

Information Technology (IT) Services Worksheet

An answer to the affirmative mandates contact with the Camp Dawson J6 office, prior to your arrival. Non-compliance with this request may result in inadequate, or no, IT support during your training period.

**304-791-4961,4962,4963,4964(DSN = 623) or
via email at ng.wv.wvarng.list.j6-north-wv-arng@mail.mil.**

PART I User Information	
Today's Date:	
Unit/Group Name:	
Is unit member of WVARNG?	
Camp Dawson Confirmation #:	
Point of Contact:	
Arrival Date:	
Departure Date:	
Do you require IT support?	If "NO", you have <u>COMPLETED</u> this form and may return it to Operations along with remainder of your Due-In documentation. This will confirm that you have elected to receive NO IT SUPPORT during your training period.
Will you be bringing IT support personnel to your training event?	If no, but you have IT support at your home location, please continue to provide their contact information below.
IT Support Personnel contact information:	Name:
	Phone:
	Email:

PART II
Facility/Services Information

Robert C. Byrd (RCB) Conference Center Classrooms

Each classroom in the RCB Conference Center automatically contains two (2) active Internet Data Drops (i.e. access to Yahoo, Google, etc.) These are NOT WV Army National Guard Drops. In order to properly and easily access the Internet, prior to arrival, you should ensure that your computers are set up with the following:

- √ TCP/IP
- √ Configured for DHCP
- √ Access to a browser (i.e. Internet Explorer)
- √ Internet settings = “Not seeking a proxy”

Building 215 Classroom and 101 Conference Room

Each classroom in building 215 and 101 contain the same options as above and have the same prerequisites for your computer prior to accessing the Internet. However, these services are not automatic. Each classroom requiring active Internet Data Drops must be requested through the Camp Dawson J6 office.

RCB Classroom 001 (Distance Learning Center Computer Lab- DLC)

The DLC Classroom currently contains 41 computers/student stations and 1 computer/instructor station. It has Video Teleconferencing (VTC) capabilities. The implementation of any additional software must be authorized through the DLLP Shop. All IT support for this classroom is coordinated directly with Operations/G3/DLLP.

Machines do have CAC readers.

If you have scheduled this classroom, someone from the DLLP shop will contact you to coordinate its usage.

DLLP may be reached by emailing ng.wv.wvarng.list.vtc@mail.mil or by calling 304-561-6481/6436.

RCB Classroom 002 (Computer Lab)
The Computer Lab contains 18 computer workstations with one computer operating the printer and the smart board. No additional computers or printers are authorized in Classroom 002. Additional software may be added to the computers with prior coordination/ permission from the Camp Dawson J6 office.
RCB Auditorium
The RCB Auditorium seats 212 personnel. Provided is a DVD player, a connection for a laptop, a connection to an audio system, projector, and screen. Camp Dawson does not provide laptops, nor do we guarantee that your laptop will work with our connection. It is recommended that, if using the auditorium, a site visit be conducted in order to test your laptop's capabilities with our system. Use of any of the provided equipment will require Camp Dawson J6 support and coordination.
Video Teleconferencing
Camp Dawson has several existing methods to provide you with Video Teleconferencing (VTC) capabilities, to include a mobile Polycom unit available to use in any of the RCB Conference Facility classrooms. VTCs should be scheduled through Operations and then coordinated with the J6 shop.
After-Hours IT Support
Normal duty hours for the J6 Shop are Monday through Friday, 0730 – 1600 hours. <u>If you require after-hours IT support, a written request, justifying this need, should be provided along with this form to the Camp Dawson Operations Office.</u>

PART III
IT Worksheet and Questionnaire

**An answer to the affirmative requires contact with the Camp Dawson J6 office, prior to your arrival. Non-compliance with this request may result in inadequate, or no, IT support during your training period.
(304)-791-4960 (DSN = 623) or email: distj6north@wv.ngb.army.mil**

	Question	Yes	No
1.	Are you bringing your own IT support?		
2.	Are you bringing your own computers?		
3.	If WVARNG, how many of your computers will be WV Domain capable? (write number in "Yes" column.)		
4.	If WVARNG, and bringing your own printers, how many will be WV Domain capable? (write number in "Yes" column.)		
5.	What network connectivity speed do you require to run your operation? (write number in "Yes" column.)		
6.	Do you use Static IP's?		
7.	Does your organization utilize VPN? If yes, please be prepared to provide J6 with the ports and protocols that you require to be open.		
8.	If using Computer Lab (classroom 002), do you have software that requires loading?		
9.	If using Classrooms in building 215, do you require the Internet Data Drops be made active?		
10.	If using 101 conference room, do you require the Internet Data Drops be made active?		
11.	All classrooms, with the exception of the Auditorium, have an analog telephone with local and DSN capabilities. Do you require any additional telephones?		
12.	If using the auditorium, do you require microphones?		
13.	If using the auditorium, do you require use of the projector?		
14.	Do you require after-hours IT support?		
15.	Do you require Video Teleconferencing (VTC) capabilities?		
16.	Do you have other IT requirements not listed above? If yes, please be prepared to discuss them in detail when you contact the J6 office.		

WV ARNG Training Center
Camp Dawson, West Virginia

If you have answered any question “Yes” or in the “Yes” column, you are required to contact the Camp Dawson J6 office prior to your arrival to coordinate these aspects of your training event. Please be prepared to discuss the details as it pertains to the specific classrooms assigned to you. [These classrooms are listed on your Approval Letter.](#)
The Camp Dawson J6 office: 304-791-4960 (DSN = 623)

This form should be submitted directly to the Camp Dawson Operations Office NLT than the due-in date noted on your approval letter. Failure to submit this form and/or contact the J6 office may result in limited or no IT support for your event.