

Administrative Changes to USAFAI32-9001, *PREPARATION AND USE OF USAFA FORM 117, REQUEST FOR SHORT-TERM FACILITY USE*

All references to 10 CES office symbols have changed for 10 CES offices have changed for OPR, Certified by, and in paragraphs 1.2. and 1.3. 14 April 2016

OPR: 10 CES/CEIA. 14 April 2016

Certified by: 10 CES/CC (Lt Col Jose Rivera-Hernandez). 14 April 2016

10 CES/CECR in paragraphs 1.2. and 1.3. are now 10 CES/CEIA. 14 April 2016

**BY ORDER OF THE
SUPERINTENDENT**

**HQ UNITED STATES AIR FORCE ACADEMY
INSTRUCTION 32-9001**



**14 MARCH 2008
Certified Current, 16 March 2012
Civil Engineering**

**PREPARATION AND USE OF USAFA FORM
117, REQUEST FOR SHORT-TERM
FACILITY USE**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 10 CES/CEPDE

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This instruction implements Air Force Policy Directive (AFPD) 32-90, *Real Property Asset Management* and references Air Force Instruction (AFI) 32-9003, *Granting Temporary Use of Air Force Real Property*. This instruction identifies procedures for completing USAFA Form 117, *Request for Short-Term Facility Use*. This instruction applies to all United States Air Force Academy (USAFA) personnel. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123 (will convert to AFMAN 33-363), *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil>.

1. Use of Athletic Fields, Cadet Gym, and Cadet Field House is managed by the Athletics Event Management (HQ USAFA/ADSU). Additional guidance on special event requests for USAFA athletic fields and facilities can be found in USAFAI 36-3514, *Using the Cadet Gymnasium, Cadet Field House, Falcon Athletic Center, Falcon Stadium and Athletic Fields*. The Falcon Stadium Manager (HQ USAFA/ADSSS) is responsible for the Stadium Pressbox events. HQ USAFA/AD staff provides initial screening of Stadium Pressbox, athletic fields, and athletic facilities only, prior to having requestors complete USAFA Form 117. Unless a support agreement is in place, events requested by an outside agency must go through the event approval process. The USAFA trail system and USAFA roadways are managed by the 10 ABW.

1.1. Approved Events: Once a final approval is given by the USAFA Events Approval Committee, a number is assigned to the request USAFA Form 117 IAW USAFAI 36-3525, *USAFA Event Approval*.

1.2. Approved requests are sent by event POC to Real Property (10 CES/CECR) to complete a Facility Use License agreement at least 30 days prior to the event, along with the proof of liability insurance required for each event. If unable to meet the 30-day requirement, prior coordination is required.

1.3. If the event has costs associated, the event POC will send 10 CES/CECR an invoice, which will be routed to CE Finance, who will bill the event POC for Civil Engineer reimbursables. These costs may then be billed to users IAW AFI 32-9003.

2. Forms (Adopted and Prescribed).

2.1. Adopted Forms: AF Form 847, *Recommendation for Change of Publication*.

2.2. Prescribed Forms: USAFA Form 117, *Request for Short-Term Facility Use*.

DEBORAH A. McMURTREY, Lt Col, USAF
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