

**BY ORDER OF THE COMMANDER
MACDILL AIR FORCE BASE**

**MACDILL AIR FORCE BASE
INSTRUCTION**



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Special Management

DAVIS CONFERENCE CENTER

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This instruction implements Department of the Air Force Policy Directive (DAFPD) 90-1, *Policy, Publications, and DoD Issuance Management*, and establishes the procedures for scheduling and conducting events and meetings in the 6th Communications Squadron, Davis Conference Center (6 CS/DCC). This publication applies to all 6th Air Refueling Wing (6 ARW) staff agencies, mission partners, Department of Defense (DoD), and other Federal/State/Civil agencies. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program* and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Department of the Air Force (DAF) Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. This publication may not be supplemented or further implemented/extended. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See DAF Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers in accordance with instructions provided in **Paragraph 20**, Waiver Process, as applicable.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include the addition of titles to paragraphs to help customers navigate through the publication. It also redefines roles and responsibilities to make it more understandable for project officers and staff members. Changes within this rewrite help to eliminate redundant information contained in multiple paragraphs. Additionally, this rewrite provides additional clarification on processing requests for receptions, use of alcohol, and waivers. This rewrite adds new paragraphs and renumbers remaining paragraphs for a more logical flow of information. It has also been updated to add information that support overall compliance. Added the following paragraphs: 1.1 Background; 1.4 Code of Conduct; 4.1.5. Signature Events; 4.1.6 Other Official Events; 4.5 Fronting; 5 Meeting and Event Space; 6 Event-Related Requirements; 7.5 Wi-Fi/Internet Access; 9.6 Catering Kitchen; 10 Safety; 11 Protection of Minors; 12 Animals; 16.5 Retractable/Moveable Walls; 16.9.3 Vending Room; and 16.9.4 Kitchen Use (Catering vs Non-Catering Days); 20 Waiver Process; and 21 Emergencies or Other Contingencies.

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1. General.

1.1. **Background.** The Davis Conference Center (DCC) is named in honor of General Benjamin O. Davis, Jr., the first African-American officer in the Army Air Corps, the first African-American to fly solo in an Army Air Corps aircraft and the first Commander of the Tuskegee Airmen. General Davis was promoted to Brigadier General in 1954 and became the first African-American officer to earn a star in the U.S. Air Force. His career culminated at MacDill Air Force Base where he was the first Deputy Commander in Chief of U.S. Strike Command which was later redesignated as U.S. Central Command. Lieutenant General Davis retired on 1 February 1970 and was awarded his fourth star on 9 December 1998.

1.2. **Overview.** The DCC is designed primarily to host large, multi-day conferences, meetings, and training classes supporting organizations assigned or otherwise attached to MacDill Air Force Base (AFB). The guidelines and procedures outlined in this instruction are in place to ensure this facility remains in excellent condition for future years of service in honor of General Davis.

1.3. **Commander's Intent.** The commander's intent is to provide a world-class, professional conference environment. This intent is achieved by ensuring: (1) mission effective, state-of-the-art audiovisual (A/V) and communications capabilities, (2) the safety of conference attendees and security of classified information, and (3) a team of experts committed to excellence in the areas of customer service, events management, A/V & information technology (IT), and conference services. The commander recognizes the DCC will be in high demand and requests for use will likely exceed its availability. Therefore, the DCC and this instruction prioritizes the mission, security, and professionalism above all other considerations. The Installation Commander (or designated representative) will act as the final approval authority for exceptions to this instruction. The Installation Commander has designated the DCC Director as the approving authority for events held in the DCC with the authority to mediate conflicts due to necessary schedule changes.

1.4. **Code of Conduct.** The DCC has established this Code of Conduct to provide guidelines on expected behavior and unacceptable behavior. The DCC Staff expects all guests to abide by this Code of Conduct. If a guest observes or engages in unacceptable behavior, the DCC staff may take any action it deems appropriate, including warning or expelling the offender from the center or notifying Security Forces.

1.4.1. Expected Behavior. The DCC Staff expects that guests will:

1.4.1.1. Be considerate and respectful to other guests.

1.4.1.2. Refrain from demeaning, discriminatory, or harassing behavior, materials, and speech.

1.4.1.3. Speak up if they observe anything that conflicts with this Code of Conduct.

1.4.2. Unacceptable Behavior. Unacceptable behavior from any guest will not be tolerated. Unacceptable behavior includes, but is not limited to:

1.4.2.1. Intimidating, harassing, abusive, discriminatory, derogatory, or demeaning speech, materials, or conduct.

1.4.2.2. Violence, threats of violence, or violent language directed against another person.

1.4.2.3. Sexist, racist, homophobic, transphobic, or otherwise discriminatory jokes and language.

1.4.2.4. Personal insults, particularly those related to gender, sexual orientation, race, religion, or disability.

2. Roles and Responsibilities .

2.1. Installation Commander Responsibilities:

2.1.1. Act as the final approval authority for exceptions to this instruction.

2.1.2. Designate the DCC Director as the approving authority for events held in the DCC with the authority to mediate conflicts due to necessary schedule changes.

2.1.3. Deny use of the DCC if the nature of the meeting or event is not in keeping with the type of function which should be held on a U.S. military installation.

2.1.4. Determine when to cease base operations due to severe weather or other emergency conditions.

2.1.5. Act as the approval authority for receptions held at the DCC.

2.1.6. Delegate to the DCC Director the authority to authorize general exceptions to this instruction by temporarily rescinding, suspending, or otherwise amending operations.

2.1.7. Act as approval authority for the DCC to host ethnic and special observance events authorized by DAFI 36-2710, *Equal Opportunity Program*.

2.1.8. Act as approval authority for a request to procure, sell, serve, and/or consume alcoholic beverages within the DCC or on its grounds.

2.2. DCC Director Responsibilities:

2.2.1. Act as the approving authority for events held in the DCC with the authority to mediate conflicts due to necessary schedule changes.

2.2.2. Designate certain days for facility closure to ensure the staff and facility are ready for the execution of planned events.

2.2.3. Cancel or postpone events in the center in the event of an emergency, disaster, or severe weather that prevent normal operations or threatens the safety of attendees.

2.2.4. Review proposed activities and cancel any reservations prior to the event date if it is determined that a prohibited activity may take place.

2.2.5. Deny or rescind permission to use the facility if it is determined that a Project Officer (PO) has engaged in a fronting agreement with another PO. Note: Fronting occurs when a PO or organization reserves space for the use of another individual or organization in order to conceal the identity of the true user or to help the true user move up in priority.

- 2.2.6. Act as approval authority for displays, banners, other printed signage, and decorations.
- 2.2.7. Approve programs or activities that include minors as attendees.
- 2.2.8. Approve the relocation of facility property (e.g., furniture, artwork, decorative plants, etc.)
- 2.2.9. Approve Entry Authorization Lists (EALs) that grant access to facility communication rooms.

2.3. DCC Staff Responsibilities:

- 2.3.1. Operate the conference center using the guidelines outlined in this instruction.
- 2.3.2. Open, maintain and secure the facility each day.
- 2.3.3. Operate and maintain DCC-provided equipment, load briefings, and resolve issues in support of scheduled events.
- 2.3.4. Manage the configuration of the facility, i.e., set up events or meeting rooms according to requirements agreed upon by PO and DCC.
- 2.3.5. Brief the PO on the proper use of the DCC and operating procedures.
- 2.3.6. Assist the PO with planning information and contacts for other support requirements, such as catering.
- 2.3.7. Brief the PO on current A/V and IT capabilities and support software when making reservations.
- 2.3.8. Assist the PO and guests with A/V and IT tech support within the existing limits of DCC capabilities.
- 2.3.9. Act as mediator whenever a Priority 1 customer requests space in the DCC that results in the bumping of a lesser priority event.

2.4. Project Officer (PO) Responsibilities: POs act as the single point of contact for on-site event management. POs will remain in the facility for the duration of their event. Additional PO responsibilities follow:

- 2.4.1. Accomplish list of action items identified in event planning timeline by completion date.
- 2.4.2. Ensure attendees adhere to DCC guidelines and procedures.
- 2.4.3. Serve as or appoint a Security Manager for your event.
- 2.4.4. Remove all classified materials and terminate SIPRNet connections at the end of each event day.
- 2.4.5. Adhere to 6 ARW and DCC guidance during real world crisis (e.g., civil disturbances, natural disasters, major accidents, etc.).
- 2.4.6. Identify attendees requiring special assistance (e.g., disabled, seeing-eye dog, etc.)
- 2.4.7. Use approved DCC caterer for food and/or beverage requirements.
- 2.4.8. Provide administrative supplies in support of your event.

- 2.4.9. Comply with maximum seating capacity as set by the Base Fire Chief.
- 2.4.10. Ensure the event stays within the allotted time.
- 2.4.11. Perform daily check-in/check-out and joint inspection of assigned meeting room(s) with DCC Staff.
- 2.4.12. Provide the manpower required for the successful execution of their event.
- 2.4.13. (Applies to off-base POs) If the primary PO is not located at MacDill AFB, then a base POC must be appointed. The base POC will be responsible for providing logistical support for POs not stationed at MacDill AFB. Duties include but are not limited to: catering, transportation, lodging, supplies, classified storage/destruction, etc.

2.5. 6th Air Refueling Wing Judge Advocate (6 ARW/JA) Responsibilities:

- 2.5.1. Provide a legal review, when requested, to support a request for waiver or other determination which require a legal review prior to submission to the Installation Commander.
- 2.5.2. Determine legal liability for any damages to the facility and its contents should a PO (or their guests) fail to comply with any of the terms and/or conditions set forth in the DCC Project Officer Agreement (POA) and the associated liability clauses contained in this instruction.

2.6. 6th Contracting Squadron (6 CONS) Responsibilities:

- 2.6.1. Act as approval authority for any contracted services that obligate/commit additional government funds.
- 2.6.2. Negotiate with any DCC-assigned vendor on any additional costs and issue a modification to the contract for the additional amount.

2.7. 6th Comptroller Squadron (6 CPTS) Responsibilities:

- 2.7.1. Manage the transfer of required funds from POs (or responsible party) via DD Form 448, *Military Interdepartmental Purchase Request* (MIPR), or AF Form 9, *Request for Purchase*, when liability costs exceed the limits of the Government Purchase Card (GPC).
- 2.7.2. Certify funding documents submitted by POs (or their organizations) for either liability costs or additional contracted services.

2.8. 6th Force Support Squadron (6 FSS) Responsibilities:

- 2.8.1. Act as primary provider of alcoholic beverages for on-site consumption.
- 2.8.2. Sell and dispense alcoholic beverages at the DCC only if approved by the Installation Commander.
- 2.8.3. Ensure 6 FSS servers comply with Dram Shop Theory for liability coverage.

3. Use of the Facility.

- 3.1. **Operating Hours.** The DCC operating hours are 0730-1630, Monday through Friday.
- 3.2. **Facility Closures.** Each calendar year, the DCC Director will designate certain days for facility closure to ensure the staff and facility is ready for the execution of planned events.

3.2.1. Weekends and Holidays. The DCC is closed on weekends (Saturdays and Sundays), holidays, AMC Family Days, 6 ARW Goal Days, and other days as determined by the Installation Commander.

3.2.2. End-of-Year Closeout. The DCC will close the last two (2) weeks of December to reconcile calendar-year records, purge/archive scheduling database, upgrade scheduling software, and allow staff to take annual leave. During this time, customers will be able to submit scheduling requests for the upcoming year. Confirmation of these requests will not occur until the center reopens.

3.2.3. Emergency Situation. DCC operations may be reduced or suspended in the event of an emergency, disaster, or severe weather that prevent normal operations. The decision to cancel or postpone events in the center will be made by the DCC Director after receiving guidance from the Installation Commander, Crisis Action Team, or Emergency Operations Center. When events are canceled or postponed, the DCC Staff will notify POs and they will be responsible for locating an alternate venue.

3.3. **Liability.** DCC Staff reserves the right to refuse use of the facility to any person or entity that has, on a previous occasion, failed to comply with any of the terms and/or conditions set forth in the DCC POA and the associated liability clauses written below.

3.3.1. Responsible Party. Every event scheduled at the center must have at least one appointed person as the responsible party herein referred to as the PO. This person will act as the event point of contact and will be responsible for signing the POA, enforcing the POA guidelines, and assuming liability for any damages to the facility or its contents to include repair, replacement, or clean-up costs. PO will remain in the facility for the duration of their event and is responsible for supervising their guests. POs must be a government employee, i.e. military, DoD civilian, etc. (excluding contractors). PO duties/responsibilities cannot be delegated to another individual other than the alternate PO or base POC. At the conclusion of their event, the PO is responsible for restoring the facility and its contents to pre-use condition.

3.3.2. DCC POA Liability Statement: PO is the responsible party for the facility and its contents. The PO is responsible for ensuring attendees adhere to DCC procedures. On a daily basis, prior to and after the event, the PO and a representative of the DCC Staff will inspect the facility and document all damages, theft, or other abuse. Should any damage, theft, or other abuse to the DCC or its contents occur (such as broken furniture, carpet stains, etc.), it is the responsibility of the PO to remedy the situation. The PO can remedy the situation by either (1) providing payment for the damage or replacing the damaged item; or (2) identifying the individual responsible so liability can be accessed through all available means. If the PO fails to remedy the situation, the PO accepts full responsibility for the damage(s) and liability will be accessed against the PO personally through all available legal means. Note: If an organization fails to comply with this paragraph, the organization's senior leader will be notified of the noncompliance and the organization will be excluded from holding an event in the DCC until reimbursement is made or liability is accessed.

3.3.3. DCC Financial Remedy. The PO or host organization will be fiscally liable for any damages, theft, or abuse of any DCC facility, furniture or equipment that occurs during the setup, duration, or teardown of their conference/event. If repairs or replacement is

required, the DCC Staff will research and determine associated costs of damages, theft or replacement of DCC facility, furniture or equipment and notify the PO. The PO will coordinate with their GPC Approving Official and Cardholder to begin the payment process. When liability costs exceed the limits of the GPC, the PO (or responsible party) will use DD Form 448, *Military Interdepartmental Purchase Request* (MIPR), or an AF Form 9, *Request for Purchase*, to transfer the required funds to 6 CPTS.

3.3.4. Financial Liability for Use. Since the DCC is a civilian and contractor-operated facility, there are monetary penalties associated with overtime compensation. As an example, POs do not have the authority to start their event before 0730 or extend their event beyond 1630 without an approved funding request (host organization is responsible for paying applicable fees for service required beyond normal operating hours). Additionally, POs do not have the authority to modify existing provisions of DCC contracts.

3.3.5. Unauthorized Financial Commitment. Neither the DCC Staff nor POs (and their guests) have the authority to contractually bind the government for additional services. Specifically, the DCC will not provide contracted services that obligate/commit additional government funds without a certified funding document and 6 CONS approval. Also, POs must not authorize or perform any actions that might extend the workday or scope of the services performed by DCC contracted employees without completing the approval process prior to the start of their event.

3.3.6. Approval Process. POs requesting approval will follow the procedures below:

3.3.6.1. PO for the host organization submits the request outlining their requirements. This would include the PO's statement of need (i.e., additional hours required, a government estimate of costs, and a certified funding document).

3.3.6.2. DCC Contracting Officer's Representative (COR) validates if request can be accommodated and adds pertinent remarks prior to sending request to 6 CONS.

3.3.6.3. 6 CONS negotiates with the vendor on the additional costs and issues a modification to the contract for the additional amount.

3.3.6.4. Normal processing requires at least 30 days. Due to contractual obligations, no action will take place until the process is complete.

3.3.6.5. POs should contact the DCC Staff regarding the status of their request.

3.3.6.6. DCC Staff will notify POs once 6 CONS processes the modification to the contract.

3.4. Appropriate Uses:

3.4.1. Common Uses. Strategic planning; training; strategic off-sites for commanders/directors and their staff; goal-setting conferences; communications workshops; and joint planning or collaborative efforts among military and federal organizations. The facilities may also provide a neutral meeting venue for nonpartisan discussion and presentation of policy-making options.

3.4.2. Other Uses. Official panel or small group presentations, classroom-style educational workshops, staff training, and peer-to-peer networking. Acceptable uses of the

DCC also include purposes related to mission, including professional development and training, all-hands meetings, commander's calls, and official award/graduation ceremonies.

3.4.3. Ethnic/Special Observances. Ethnic and special observance events authorized by DAFI 36-2710, *Equal Opportunity*, and approved by the Installation Commander. Additionally, for these events to occur at the DCC, they must conform to the existing DCC event format and be compatible with existing seating and meeting room configurations offered at the center. These events must fall under the oversight of the 6 ARW Equal Opportunity Office and may require a legal review by 6 ARW/JA to determine if use of the facility is authorized.

3.5. Non-Appropriate Uses:

3.5.1. Functions not associated with official DoD business that would reflect unfavorably on DoD and the U.S. Government. The facility may not be used for any activity that is incompatible with a DoD conference center environment.

3.5.2. Meetings held to discuss or conduct unofficial or personal business. Additionally, organization or private social events and celebrations such as, but not limited to, birthdays, anniversaries, receptions, and/or parties.

3.5.3. Recruitment or hiring events such as job or educational fairs, career expos, and tech shows, etc. (and similar activities).

3.5.4. Fundraising events or events at which an admission fee is charged at the door, or where products are sold or auctioned. Additionally, any sales activities involving an individual or organization that result in a monetary profit (e.g. Booster Clubs).

3.5.5. Any and all activities that do not further a legitimate DoD interest and any other use prohibited by Federal Law, Federal Regulation, Federal Policy, State or Local Law. These activities include but are not limited to participation in games for money, conducting lottery or pools, raffles or drawings that result in personal gain, or solicitation of commercial or political donations.

3.5.6. The Installation Commander reserves the right to deny use of the DCC if the nature of the meeting or event is not in keeping with the type of function which should be held on a U.S. military installation. Similarly, the DCC Director reserves the right to review proposed activities and cancel any reservations prior to the event date if it is determined that a prohibited activity may take place.

3.5.7. Commercial Enterprises. Activities by commercial companies designed to conduct business, make a profit, or solicit customers in any way are prohibited.

3.5.7.1. Speaking engagements or classes intended to educate attendees about a product or service offered by a commercial business in order to encourage attendees to become customers are prohibited.

3.5.7.2. Book signings must comply with DoD 5500.7-R, *Joint Ethics Regulation*. Prior to scheduling any event which includes a book signing, there must be a legal review by 6 ARW/JA to determine: 1) if federal property is being used for authorized purposes; 2) if there are any conflicting financial interests; 3) if there are gifts involved; and 4) if actions create an appearance of violating the laws or ethical standards.

- 3.5.7.3. Any other type of event or meeting that is solely focused on profiting from or purchasing the products or services of a commercial business whether the reservation was made by the business or the potential/current customer are prohibited.
- 3.5.8. Non-Federal Entities (NFEs). A NFE is a self-sustaining, non-federal person or organization, established, operated, and controlled by any individual(s) acting outside the scope of any official capacity as officers, employees, or agents of the Federal Government.
- 3.5.8.1. Guidance on the use of DoD owned facilities/equipment and logistical support of NFEs is provided in DoD 5500.7-R, *Joint Ethics Regulation (JER)*. In general, NFEs are not entitled to use the DCC, nor its resources unless it is determined by the Installation Commander that the use satisfies the seven (7) criteria for logistics support outlined in the JER, Chapter 3. Requests for use by NFEs will require a legal review by 6 ARW/JA prior to submission to the Installation Commander.
- 3.5.8.2. Co-sponsorship of an event or meeting with a NFE is prohibited whether the NFE or the military/government employee co-sponsor made the scheduling request. The exceptions to this rule are listed in DoD 5500.7-R, JER, Chapter 3, "Activities with NFEs".
- 3.5.9. Private Organizations.
- 3.5.9.1. Private Organizations are not federal entities and are not to be treated as such in order to avoid conflicts of interest and unauthorized expenditures of appropriated funds. They are self-sustaining, special interest groups set up by people acting exclusively outside the scope of any official capacity as officers, employees, or agents of the federal government in accordance with AFI 34-223, *Private Organizations Program*.
- 3.5.9.2. Guidance on the use of DoD owned facilities/equipment and logistical support of Private Organizations is provided in DoD 5500.7-R, JER, Chapter 3. In general, Private Organizations are not entitled to use the DCC, nor its resources unless it is determined by the Installation Commander that the use satisfies the seven (7) criteria for logistics support outlined in the JER, Chapter 3. All requests for use by Private Organizations will require a legal review by 6 ARW/JA prior to submission to the Installation Commander.

4. Scheduling.

- 4.1. **Priority of Use.** Priority levels are based on MacDill AFB mission requirements and number of available conference days. Priorities 1 through 3 are designated for mission-related events.
- 4.1.1. Priority 1: Installation, USCENTCOM, and USSOCOM Commanders (events hosted by these individual commanders and approved at their Chief of Staff level). Hosting is defined as events chaired by these three (3) commanders or their deputies. May be scheduled up to 12 months in advance. Priority 1 customer may bump lesser priority events.
- 4.1.2. Priority 2: The 6 ARW Commander (6 ARW/CC), 927 ARW Commander (927 ARW/CC), and all other 6 ARW, 927 ARW, USCENTCOM, USSOCOM, and other DoD and Federal agencies on MacDill AFB. May be scheduled up to 6 months in advance.

Primary and Alternate POs must be assigned to MacDill AFB. Events are reserved on a space-available basis and are subject to being bumped by a Priority 1 event at any time.

4.1.3. Priority 3: Off-base DoD and other federal agencies. May be scheduled up to four (4) months in advance. Events are reserved on a space-available basis and are subject to being bumped by a Priority 1 event at any time.

4.1.4. Priority 4: (Non-Mission Essential Events): Promotion/retirement ceremonies for O-6s and above, their civilian equivalents (GS-15s and above), CW5/CW05 and E-9s. Must be conducted/officiated by a General Officer (GO). May be scheduled up to two (2) months in advance on Fridays only. Events are reserved on a space-available basis and are subject to being bumped by a Priority 1 event at any time.

4.1.5. Signature Events. These are high-profile, recurring events that are well-known and highly publicized. Examples include:

4.1.5.1. CORONA Conferences. Hosted by the Air Force Chief of Staff, this senior leader's conference meets to discuss a wide range of strategic topics regarding the future of the United States Air Force.

4.1.5.2. U.S. Service Academy Events. There are five (5) Service Academies: The United States Air Force (USAFA), Naval (USNA), Military (USMA), Merchant Marine (USMMA), and Coast Guard (USCGA) Academies. Members of Congress sponsor events at the DCC which provide information or recognition to potential and/or selected nominees.

4.1.5.2.1. U.S. Academy Day. Hosted by a U.S. Representative, students and parents attend this annual event to learn about the congressional process to nominate students to the nation's service academies. Representatives from the service academies as well as the nomination committee members will be present.

4.1.5.2.2. U.S. Service Academy Ceremony. Hosted by U.S. Senators, academy appointees and their parents attend this annual event honoring cadets heading to U.S. military academies. Representatives from each Senators' service academy nomination review board and active duty representatives will be present.

4.1.6. Other Official Events. To promote maximum occupancy, certain official events which typically take place at other base venues with a duration of one (1) day or less may be scheduled inside the 60-day window (e.g., commander's calls, all-hands, officer/enlisted calls, official award ceremonies, etc.). These events are reserved on a space-available basis and are subject to being bumped by a Priority 1 event at any time.

4.2. Scheduling Process. DCC Events Manager will accept requests for meeting room reservations and match requirements with available resources.

4.2.1. To schedule an event, contact the Events Manager by phone (813-828-6600, option 1) or e-mail (eventscheduling@us.af.mil).

4.2.2. Provide date and time meeting room is needed, the number of people expected to attend, and any special requirements.

4.2.3. Events Manager will check availability of space and supply PO with scheduling paperwork (DCC Scheduling Worksheet and POA) if space is available.

4.2.4. POs will complete scheduling paperwork within 24 hours and submit to Events Manager.

4.2.5. POs should allow 72 hours for scheduling requests to be processed.

4.2.6. An event is considered scheduled when a PO receives a confirmation e-mail from the Events Manager.

4.2.7. POs will immediately notify Events Manager, in writing, if they no longer require use of a reserved room in order to make the room available to others.

4.3. **Scheduling Status.**

4.3.1. Hold: Events scheduling system will temporarily hold meeting room(s) and date(s) for 24 hours pending receipt of scheduling paperwork or notification of cancellation.

4.3.2. Confirmed: Meeting room(s) and date(s) are considered confirmed when Events Manager receives scheduling paperwork (with signed POA) and sends confirmation e-mail. Confirmed use of the center does not obligate the 6 ARW to provide additional support (e.g., security, protocol, lodging, communications, transportation, etc.).

4.4. **Bumping Procedure.**

4.4.1. Definition. The Installation Commander (INSTALLATION/CC), USCENTCOM Commander (USCENTCOM/CC), and USSOCOM Commander (USSOCOM/CC) (events chaired by these individual commanders and approved at their Chief of Staff level) may "bump" an event to fulfill their mission.

4.4.1.1. Non-mission essential events (Priority 4) cannot bump mission events (Priorities 2 and 3). For example, a Presiding Official for a retirement ceremony (Priority 4) cannot bump an XYZ conference (Priority 2 and 3).

4.4.1.2. The DCC Staff is not responsible for finding an alternate venue if an event is bumped.

4.4.2. Process. Whenever a Priority 1 customer requests space in the DCC that results in the bumping of a lesser priority event, the DCC will act as mediator. The process will be as follows:

4.4.2.1. The PO for the Priority 1 event will provide a bumping request in writing.

4.4.2.2. DCC will notify the event POs that has confirmed space of the bumping request.

4.4.2.3. DCC will ask POs to update event requirements to determine if both events can be supported. If not:

4.4.2.4. The DCC will notify POs of lesser priority event that an official bump has occurred and the PO is now responsible for locating an alternate venue.

4.5. **Fronting.** Fronting is prohibited. Fronting occurs when a PO or organization reserves space for the use of another individual or organization in order to conceal the identity of the true user or to help the true user move up in priority. The DCC Director may deny or rescind permission to use the facility if it is determined that a PO has engaged in a fronting agreement with another PO.

4.6. **Cancellations.** To ensure maximum occupancy, cancellations must be made two (2) weeks prior to the start of an event. To cancel an event, POs must send an e-mail (with reason) to: eventscheduling@us.af.mil.

5. Meeting and Event Space. The DCC offers seven (7) meeting rooms.

5.1. **Auditorium:** Fixed seating for up to 220 people (130 lower level and 90 balcony). Minimum booking requirement is 75 people. The Auditorium is the only room sized, configured, and equipped to support ceremonies.

5.2. **CORONA Room:** Fixed seating for up to 80 people. Reservation is required for an event that must be chaired by a GO, Flag Officer, Senior Executive Service (SES), or the Installation Commander (or their designated representative).

5.3. **MacDill Wing:** Flexible seating for up to 40 people in a classroom configuration or up to 60 people in a theater configuration.

5.4. **SOCOM Wing:** Flexible seating for up to 42 people in a classroom configuration or up to 65 people in a theater configuration.

5.5. **CENTCOM Wing:** Flexible seating for up to 42 people in a classroom configuration or up to 65 people in a theater configuration.

5.6. **Tampa Room:** Fixed seating for a maximum of 13 people (12 at the table and 1 at the desk).

5.7. Distinguished Visitor (DV) Area.

5.7.1. DV Definition. Due to the number of executive-level personnel eligible to use the DCC, a DV is defined as: (1) any GO, Flag Officer or SES personnel, (2) any government official equivalent to a GO, Flag Officer or SES, and (3) any foreign military officer or civilian equivalent to a GO, Flag Officer or SES.

5.7.2. DV Suites. Executive-level offices are available for DVs. The Installation Commander (or their designated representative) and the DCC Director reserves the right to assign personnel to DV Suites.

5.7.3. DV Conference Room: Fixed seating for a maximum of 13 people (six (6) at the table, seven (7) on the perimeter). Reserved for personnel assigned to DV Suites.

6. Event-Related Requirements.

6.1. **Site Visits and Tours.** The DCC Staff can arrange site visit and tours by appointment only. Site visits/tours must be scheduled in advance to ensure DCC Staff's availability. During the event day, the DCC Staff is fully dedicated to supporting in-house events. For that reason, unscheduled visits and walk-ins are not permitted.

6.1.1. How to Schedule. To schedule a site visit/tour, contact the DCC Events Manager by phone (813-828-6600, option 1) or e-mail (eventscheduling@us.af.mil). For security reasons, escorts are required for all site visits/tours.

6.1.2. How to Prepare. To prepare for a site visit, POs should bring an agenda and a list of pre-planned questions. Site visits are productive when POs are able to view prospective meeting rooms and discuss capabilities with the DCC Staff. This provides an opportunity to determine if the DCC is a suitable venue.

6.2. Set-Up and Tear-Down.

6.2.1. Hand carts are available at the Reception Desk for use during setup and teardown.

6.2.2. Use care when unloading, loading and transporting supplies/materials in the conference center. In particular, dollies/carts/pelican cases should be maneuvered with caution so walls and corners are not damaged. All flooring must be adequately protected from damage when moving heavy supplies or equipment into the facility.

6.2.3. DCC Staff are the only authorized individuals permitted to set-up, tear-down or rearrange furniture.

6.2.4. All moveable walls in the center shall be installed and removed by DCC Staff only.

6.3. Check-In Procedures. DCC Staff will review key facility information (e.g., amenities, safety items, guidelines, and emergency procedures) with POs. During setup or the first day of an event (when there is no scheduled setup), the PO and a member of the DCC Staff will conduct a joint inspection of all reserved meeting rooms. The condition of the meeting room will be noted during the inspection and the PO will sign documentation accepting the meeting room condition.

6.4. Check-Out Procedures. At the conclusion of an event, the PO and a member of the DCC staff will conduct a final inspection of the meeting room. POs are expected to remove all items associated with their event immediately following the event and shall ensure meeting room(s) are returned in the same condition as they received it. Additionally, POs should promptly report any damages to DCC Staff.

6.5. Room Reconfigurations. Requests for room reconfigurations will be accepted from POs only. DCC Staff will review and determine if room reconfiguration can be accomplished and notify POs of decision. Room reconfigurations will be performed by DCC Staff only.

6.6. Displays. The DCC offers a limited amount of display space. POs will request display space by filling out a DCC Display Agreement. Use of areas within the conference center for displays will be in a manner that is fair and consistent with the DCC's other service objectives. Displays must conform to the DCC established criteria (e.g., safety, size, weight, etc.). DCC Staff will determine the appropriate area for displays and will relocate or remove those that are not consistent with the submitted request or DCC guidelines. Exit doors or artwork may not be blocked or obstructed with display material. The approval authority for displays is the DCC Director.

6.7. Banners and Other Printed Signage. Banners and handwritten signs are not permitted. All signs must be professionally printed and in accordance with DCC size requirements. The DCC Events Manager can assist with signage placement for your event. Signs may not be taped, nailed, tacked or otherwise attached to facility surfaces or fixtures. The approval authority for signage is the DCC Director.

6.8. Digital Signage. DCC provides digital signage for each event. POs will identify their event name during pre-planning for display. Size restrictions may apply.

6.9. Outdoor Temporary Signage. No temporary banners or signs, except as authorized by this instruction, may be located on the exterior of the facility.

6.10. **Shipments, Deliveries or Packages.** The DCC will not accept shipments, deliveries, or packages on behalf of POs, their events, or attendees. Any shipments, deliveries, or packages arriving at the conference center will be rejected.

6.11. **Decorations.** All decorations must be freestanding and not affixed to any walls, windows, ceiling or other building surfaces. No nails, pins, tape, glue, adhesive, confetti, sparklers, or glitter is permitted. Exit doors or artwork may not be blocked or obstructed by decorations. Request to use decorations must be submitted during pre-planning. The approval authority is the DCC Director.

6.12. **Photography and Videography.** Individuals capturing photos or videos during events must follow DoD guidelines when releasing those images to the public (e.g., social media). Additionally, individuals are responsible for maintaining operations security by ensuring they do not disclose sensitive information. Also, individuals must be aware of Personally Identifiable Information (PII) to ensure the personal privacy of others is protected. Finally, when in doubt, contact your local Public Affairs Office.

6.13. **Parking.** On-site parking at the conference center is available in the main and pavilion parking lots. DCC parking is in accordance with MAFBI 31-116, *Motor Vehicle Traffic Supervision*. DCC Staff does not accept requests for reserved parking.

6.13.1. Main Parking Lot. There are 6 GO/SES reserved spaces (first-come, first-served) and seven (7) handicapped reserved spaces.

6.13.2. Pavilion Parking Lot. There is limited parking with additional handicapped reserved spaces.

6.13.3. Front Drive Parking. Parking is restricted to Priority 1 customers: USCENTCOM/CC, USSOCOM/CC, and INSTALLATION/CC.

7. Technical Resources and Services.

7.1. **Technical Capabilities.** The DCC provides a full range of technical capabilities, including equipment, services, and expertise. The center is equipped with built-in standard A/V technology including: Custom digital signage; DoD video-teleconferencing suites (VTC); audio teleconferencing system with speakerphone; mobile monitors; cable TV; and wireless presenter with built-in laser pointers.

7.2. **Projection System.** Ceiling-mounted laser projectors with motorized drop-down projection screens in meeting rooms. Projectors are controlled by a touch-panel routing system.

7.3. **Power and A/V Connections.** Conveniently located floor boxes and wall jacks allow for A/V, data and power connections in a wide variety of seating and podium arrangements. This includes Video Graphics Array (VGA), High-Definition Multimedia Interface (HDMI), and standard audio inputs.

7.4. **Microphones.** Wireless handheld and lapel microphones are available depending on meeting room and classification level.

7.5. **Wi-Fi/Internet Access.** Limited Wi-Fi bandwidth is available in the facility's common areas at no charge. Hard wired/Ethernet access is available in meeting rooms upon request. Due to shared usage, bandwidth may be reduced during high-use periods.

7.6. A/V and IT Services. The DCC has professional A/V and IT technicians on site. They are thoroughly proficient in the setup of DCC-owned equipment. These techs are available to assist and provide instructions on DCC-owned equipment.

7.7. Guidelines for Non-DCC A/V and IT Technicians. A/V setups must conform to DCC standards.

7.7.1. A/V and IT setups and installations must be pre-coordinated with the DCC Events Manager.

7.7.2. Non-DCC A/V and IT techs may not enter a meeting room prior to the event PO's arrival.

7.7.3. DCC techs will monitor equipment installs and removals to ensure facility walls, furniture, and floors are not damaged. Additionally, DCC techs will ensure non-DCC techs return Communication (Comm) closets to standard configuration.

7.7.4. For safety reasons, all cables must be run and taped in straight lines, parallel or perpendicular to walls. Techs will apply carpet cord covers to ensure a professional setup and to eliminate tripping hazards. This is especially true for high foot-traffic areas (e.g., doors, walkways, etc.).

7.7.5. Non-DCC A/V and IT techs will deliver equipment to meeting rooms through service drive doors. Equipment should be loaded and unloaded in the DCC service drive area.

7.7.6. For safety reasons, equipment, stands, carts or microphones shall not impede access through doors or aisles.

7.7.7. Do not change existing room configurations. Contact event PO to request any changes to an existing setup; this includes moving/removing chairs and tables to add equipment.

8. Security Requirements & Responsibilities.

8.1. Procedures. The DCC is an authorized facility for processing, transmitting, and handling classified information. POs are responsible for the effective safeguard and control of classified information. Additionally, POs are responsible for reviewing and enforcing DoDM 5200.01, Volume 3, *DoD Information Security Program: Protection of Classified Information*, and DoDM 5200.01, Volume 1/AFMAN 16-1404, Volume 1, *Information Security Program: Overview, Classification, and Declassification*. Finally, POs will serve as or appoint a Security Manager for their event. Key responsibilities:

8.1.1. Determine where classified material will be stored before, during, and after the meeting. (DCC is not equipped for destruction or storage of classified materials).

8.1.2. Establish method to determine attendees for entry/reentry.

8.1.3. Assign a cleared employee to serve as door guard. This person will monitor the entrance to the meeting area so only those individuals on the access list enter the meeting area.

8.1.4. Notify DCC staff before going into classified mode and upon conclusion.

8.1.5. Ensure appropriate actions are taken prior to, during, and at the conclusion of a classified sessions to safeguard and control classified information.

8.2. Prior to Classified Session.

8.2.1. DCC Security Manager will brief event security manager and door guard(s) on responsibilities.

8.2.2. Collect and store all wireless technology devices, e.g., personally owned or government-issued laptops, cell phones, tablets, watches, etc., prior to granting access to room.

8.2.3. Ensure all doors, blinds, and/or shades are closed before classified session begins.

8.2.4. Ensure the highest level of each classified session is appropriately identified to attendees prior to the start of each session.

8.3. During Classified Session.

8.3.1. Ensure attendees are briefed on safeguarding procedures.

8.3.2. Ensure personnel access during classified sessions is limited to those who possess the appropriate security clearance and have a need-to-know.

8.3.3. Ensure the perimeter is controlled with door guard(s) to ensure unauthorized personnel cannot overhear classified discussions or introduce devices that would result in the compromise of classified information.

8.3.4. Ensure escorts are provided for uncleared personnel who are providing services to the meeting or conference (e.g., setting up food or cleaning) when classified presentations and/or discussions are not in session.

8.3.5. Ensure that a cleared employee with a need-to-know remains in the meeting area to secure all classified materials and equipment during breaks or adjournment for meals.

8.3.6. Ensure guard post is not left unattended at any time while classified meeting is in session.

8.3.7. Revalidate all attendees upon reentry from breaks.

8.4. At Conclusion of Classified Session.

8.4.1. Ensure all classified material, to include those requiring destruction, is removed from the facility and properly secured (DCC is not equipped for destruction or storage of classified materials).

8.4.2. Participate in a joint inspection of the room(s) with the DCC staff at the conclusion of the meeting (or at the end of each day of a multi-day event) to ensure all classified materials and equipment are removed.

8.4.3. Report a suspected security incident immediately to a DCC Security Manager.

8.5. Emergency Evacuation Procedures. Evacuate and leave classified materials in place. Upon return, inventory classified materials, and report incident to your organization's security manager.

9. Food and Beverage.

9.1. **Guidelines.** Food and beverages are not permitted in meeting rooms or areas where signs are posted. Food and beverages may be consumed in common areas. Bottled water is permitted in all areas. Serving food and/or beverages with the propensity to stain, such as those containing red, blue, or purple dyes, are prohibited. This reduces maintenance costs which keeps the center operating within its budget.

9.2. **Purpose.** DCC Staff maintains the facility on a limited budget. Balancing guest comfort with the need to protect government resources makes it necessary to impose certain restrictions on the consumption of food and beverages. If the center allowed food and drinks items without limitations, it would be much more difficult (and costly) to maintain the center's appearance.

9.3. **Catering.** DCC utilizes qualified caterers for food and beverage services. These caterers are expected to obtain a food handlers certificate and provide the highest quality professional services at all times. The employees of these caterers must meet required safety and health criteria and have undergone security background checks. Equally important, they must be knowledgeable of and in compliance with DCC maintenance and cleanup procedures.

9.3.1. **Ordering Catering Services.** Contact the DCC Staff for information regarding approved caterers. Due to contractual agreement between POs and caterers, the DCC Staff does not assist with catering setup, refreshing, or cleaning.

9.3.2. **Full-Service Catering.** The caterer's attendant is responsible for setup, periodic food/beverage refreshes, trash removal, breakdown and end-of-day cleanup. The caterer will remain on-site for the duration of the event. The caterer is responsible for ensuring catering setup is maintained in a professional manner.

9.3.3. **Partial-Service Catering.** The caterer's attendant is responsible for setup and periodic food/beverage refreshes. After setup, caterer will exit and return for refreshes, end-of-day cleanup and collection of their supplies. During the event, POs will appoint an individual to perform attendant duties. The PO's attendant is responsible for ensuring catering setup is maintained in a professional manner.

9.3.4. **Self-Catering.** Self-catering is prohibited. If food is served, it must be done by an approved caterer.

9.4. **Outside Food & Beverages.** Outside catering or food for consumption by groups is not permitted, i.e., food cannot be brought into the facility for group consumption in lieu of professional catering (e.g., no boxes of pizza, donuts, coffee, etc.). However, guests may bring outside food into the DCC for their individual consumption only.

9.5. **Food Deliveries.** There will be no deliveries of food items either by store or designated runner.

9.6. **Catering Kitchen.** Only approved caterers will have access to the kitchen to prepare food for events. We are diligent in maintaining a sanitary environment and are unable to accept guests into the catering kitchen.

10. Safety of Personnel. The goal is to provide a safe environment for guests and staff. It is important that everyone conducts activities with full regard for public safety and observe and abide by all applicable regulations to include the center's safety-related procedures. The DCC Staff

reserves the right to make announcements at any time it deems such announcements to be in the interest of public safety.

10.1. **First Aid.** DCC provides a first aid kit at the Reception Desk. Additionally, there is an Automated External Defibrillator (AED) at the Reception Desk.

10.2. **Safety Assessment.** During the pre-planning of certain events, the DCC Staff will request a safety assessment (Fire Department, Safety Office, etc.) based on event requirements.

10.3. **Egress Requirements.** Exit doors may not be blocked. Access to stairwells, doorways, pull stations, wall/ceiling mounted emergency strobe lights, fire extinguishers, house lighting controls, electrical panels, etc., and restrooms must remain unobstructed. Easels, trash cans, chairs, tables, etc., shall not be placed in front of any posted exit door. Displays or signage shall not be installed in a manner that obscures the vision of required exit signs nor obstructs access to required emergency exits. Aisles shall be maintained free of obstructions at all times.

10.4. **Fire Extinguishers.** Fire extinguishers are located throughout the facility and are quality checked by DCC Staff and a third-party inspector on a regular basis.

10.5. **Security Cameras.** The DCC has security cameras inside and outside of the building. These cameras are part of our efforts to ensure the safety of our guests.

11. Protection of Minors. The DCC is not an appropriate environment for minors. This instruction states DCC rules with respect to minors and children presence at the center. For purposes of this instruction, difficulty or inability in arranging childcare does not constitute an emergency.

11.1. **Definition.** As used in this instruction, the terms “minor” and “children” are defined as any individual who has not reached the age of 18.

11.2. **Guidelines.** Guests are prohibited from bringing minors into the center during working hours, unless they are part of an approved program or activity with permission granted by the Installation Commander or DCC Director. The center may not be used for unsupervised childcare. Children left in the DCC without adult supervision will be reported to the proper authorities. Guests must consider legal liability, issues of safety, classified or sensitive events, disruption of operations, and distraction to other guests posed by the presence of minors.

12. Animals. Pets are not allowed at the DCC; however, service animals are welcome. DCC follows Americans with Disabilities Act (ADA) guidelines regarding service animals, which are defined as any guide dog, signal dog, or other animal individually trained to assist an individual with a disability. To avoid confusion, we ask that service animals wear identifying harnesses or collars. If the service animal does not have identifying harnesses or collars, staff may request to see the service animal’s license or registration. The care or supervision of a service animal is solely the responsibility of his or her owner. DCC does not provide care, food, or special locations for service animals.

13. Tobacco Use. The DCC is a tobacco-free and non-smoking facility in accordance with AFI 48-104, *Tobacco Free Living*. Smoking and the use of electronic cigarettes (e-cigarettes or vaping) are prohibited within the facility. Tobacco products include all products that may be configured to deliver nicotine, including but not limited to: cigars; cigarettes; electronic cigarettes (e-cigarettes); stem pipes; water pipes; hookahs; vaporizers; smokeless products that are chewed,

dipped, sniffed, or “vaped”; and any other nicotine delivery system. Contact the DCC Staff for location of designated tobacco use area.

14. Loaning Equipment & Supplies. The equipment, furniture, and supplies under the supervision and control of the DCC Staff are for conference center use and should not be removed from the facility. Loaning items outside of the facility is contrary to center’s primary mission of delivering world-class support and ensuring the flawless execution of events. The fluid nature of the center's operation dictate that equipment, furniture, and supplies be readily available at a moment’s notice. Event dynamics, to include personnel attending, rapidly changes and, as a result, DCC Staff needs to be ready to support with in-house resources.

15. Lost and Found. Items found and turned in to DCC Staff will be held for 30 days. After 30 days, items will be disposed of. For inquiries regarding lost items, contact the Reception Desk at (813) 828-1590. The DCC is not responsible for damage or loss of property.

16. Facility.

16.1. Room Occupancy. Meeting room maximum occupancy is determined by the Base Fire Chief. Meeting room occupancy signs are on display for each meeting room. POs shall not allow attendance at their event to exceed the posted capacity of the meeting room. DCC Staff will not add additional seating to any room that has reached the posted capacity.

16.2. Maintenance. The center will reserve one (1) week every other month (January, March, May, July, September and November) and one (1) day of the opposite months (February, April, June, August, October, and December) for contractual obligations dealing with A/V equipment repairs and enhancements, preventive maintenance inspections, staff training, and equipment inventory. Maintenance efforts also include facility repairs and cleaning. During this time, customers will be able to submit scheduling requests for future events.

16.3. Facility Damage. Any damage to the center will immediately be reported to the DCC Staff. The staff will visually inspect damages to the building or its contents to determine whether it’s event-related. If any damage, other than normal wear and tear, has occurred related to the activities of an event (this includes damage caused by attendees), the PO will be notified. Once the cost of repair or replacement has been determined, the PO or responsible party will be contacted for resolution.

16.4. Building Furniture. Facility property (i.e., furniture, artwork, decorative plants, etc.) shall not be moved or relocated by POs (or their guests). Relocation of any item(s) must be approved by the DCC Director.

16.5. Retractable/Moveable Walls. DCC has moveable walls in our meeting rooms. The walls separate meeting spaces into a desired configuration. Unless there is immediate and substantial danger to life, limb, or property, only DCC Staff will operate retractable/moveable walls.

16.6. On-Site Storage. Due to limited space, no on-site storage is available. Empty boxes, cartons, packing materials, etc., must be removed from the facility.

16.7. Custodial Services. DCC custodial services are performed by contracted personnel. POs or guests cannot assign tasks to custodial personnel as this would violate the provisions of the contract. Neither the DCC nor POs (and their guests) have the authority to contractually bind the government for additional services (see paragraphs [3.3.4](#) and [3.3.5](#)).

16.7.1. Cleaning Schedule. Restrooms and meeting rooms in the center are cleaned daily. Custodial services will post closed signs when cleaning restrooms and place wet floor signs when mopping floors. Meeting rooms are left unlocked for evening cleaning services.

16.7.2. Custodial Closets. Guests shall not enter or remove items from custodial closets without DCC Staff approval.

16.8. Facility Access.

16.8.1. Front Drive. The front drive is an access lane for the fire department. It may be used for guest drop-off only. At no time will vehicles be left unattended.

16.8.2. Service Drive. The service drive is for loading/unloading, emergency, maintenance/ service and catering vehicles only. Use of the service drive for loading and unloading is limited to 30 minutes only.

16.9. **Common Areas:** Common areas are shared spaces for use by guests participating in events at the center. Since multiple events take place simultaneously, exclusive use of a common area by any single event is not permitted. Individuals or organizations not participating in events may not use DCC common areas.

16.9.1. Tech Center. There are computers and phones available on a first-come, first-serve basis to guests attending events. DoD computer systems, including all related equipment, networks, and network devices (specifically including internet access) are provided only for authorized U.S. Government use.

16.9.2. Grand Foyer and Terrace. These are shared spaces designed for the exclusive use of in-house events.

16.9.3. Vending Room. Vending machines available on the first floor for guest use. Vending products include carbonated beverages, non-carbonated drinks, and snacks. Machines accept coins, United States dollar (USD), credit and debit cards. Also available is a guest-designated refrigerator to store food and beverage items. Microwave ovens are also available for use.

16.10. **Restricted Areas.** These areas of the conference center are off limits to all persons except those authorized.

16.10.1. Admin Area. This area is reserved for DCC Staff use only.

16.10.2. A/V Control Rooms. A/V control rooms are for DCC Staff use only.

16.10.3. Comm Rooms. Comm rooms must remain secured at all times. Access to Comm rooms is restricted to authorized personnel. DCC Staff will control access to Comm rooms using an Entry Authorization List (EAL). The DCC Director (or designated representative) must approve EALs. Comm rooms will not be used for storage, nor will doors be left unlocked, propped open or left unattended.

16.10.3.1. Access for Non-DCC Technicians. Pre-coordinate access with DCC Staff. EALs will be used for identification verification/vetting. Personnel requiring access will present a valid ID. Organizations must maintain/update and submit their respective EALs to the DCC (EALs will be updated as personnel change). Individuals not listed on EALs will not be granted access to DCC Comm rooms. DCC Staff will not permanently issue keys.

16.10.3.2. Access for 6 CS Technicians. 6 CS work centers (Client Services, Infrastructure, Cable Maintenance, etc.) have unescorted access in accordance with *Engineering Technical Letter, Communications and Information System Criteria for Air Force Facilities*. Pre-coordinate access with DCC Staff. If identification cannot be validated, contact 6 CS Comm Focal Point for verification/vetting.

16.10.4. Kitchen. Only approved caterers and the DCC Staff will have access to the kitchen.

17. Emergency Management.

17.1. **Definition.** DCC defines an emergency situation as any incident or situation that affects the safety or security of building occupants, disrupts the normal facility operation and/or could cause damage/destruction to the center.

17.2. **Emergency Notifications.** The DCC Staff receives emergency notifications from the 6 ARW Command Post. The DCC Staff reserves the right to make announcements at any time it deems necessary to alert guests of an emergency situation.

17.3. **Type of Emergencies:** Medical, Fire, Severe Weather, Active Shooter/Lockdown, and Bomb Threat/Suspicious Packages.

17.4. **Shelter-in-Place.** The Auditorium is the designated shelter-in-place location for the center. The room has adequate space and is set up with a telephone, computer, and cable TV.

17.5. **Emergency Management Brief.** DCC Staff will provide an admin brief of facility emergency procedures at the start of the event. In the case of an emergency, the DCC Director (or designated representative) will inform all POs of the emergency and provide directions.

17.6. **Disruption of Operations.** Conditions requiring emergency management procedures include fire, bomb threats, lockdowns, and active shooter situations. Additionally, severe weather (hurricanes, tornados, severe storms, flooding), medical emergencies, or other emergency conditions (utility outages, plane crash, hazardous materials spill) may arise that could require the use of emergency management procedures. The DCC Director may cancel operations when conditions exist which threaten the safety of attendees.

17.6.1. DCC Staff shall be responsible for communications and coordination with external emergency response services (Police, Fire Department, Explosive Ordnance Disposal, etc.).

17.6.2. The Installation Commander, through either the Crisis Action Team or Emergency Operations Center, will determine when to cease DCC operations due to severe weather or other emergency conditions. When events are canceled due to emergencies, DCC Staff will notify POs, and they will be responsible for locating an alternate venue.

17.7. **Staff Training.** DCC Staff will conduct emergency preparedness training and drills periodically to ensure an effective response for the safety of its guests and preservation of the facility. Topics covered in this training include procedures for responding to a variety of emergency situations at the DCC, identification and assignment of personnel to various tasks, and coordination of emergency responses with base health and safety agencies.

18. Receptions.

18.1. **Official.** Receptions approved by the Secretary of Defense, Secretary of the Military Department, or the Chairman of the Joint Chiefs of Staff where appropriated funds for official representation purposes are authorized in accordance with DoDI 7250.13, *Use of Appropriated Funds for Official Representation Purpose*.

18.2. **Unofficial.** Receptions in connection with retirement/promotion for DoD personnel, change of command ceremonies, etc., where expenses related to the reception are considered personal expenses (honoree bears the costs for the event). These events are personal, social, and unofficial.

18.3. **Approval Authority.** The Installation Commander (or designated representative) is the approval authority for receptions held at the DCC. Receptions must be consistent with the intent outlined in [paragraph 1](#).

18.4. **Operating Procedures.** Receptions may not interfere with mission-essential events and: 1) cannot reflect adversely on the Air Force; 2) must be held in the Grand Foyer; and 3) must not create an additional cost to 6 ARW. Additionally, receptions cannot be held in conjunction with classified or other critically-sensitive events. Food and beverages for receptions must be provided by an approved caterer.

18.5. **Approval Process.** POs (retiree/promotee for retirement/promotion receptions) requesting a reception will follow the procedures below.

18.5.1. POs will notify DCC Staff when requesting a reception. DCC staff will provide reception request package to PO.

18.5.2. POs will submit their completed reception request to the Installation Commander through the DCC Staff no later than 30 days prior to the start of their event. Since there is a review process which involves more than one (1) agency, it is essential that POs submit their request on time (30 days prior to start); otherwise, they jeopardize not having a decision prior to the start of their event. DCC staff will process reception requests upon receipt. POs should not assume approval of the request; therefore, they should develop an alternate plan.

18.5.3. All requests for receptions require a legal review by the 6 ARW/JA prior to submission to the Installation Commander.

18.5.4. POs should contact the DCC Staff regarding the status of their request.

18.5.5. DCC Staff will notify POs once the Installation Commander reaches a final decision.

18.6. **Financial Liability.** Requester must bear any additional costs associated with their reception (e.g., damages, DCC contractor overtime, custodial services, etc.). Approved funding source must be identified and submitted along with reception request.

18.7. **Financial Cost for Use.** Since the DCC is a civilian and contractor-operated facility, there are monetary penalties associated with overtime compensation. POs do not have the authority to extend the DCC duty day beyond 1630 without an approved funding request. Additionally, DCC contracted support to include custodial services is provided Monday

through Friday, 0730-1630. Any support beyond this period must be contracted 30 days prior to event start.

19. Alcohol Guidelines. No alcohol is permitted inside the DCC without prior written consent by the Installation Commander (or designated representative).

19.1. **The intent of this instruction is:** (1) to ensure the DCC is not subject to becoming an unprofessional or hostile work environment when permission is granted to sell, serve, and/or consume alcohol, and (2) to ensure bystanders are not negatively affected when permission is granted to sell, serve, and/or consume alcoholic beverages within the DCC or on its grounds. It supplements AFI 34-219, *Alcoholic Beverage Program*.

19.2. **If approved by the Installation Commander, alcoholic beverages may be served and consumed at the DCC only if they are sold and dispensed by an authorized 6 FSS activity who is required to conduct Dram Shop Theory training for liability coverage.** 6 FSS programs are the primary providers of alcoholic beverages for on-premises consumption. No other installation organization or Non-Federal entity is permitted to sell alcoholic beverages unless contracted through 6 FSS.

19.3. **Approval Authority.** The Installation Commander (or designated representative) is the approval authority for a request to procure, sell, serve, and/or consume alcoholic beverages within the DCC or on its grounds.

19.4. **Approval Process.** POs requesting approval will follow the procedures below:

19.4.1. POs will notify DCC Staff. DCC Staff will provide required paperwork to POs.

19.4.2. POs will submit their completed request to the Installation Commander through the DCC Staff no later than 30 days prior to the start of their event. Since there is a review process which involves more than one agency, it is essential that POs submit their request on time (30 days prior to start); otherwise, they jeopardize not having a decision prior to the start of their event. DCC Staff will process requests upon receipt. POs should not assume approval of the request; therefore, they should develop an alternate plan.

19.4.3. All requests require a legal review by the 6 ARW/JA prior to submission to the Installation Commander.

19.4.4. POs should contact the DCC Staff regarding the status of their request.

19.4.5. DCC Staff will notify POs once the Installation Commander reaches a final decision.

19.5. **Financial Liability.** Requester must bear any additional costs associated with their use of alcohol (e.g., damages, DCC contractor overtime, custodial services, etc.). Approved funding source must be identified and submitted along with reception request.

19.6. **Financial Cost for Use.** Since the DCC is a civilian and contractor-operated facility, there are monetary penalties associated with overtime compensation. POs do not have the authority to extend the DCC duty day beyond 1630 without an approved funding request. Additionally, DCC contracted support to include custodial services is provided Monday through Friday, 0730-1630. Any support beyond this period must be contracted 30 days prior to event start.

20. Waiver Process.

20.1. **Definition.** A waiver request is a formal process by which an authorized approval authority reviews exceptional circumstances and determines the merit of the waiver. Waivers are rare and submitters must provide sufficient mitigating circumstances to clearly justify their request.

20.2. **Waiver Authority.** The waiver authority for this instruction is the Installation Commander (or designated representative). The Installation Commander has the authority to approve exceptions to this instruction that are consistent with the intent outlined in [paragraph 1](#).

20.3. **Who May Submit.** Waivers are limited to Priority 1 customers or other high-level events as determined by the Installation Commander (or designated representative).

20.4. Approval Process.

20.4.1. Priority 1 customers wanting to request a waiver will notify DCC Staff.

20.4.2. POs requesting a waiver will submit a signed request from their respective organization's Chief/Director of Staff or their deputy (DCC Staff will provide waiver template to PO).

20.4.3. Based on the nature of some requests, a review by 6 ARW/JA will be necessary prior to submitting to the Installation Commander. Attach any supporting documentation needed for a formal review by 6 ARW/JA.

20.4.4. POs will submit their completed request to the Installation Commander through the DCC Staff no later than 30 days prior to the start of an event. Since there is a review process which involves more than one agency, it is essential that POs submit their requests on time (30 days prior to start); otherwise, they jeopardize not having a decision prior to the start of their event. DCC Staff will process requests upon receipt. POs should not assume the approval of a waiver; therefore, they should develop an alternate plan which complies with this instruction as written.

20.4.5. POs should contact DCC Staff regarding the status of their request.

20.4.6. DCC Staff will notify POs once the Installation Commander reaches a final decision.

20.5. **Financial Liability.** Requester must bear any additional costs associated with their waiver (e.g., damages, DCC contractor overtime, custodial services, etc.). Approved funding source must be identified and submitted along with waiver request.

20.6. **Financial Cost for Use.** Since the DCC is a civilian and contractor-operated facility, there are monetary penalties associated with overtime compensation. POs do not have the authority to extend the DCC duty day beyond 1630 without an approved funding request. Additionally, DCC contracted support to include custodial services is provided Monday through Friday, 0730-1630. Any support beyond this period must be contracted 30 days prior to event start.

21. Emergencies or Other Contingencies. In the event of an emergency or other critical situation, the Installation Commander delegates to the DCC Director the authority to authorize general exceptions to this instruction by temporarily rescinding, suspending, or otherwise

amending operations. In the event of a temporary rescission, suspension, or amendment of operations, the DCC Director will inform affected parties of the nature and duration of the action.

ADAM D. BINGHAM, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 16-1404, *Information Security Program: Overview, Classification, and Declassification*, 6 April 2022

AFI 48-104, *Tobacco Free Living*, 11 July 2019

DAFPD 90-1, *Policy, Publications, and DoD Issuance Management*, 7 March 2018

DoD 5500.07-R, *Joint Ethics Regulation (JER)*, Change 7, 17 November 2011

AFI 34-223, *Private Organizations Program*, 13 December 2018

MAFBI 31-116, *Motor Vehicle Traffic Supervision*, 6 December 2017

DoDM 5200.01, Volume 3, *DoD Information Security Program: Protection of Classified Information*, 28 July 2020

DoDI 7250.13, *Use of Appropriated Funds for Official Representation Purpose*, 27 September 2017

AFI 34-219, *Alcoholic Beverage Program*, 30 April 2019

AFI 36-2710, *Equal Opportunity Program*, 18 June 2020

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

DAFMAN 90-161, *Publishing Processes and Procedures*, 15 April 2022

Prescribed Forms

None

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

DD Form 448, *Military Interdepartmental Purchase Request*

AF Form 9, *Request for Purchase*

Abbreviations and Acronyms

6 ARW—6th Air Refueling Wing

6 ARW/JA—6th Air Refueling Wing Judge Advocate Office

6 CONS—6th Contracting Squadron

6 CS/DCC—6th Communications Squadron, Davis Conference Center

6 CPTS—6th Comptroller Squadron

6 FSS—6th Force Support Squadron

927 ARW—927th Air Refueling Wing

ADA—Americans with Disability Act
AED—Automated External Defibrillator
AF—Air Force
AFB—Air Force Base
AFI—Air Force Instruction
AFMAN—Air Force Manual
AFPD—Air Force Policy Directive
AFRIMS—Air Force Records Information Management System
AMC—Air Mobility Command
AV—Audiovisual
CAT—Crisis Action Team
CC—Commander
COR—Contracting Officer Representative
DoD—Department of Defense
DV—Distinguished Visitor
EAL—Entry Authorization List
GO—General Officer
GPC—Government Purchase Card
IT—Information Technology
JER—Joint Ethics Regulation
MIPR—Military Interdepartmental Purchase Request
NFE—Non-Federal Entities
OPR—Office of Primary Responsibility
PII—Personally Identifiable Information
PO—Project Officer
POA—Project Office Agreement
POC—Point of Contact
RDS—Records Disposition Schedule
SES—Senior Executive Service
SIP—Shelter-In-Place
SIPRNET—Secret Internet Protocol Router Network
USAFA—United States Air Force Academy

USCGA—United States Coast Guard Academy

USMMA—United States Merchant Marine Academy

USMA—United States Military Academy

USNA—United States Naval Academy

USCENTCOM—United States Central Command

USSOCOM—United States Special Operations Command

VTC—Video Teleconference