Section.

3.2. Production of television programs (including satellite distance learning programs) required to meet scheduled curricula requirements of AU schools.

- 3.3. Video services (audio, dubbing, editing, multimedia support, etc.) in support of AU schools curricula.
- 3.4. Production of television programs (including satellite distance learning) and production services in support of DoD and Air Staff initiatives.
- 3.5. Production of television programs as assigned by AFCA/ITIV; the designated office of responsibility for Air Force television production.
- 3.6. Production of programming required to support base internal information services.
- 3.7. Cablecast and related services not required for direct curricula support.
- 3.8. Production of AU programs indirectly related to curricula support.
- 3.9. Production services indirectly related to AU curricula support.
- 3.10. Non-AU organizations located on Maxwell/Gunter are supported on a first-come, time-available basis. All other organizations are supported on a first-come, time-available basis.

#### 4. Request Procedures.

##### 4.1. Prerecorded Cablecast Service (Playbacks).

4.1.1. Requests must be submitted in writing on AU Form 287, **Cable Network Cablecast Request**, be approved by the school MC, and be received no later than 24 hours before the required start time for the program.

4.1.2. Requests must include the program title, production number, program length, desired cablecast date, start time, and receiving location.

4.1.3. The requesting MC is responsible for gaining authorization to programming specifically created by another school or organization. The owning MC grants this authorization.

4.1.4. Once approved, the requested program is entered onto the AUCN Cablecast Schedule. This schedule is distributed by E-mail each afternoon for next-day broadcast or direct-cast.

4.1.5. Requestors are notified as soon as possible if resources are not available at the requested time.

##### 4.2. Cable Documentation (Surveillance).

4.2.1. Requests must be in writing, completing Section 1 of the AU Form 29, **AU Television Work Order**, marked as SURVEILLANCE, (broadcast but not videotaped) approved by the MC, and received no later than 48 hours before the requested start time.

4.2.2. Requests must include the program title, program length, date, start time, and originating location.

4.2.3. If resources are available, the request is entered onto the AUCN Cablecast Schedule. This schedule is distributed by E-mail each afternoon for the following day.

4.2.4. The requester is notified as soon as possible if resources are not available.

4.2.5. Specified documentations, products which are to be kept by AUTV, are provided C control numbers and retained in the AUCN Library Computer Database. This is not a substitute for providing a VHS format copy to the OPR.

#### 4.3. Off-Air Recording.

4.3.1. Requests must be in writing using section 2 of the AU Form 29, approved by the MC (with appropriate copyright clearance if required), and received no later than 24 hours before program start time.

4.3.2. Requests must include the program title, program length, date, start time, and originating location.

4.3.3. If resources are available, the request is entered into the AUCN Cablecast Schedule. This schedule is distributed by E-mail each afternoon for next-day broadcasts.

4.3.4. The requester is notified as soon as possible if resources are not available.

4.3.5. Programs recorded off satellites are considered off-air and follow the same request format procedures (para 4.3.2). The CHANNEL number block of section 2 should contain the satellite name and transponder number.

#### 4.4. Television Production.

4.4.1. Requests for television productions are submitted on DD Form 1995, **Visual Information (VI) Production Request and Report**, by the requester/technical advisor (TA), validated, and certified by the school MC in Section B3a(1). AUTV is available to assist with completion of this form.

4.4.2. AUTV reviews the DD Form 1995 and forwards the request to HQ AFCA/ITIV for validation and assignment.

4.4.3. Upon receipt of an approved DD Form 1995, AUTV will contact requester/technical advisor to begin pre-production process. **NOTE:** Scheduling of production dates are accomplished only after submission of a final script. Final scripts are approved by the unit's final production approval authority, usually the commander or commandant.

4.4.4. Requesters/TAs, with assistance from the designated school MC, are responsible for acquiring necessary copyright releases, specialized video from outside sources, or TDY funds for remote location shooting if required.

#### 4.5. Satellite Distance Learning Broadcast.

4.5.1. Course Managers book time for a satellite distance learning broadcasts by completing AU Form 29, Section 1.

4.5.2. AU Form 29 is validated by the school MC and submitted to the AUTV Chief of Production for scheduling. This should be completed at least four months before the desired broadcast date.

4.5.3. Once scheduling is deconflicted, 30 days before broadcast date, the course manager provides the Air Training Network (ATN) scheduler a complete list of all sites required to receive the broadcast (AFIADL/DB, FAX # DSN 986-6426). This list contains information including, but not limited to, site name, on-site course contact (site facilitator), technical point of contact, the IRD number, requested audio bridge number, and contact telephone number for the technical point of contact during the broadcast (fax numbers or office numbers removed from the classroom building are not acceptable).

4.5.4. Course manager supported by the MC is responsible for ensuring all necessary copyright releases are obtained at least 1 week before broadcast. This includes print, video, music, or multimedia material.

4.5.5. Course manager supported by MC is responsible for ensuring graphics material planned for inclusion in broadcast is submitted for formatting and editing no later than 1 week before broadcast.

4.5.6. Course manager is responsible for scheduling any desired rehearsal time. At least one rehearsal is encouraged. This is accomplished by completing section 4 of the AU Form 29.

#### 4.6. Documentation Production (live event).

4.6.1. Requester completes section 1 of AU Form 29 and marks the DOCUMENTATION block.

4.6.2. Requests must be approved by the MC and forwarded to AUTV Chief of Production no less than two weeks before the event.

4.6.3. If the request is approved, the school MC is notified. The assigned crew contacts the requester to schedule a site survey prior to the event.

4.6.4. The requester is notified as soon as possible if the request is not approved.

#### 4.7. Other Services.

4.7.1. Requester may request editing, audio services, tours, video support for multimedia projects or other services by completing section 4 of AU Form 29.

4.7.2. The school MC must approve and forward requests to AUTV Chief of Production no less than three weeks before requested completion date.

4.7.3. Requester supported by the school MC is responsible for obtaining any necessary copyright releases or additional approval.

4.7.4. AUTV contacts the requester when service is completed.

#### 4.8. Dubbing.

4.8.1. AUTV is authorized to duplicate (reproduce videotape, transfer video from one format to another, etc.,) products to satisfy official AU requirements in accordance with the priorities listed in chapter 3, paragraph 3.

4.8.2. Requester completes section 3 of AU Form 29 and forwards to the school MC for approval.

4.8.3. If the requester is not the release authority for the original product, the requester must attach a copyright release or authorization from the release authority to the AU Form 29.

4.8.4. The school MC must forward AU Form 29, attached release, original product, and required number of blank tapes to AUTV at least 48 hours before the date the product is required. In accordance with AFI 33-117, AUTV cannot duplicate more than 25 copies of any video. When a customer has a need for 25 or more duplicates, AUTV will assist the customer with obtaining support from the Joint Visual Information Service Distribution Activity (JVISDA) at Tobyhanna Army Depot, PA. JVISDA is the designated DoD organization responsible for video duplication and distribution.

4.8.5. AUTV notifies the requester upon completion of duplication services.

4.8.6. Requester must sign the submitted AU Form 29 indicating acceptance and receipt of the product.

#### 4.9. Maintenance.

4.9.1. All requests for AUTV maintenance and engineering services must be submitted on AU Form 29 through the unit MC. AUTV provides first-look emergency support only. Units are responsible for all maintenance and repair of all unit-owned equipment.

4.9.2. Schools must provide system diagrams and schematics if they are not already in AUTV files.

4.10. Procedures for Non-AU Organizations. Non-AU school organizations follow the same format as AU organizations when requesting AU/SCV services.

## 5. Presentations Support at AU Schools.

5.1. Presentation Support Defined: According to AFI 33-117, paragraph 2.1.3, a presentation section performs a variety of tasks depending on local need, such as conference room scheduling, operating VI recording and playback equipment, advising and training command briefing teams, helping with presentation systems development, and facility modification or construction. The following paragraphs delineate AU/SCV presentations support to AU schools located at Maxwell/Gunter AFB.

5.2. AU/SCV is responsible for managing all presentations support at Maxwell/Gunter AFB to include presentations positions and personnel. HQ AU/SCV satisfies customer presentations requirements by assigning and detailing presentations personnel where needed to satisfy AU schools requirements for presentations operators. HQ AU/SCV is responsible for filling both temporary and permanent, civilian and military vacancies as needed to meet customer (school) needs. Presentations personnel will normally be assigned to a primary work location at a school. In the event of temporary and/or permanent presentations vacancies, HQ AU/SCV will coordinate with the school commander, or designee, prior to detailing personnel to different schools. The MC within each school receiving HQ AU/SCV presentations support is responsible for coordinating the required support with HQ AU/SCV. School MCs determine their school's presentations support requirements. The senior SCVI presentations person detailed within each school schedules their assigned presentations personnel as required to satisfy the school's presentations/graphics needs.

5.2.1. Chain of Command. The BVIM (or designated SCVI representative) supervises the senior presentations person detailed within each school. The senior presentations person within each school works closely with the designated school MC to ensure school presentations requirements are always satisfied. HQ AU/SCVI (Presentation Services) approves all leave requests for the senior presentations person detailed within each supported school. To ensure continuity/support, the senior presentations person will obtain school commander, or designee, authorization for all leaves before seeking SCVI approval. Subordinate presentations personnel detailed within the schools coordinate their leave requests with their immediate supervisor. AU/SCV is responsible for performance reporting and awards submissions.

5.3. Equipment. HQ AU/SCV provides maintenance and engineering support for the multimedia systems in AU schools not under warranty or contract. AU schools own the presentations equipment and systems within their facilities. Requests by schools to upgrade or replace presentations systems must be coordinated with AU/SCV. In turn, HQ AU/SCV produces technical solutions to meet customer needs with standardized and interoperable multimedia systems. HQ AU/SCV is responsible for developing technical solutions to satisfy school multimedia requirements to include: presentations (both classrooms and auditoriums), non-professional video editing systems (for in-house use only), sound systems, graphics production equipment and software, and any single-item multimedia equipment requiring integration into an existing system. SCV technical solutions will promote standardization for centralized engineering support, integration compatibility, and facilitate the interchangeability of trained presentations operators.

**6. Forms Prescribed.** AU Form 29, **AU Television Work Order**, and AU Form 287, **Cable Network Cablecast Request**.

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