

**BY ORDER OF THE
SUPERINTENDENT**

**HQ UNITED STATES AIR FORCE
ACADEMY INSTRUCTION 36-3514**

9 FEBRUARY 2022

Personnel

**USE OF ATHLETIC DEPARTMENT
FACILITIES AND ATHLETIC FIELDS**



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This instruction implements Air Force Policy Directive (AFPD) 36-35, *United States Air Force Academy*. This publication controls the use of the Cadet Gymnasium, Cadet Field House, Falcon and Holaday Athletic Centers, Falcon Stadium, combatives compound and cadet athletic fields. It applies to all military and Department of Defense (DoD) civilian personnel with valid identification cards and their dependents, contract employees, and non-DoD special groups. **Chapter 1** of this publication applies to Air Force Reserve Command (AFRC) units. It does not apply to the Air National Guard (ANG) or Civil Air Patrol. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*. The authorities to waive requirements in this publication are identified with a Tier 3 (T-3) number following the compliance statement. See DAFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority. The waiver authority for non-tiered requirements in this publication is the Executive Director of Athletics (USAFA/AD). Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System.

SUMMARY OF CHANGES

This document has been revised and must be completely reviewed. Major changes include the addition of the USAF Combatives Center of Excellence and the Combatives Compound, updates to the Air Force Academy Athletics Corporation (AFAAC) program and events guidance, and organizational updates throughout this publication.

| | |
|--|-----------|
| Chapter 1—USE OF THE ATHLETIC DEPARTMENT FACILITIES | 4 |
| 1.1. General..... | 4 |
| 1.2. Primary Mission Use. | 4 |
| 1.3. Additional Authorized Users. | 4 |
| 1.4. Recreational Use. | 4 |
| 1.5. Compliance. | 5 |
| 1.6. Facility Scheduling. | 6 |
| 1.7. Falcon Stadium Press Box. | 6 |
| 1.8. Practice Policy for Athletic Fields, Cadet Gym, HAC, and Cadet Field House. | 6 |
| Chapter 2—FACILITY OPERATIONS | 7 |
| 2.1. Responsibilities for Administering and Managing Cadet Area Athletic Facilities. . | 7 |
| 2.2. Facility Management. | 7 |
| 2.3. Operating Hours..... | 7 |
| 2.4. Denying Entry..... | 7 |
| 2.5. Special Access Areas. | 7 |
| 2.6. Facility Use During Non-Duty Hours..... | 8 |
| 2.7. Authorized Users Are Required To: | 8 |
| 2.8. Authorized Users May Not: | 8 |
| Chapter 3—FACILITY SECURITY | 10 |
| 3.1. General..... | 10 |
| 3.2. Proximity Lock Policy – Cadet Area Athletic Facility Exterior Doors. | 10 |
| 3.3. Proximity (CAC) Gates and Swing Gates Policy. | 11 |
| 3.4. Event Security..... | 13 |
| Table 3.1. Credential Application Approval Authority. | 14 |
| Table 3.2. VIP All-Sports Credentials. | 14 |
| 3.5. Rifle Range. | 15 |

| | |
|---|-----------|
| Chapter 4—FACILITY SAFETY | 16 |
| 4.1. General..... | 16 |
| 4.2. Facility Evacuation Procedures..... | 16 |
| 4.3. Multipurpose Area Track Level – Emergency Response Procedures..... | 16 |
| 4.4. Swimming Pool Safety. | 16 |
| Chapter 5—SPECIAL EVENT USAGE PROCESS | 17 |
| 5.1. Special Events Usage Process..... | 17 |
| Chapter 6—LOCKER ROOM INSPECTION PROCEDURES FOR CADET ICE ARENA | 19 |
| 6.1. Facilities Usage Inspection Form..... | 19 |
| 6.2. Receiving Cipher Lock Code or Key..... | 19 |
| 6.3. Random Inspections..... | 19 |
| 6.4. Responsibility of Locker Room. | 19 |
| 6.5. Post-Inspection and Damage Procedures..... | 19 |
| Attachment 3—PROXIMITY LOCK LEGEND | 27 |
| Attachment 4—GATE LEGEND | 28 |
| Attachment 5—SAMPLE – CREDENTIAL LETTER TO UNIT COMMANDERS | 29 |

Chapter 1

USE OF THE ATHLETIC DEPARTMENT FACILITIES

1.1. General. The Cadet Gymnasium (to include cadet fitness center), Cadet Field House, Falcon Athletic Center (FAC), Holaday Athletic Centers (HAC), Combatives Compound, Falcon Stadium, and cadet athletic field complex are funded to support cadet activities. The Directorate of Athletics (USAFA/AD) hosts, on average, 300 direct-mission and special events annually in the athletic facilities.

1.2. Primary Mission Use. The following programs are listed in priority order for the purpose of facility scheduling and use.

- 1.2.1. Cadet Physical Education (PE) classes and official fitness testing (AFT, PFT).
- 1.2.2. Cadet intercollegiate program (priority primary, secondary, and off-season).
- 1.2.3. Cadet intramural program.
- 1.2.4. Cadet fitness training.
- 1.2.5. Academy Special Events and Sports Camps.
- 1.2.6. Cadet Athletic Clubs.
- 1.2.7. Other USAFA organizations.
- 1.2.8. Other Government Agencies as outlined in [Paragraph 1.3.5](#).

1.3. Additional Authorized Users. Listed below are the categories which outline the authorized users for the cadet athletic facilities. All users must be able to provide a valid Department of Defense (DoD) identification card at all times.

- 1.3.1. Category A, Military Personnel (includes active duty, guard, reserve, and retirees). Individuals may bring a maximum of one guest who must be escorted by the sponsor and participate in the same activity as the sponsor (racquetball, tennis, etc.).
- 1.3.2. Category B, DoD Civilian Personnel (includes DoD Civilian retirees). Individuals may bring a maximum of one guest who must be escorted by the sponsor and participate in the same activity as the sponsor.
- 1.3.3. Category C, Dependents of Categories A and B. Dependents under 16 must be escorted by their sponsor at all times. Dependents (16 years or older) may use facilities unescorted by their sponsor and may bring a maximum of one guest (16 years or older) who must participate in the same activity as the dependent sponsor.
- 1.3.4. Category D, Contractor Personnel Assigned to the *United States Air Force Academy (USAFA) only*.
- 1.3.5. Category E, Other Government Agencies. Government agencies other than the Department of Defense (Federal Bureau of Investigation (FBI), local Fire Departments, local Law Enforcement, etc.) may request the use of facilities to conduct testing or training through coordination with USAFA/AD Events Management section.

1.4. Recreational Use. Recreational use of the cadet athletic facilities is on a first-come, first-served basis only as stated in this instruction. Use of these facilities for recreational purposes by

personnel other than cadets is a privilege, not an entitlement. All posted recreational times will be adhered to. The Community Center Fitness Center, run by the 10th Force Support Squadron (10 FSS), is the Morale, Welfare, and Recreation facility for USAFA.

1.4.1. Areas Designated for Recreational Use while not in use for Physical Education classes or fitness testing.

1.4.1.1. Natatorium Pool and Water Polo Pool.

1.4.1.1.1. The Natatorium Pool and the Water Polo Pool are available for recreational use to all personnel listed in **Chapter 1**, Paragraphs **1.2.1** through **1.2.6** on weekdays during posted hours and cadets only on weekends. In order to comply with Air Force policy, the pools are open only when lifeguards are present for duty.

1.4.1.1.2. All authorized personnel identified in Categories A through D above, including cadets, must show a valid DoD ID card to the lifeguard when requested. Personnel identified in **Paragraph 1.2**, above as Category E, must show an approved facility use license or letter of approval.

1.4.1.1.3. Cadets are the only authorized users of the pool facilities when participating in physical education classes with an instructor present. Intercollegiate athletes who are participating in rehabilitation, water polo, swimming or diving practice, and scuba classes are only authorized to do so when coaches or trainers are present.

1.4.1.2. Cadet Fitness Center, aerobics/dance fitness room, and spin room.

1.4.1.3. Racquetball and handball courts.

1.4.1.4. Center and East gymnasium for basketball and volleyball.

1.4.1.5. Ice hockey arena for recreational skating.

1.4.1.6. West outdoor tennis courts and indoor tennis courts.

1.4.1.7. Indoor Multipurpose Area. **Note:** Use of this area is off-limits during any intercollegiate event (basketball games, hockey, etc.) or intercollegiate practice on the all-purpose area.

1.4.1.8. Holaday Athletic Center (HAC), Monday-Friday, 1130-1300. All other times must be coordinated with USAFA/AD Events Management for de-confliction with other Athletic Department activities.

1.5. Compliance. Unauthorized users will be asked to leave the facility by Directorate of Athletics' (USAFA/AD) representatives, 10th Civil Engineer Squadron (Cadet Support Services) Facility Support personnel and/or 10th Security Forces (10 SFS) officials. The Cadet Support Services Facility Support personnel will conduct random checks throughout all the cadet athletic area facilities. ID checks will be routinely done during recreational hours weekdays, weekends, and holidays. A monthly report on facility user violations will be provided to USAFA/ADV the first workday of each month by the facilities contractor.

1.5.1. Areas ***Not Authorized for Recreational Use.***

1.5.1.1. Wrestling room.

1.5.1.2. Gymnastics area (West Gymnasium).

- 1.5.1.3. Intercollegiate weight rooms (Cadet Gymnasium and Falcon Athletic Center).
- 1.5.1.4. Combatives (includes facilities in Jacks Valley Combatives Compound and rooms in the Cadet Gymnasium).
- 1.5.1.5. Boxing rooms.
- 1.5.1.6. Indoor rifle range. Security procedures for the indoor range are outlined in AD Operating Instruction (OI) 31-101, *Intercollegiate Rifle Range Security and Operations*.
- 1.5.1.7. Intercollegiate Soccer Stadium.
- 1.5.1.8. Intercollegiate Baseball Stadium.
- 1.5.1.9. Falcon Stadium.
- 1.5.1.10. Intercollegiate Lacrosse/Football Practice Field.
 - 1.5.1.10.1. ADP can schedule Basic Cadet Training Field Day Events, PE classes, Intramural/Extramural Championships, Reconditioning Program and Aerobic Fitness Tests (AFT) on the practice fields as varsity schedules allow.
 - 1.5.1.10.2. All other recreational use (including Cadet Clubs) is by exception only and must be requested and scheduled through USAFA/ADVU, Events Management.
- 1.5.1.11. Outdoor Intercollegiate Tennis Courts (East side courts).
- 1.5.1.12. Clune Arena.
- 1.5.1.13. Athletic Reconditioning Weight Room.
- 1.5.1.14. Human Performance Lab.

1.6. Facility Scheduling. The Directorate of Athletics' Events Management Office (USAFA/ADVU) is the OPR for all facility scheduling for the Cadet Area athletic facilities to include the Holaday Athletic Center. Air Force Academy Athletic Corporation (AFAAC) Stadium Management is responsible for the scheduling of all activities held in Falcon Stadium and the Falcon Stadium Press Box. The USAF Combatives Program, Center of Excellence (USAFA/ADPC) is responsible for the scheduling and access for activities held in the combatives facilities located in Jacks Valley.

1.7. Falcon Stadium Press Box. Use of the Falcon Stadium Press Box is managed through the AFAAC Falcon Stadium Facility Manager. Press Box policies and rental rates can be obtained by contacting the Stadium Manager at 719-333-1151/4924.

1.8. Practice Policy for Athletic Fields, Cadet Gym, HAC, and Cadet Field House. All Athletic Department facilities are reserved for Cadet-sponsored activities. Practices by an outside group sponsored by DoD ID cardholders or special event groups are not authorized at any time. The exception is an approved revenue generating practice/event that is coordinated and managed through the AFAAC Special Events office. All AFAAC Special Events requests must be coordinated through USAFA/ADVU. Issues such as upcoming IC scheduled events, and IC practice/facility usage must be coordinated and taken into account before approval is granted. All AFAAC Special Events practices must have an Athletic Department POC on site during all approved/authorized practices. The Executive Director of Athletics (USG employee or designated USG appointee) is the approval authority for any further exceptions to this policy.

Chapter 2

FACILITY OPERATIONS

2.1. Responsibilities for Administering and Managing Cadet Area Athletic Facilities. The Executive Director of Athletics determines who may use the facilities. Authority for exceptions (other than cadets) is based on availability, amount of use, control, and benefit to the USAFA. The Executive Director of Athletics, through the Vice Director of Athletics (USAFA/ADV), USAFA/ADVU and Cadet Support Services Facility Support will conduct the following actions:

2.1.1. Support the athletic facilities and staff for daily mission requirements.

2.1.2. Issue and control all authorized athletic supplies and equipment.

2.2. Facility Management. Management of the cadet athletic facilities and fields is performed by the Cadet Support Services Facility Support personnel. Day-to-day guidance is provided to the Service Provider by USAFA/ADV in accordance with the requirements of the government contract.

2.3. Operating Hours. Operating hours for the Cadet Gymnasium, Cadet Field House, FAC, HAC, and Combatives facilities are determined by the Executive Director of Athletics, through the USAFA/ADV and Events Management, and can be found on the Directorate of Athletics website, www.goairforcefalcons.com. The Cadet Support Services Facility Support personnel will post the scheduled hours of operation in a prominent place in each facility. **Note:** All Cadet Field House facilities are to remain closed during any intercollegiate events (basketball games, hockey, etc.) with exceptions based on pre-approved special events.

2.4. Denying Entry. Directorate of Athletics' and Cadet Support Services Facility Support personnel may deny admission to users who cannot show a proper DoD ID card, contractor badge, or approved USAFA facility use license agreement and/or AFAAC Facilities Use Contract and do not follow the rules posted for facility use. Individuals or organizations who do not comply with this instruction are subject to loss of their privilege to use the cadet area athletic facilities.

2.5. Special Access Areas. The following policies apply to the special access areas located within the Cadet Area athletic facilities.

2.5.1. Clune Arena, Cadet Ice Arena, and Multipurpose Area lights may be turned on only by authorized Cadet Support Services Facility Support and Directorate of Athletics'/AFAAC personnel for scheduled classes, practices, and games.

2.5.2. The netting in the Multipurpose Area is key controlled by USAFA/ADVU and the Cadet Support Services Facility Support personnel. Only designated coaches and PE staff members can operate the net. The USAFA/ADV approves the authorization for access.

2.5.3. All catwalk access will be locked at all times and is only accessible by Cadet Support Services Facility Support and authorized Directorate of Athletics' personnel. Catwalk access is restricted during intercollegiate events. Elevators with catwalk access will be locked and monitored by Cadet Support Services Facility Support personnel before and after normal hours of operation during the week and on weekends and holidays.

2.5.4. Procedures for obtaining access to the Falcon Stadium Press Box roof are located in USAFA Plan 10-34, *Home Football Game Operations*, Paragraph 3.2.1.2.20.

2.6. Facility Use During Non-Duty Hours.

2.6.1. All requests for facility use beyond normal operating hours will be made through the USAFA/ADVU scheduler and coordinated with the Cadet Support Services Facility Support staff to ensure proper support is provided. Cadets are not authorized to request use of the facility beyond the normal operating hours.

2.6.2. Twenty-four hour access to the cadet athletic area facilities is managed by the Associate Athletic Director for Facilities (USAFA/ADVF). Because of mission requirements, Directorate of Athletics' personnel require access beyond normal duty hours. Each Senior Administrator will provide USAFA/ADVF with a list of those personnel from their division who required 24-hour access. Updates to the 24-hour access list are sent to 10th Communications Squadron (10 CS) Proximity Lock Service Provider for card activation.

2.7. Authorized Users Are Required To:

2.7.1. Remain with their guests or dependents at all times when using any part of the athletic facilities and be responsible for the guests' actions while in the facility. Failure to comply with this policy could result in loss of privileges.

2.7.2. Properly use facility areas and equipment; damages to equipment will be billed to the user.

2.7.3. Be responsible for the security of the area being used, and ensure exterior doors are shut.

2.7.4. Be responsible for the safety of participants.

2.7.5. Wear appropriate footwear where required (indoor and non-marking sole shoes).

2.7.6. Utilize the facility only during the posted operating hours.

2.7.7. Report any suspicious bag(s), backpack(s), or personnel to any USAFA official.

2.7.8. Have proper ID available upon request from Directorate of Athletics, Cadet Support Services Facility Support personnel, and other USAFA officials.

2.8. Authorized Users May Not:

2.8.1. *Remove or relocate any equipment.*

2.8.2. Raise or lower basketball backboards.

2.8.3. Use swimming pools without a lifeguard on duty. Kayaks or canoes are not allowed in the pools without prior approval from USAFA/ADV.

2.8.4. Use diving platforms in the Natatorium pool. Platforms are authorized for use only for PE classes and diving team practices and competitions.

2.8.5. Relocate bulkheads in any of the swimming pools.

2.8.6. Use or operate fencing equipment.

2.8.7. Use gymnastic equipment in West Gymnasium or gymnastics room.

2.8.8. Play racquetball or handball without proper eye protection.

2.8.9. Prop doors open at any time, this is a Force Protection and Antiterrorism violation.

- 2.8.10. Be inside building after closing of facility without prior permission.
- 2.8.11. Use or operate scuba equipment without authorized supervision.
- 2.8.12. Be in the ice skating arena without authorized supervision.
- 2.8.13. Use cadet athletic fields or indoor facilities for practices by teams or outside groups (i.e. youth soccer or baseball teams). DoD ID cardholders will not sponsor outside groups for any practices.
- 2.8.14. Teach lessons or coach for pay, except for coaches hired by a Cadet Club who perform coaching activities in connection with their Cadet Club contract. This applies to all athletic facilities.
- 2.8.15. Use track and field runways, pits, or any other intercollegiate track equipment in the multipurpose area of the Cadet Field House.
- 2.8.16. Enter or occupy any mechanical rooms, crawl spaces or catwalks.

Chapter 3

FACILITY SECURITY

3.1. General. Managing the security of the cadet area athletic facilities and Falcon Stadium is a top priority for all Directorate of Athletics personnel and as such will aid in the protection of our personnel, equipment, and facilities.

3.2. Proximity Lock Policy – Cadet Area Athletic Facility Exterior Doors. As part of the USAFA Force Protection Program, the Directorate of Athletics will use proximity locks to secure the facilities and control visitor access to all public entry points. All exterior doors to the Cadet Gymnasium, Cadet Field House, HAC and FAC will remain unlocked during normal operating hours. Outside of normal operating hours, all entrance points will be secured and will require proximity card entry. Proximity card access, for the doors and gates outlined below, and shown in Attachments 3 and 4 respectively, apply to all USAFA personnel. Wear of the proximity card is not mandatory in the cadet athletic area.

3.2.1. Proximity locks are located on the following exterior doors ([Attachment 3](#)):

3.2.1.1. Building 2169, Cadet Field House.

3.2.1.1.1. FH 1: Center main (public) entry point, south side.

3.2.1.1.2. FH 2 and FH 3: Two ground level entry points, east side.

3.2.1.1.3. FH 4: Upper level multipurpose area entry point, west side.

3.2.1.1.4. FH 5: Ground level multipurpose area single door entry point, west side.

3.2.1.2. Building 2168, Falcon Athletic Center (FAC).

3.2.1.2.1. FAC 6: Main lobby (public) entry point on the 3rd floor, east side.

3.2.1.2.2. FAC 7: Second floor entry point, south side.

3.2.1.2.3. FAC 8: Second floor entry point, north side.

3.2.1.2.4. FAC 9, 10, and 11: Three ground level entry points, west side.

3.2.1.3. Building 2170, Cadet Gymnasium.

3.2.1.3.1. G 12: Main (public) entry point, southeast side.

3.2.1.3.2. G 13 and G 14: Two entry points, south side.

3.2.1.3.3. G 15: Dock entry point, ground level northeast side.

3.2.1.3.4. G 16: Ground level, west side, of double ramp entry point, northeast side.

3.2.1.3.5. G 19: Upper vestibule entry point, northeast side.

3.2.1.3.6. G 20: Upper vestibule entry points, northwest side.

3.2.2. Public entrances are open during established times and are located at:

3.2.2.1. Building 2169, Cadet Field House, main lobby, south center entry point (Door #FH 1).

3.2.2.2. Building 2168, FAC, main lobby 3rd floor, east entry point (Door #FAC 6).

3.2.2.3. Building 2170, Cadet Gymnasium, main lobby, southeast entry point (Door #G12).

3.2.3. The following policies for access through the proximity doors are as follows:

3.2.3.1. Do not allow someone to walk through a proximity door without using his or her own CAC/proximity card, unless you know the person is authorized.

3.2.3.2. If someone is trying to enter and not displaying a badge, ask to see an ID card.

3.2.3.3. If you encounter an unauthorized user trying to enter a proximity door, have someone contact 10th Security Forces Squadron (10 SFS) at 719-333-2000/2001/2003 while you stay with the individual. If the person refuses to stay, let them go, do not put anyone in danger. Use a cell phone if available. Call 911 if it becomes an emergency.

3.2.3.4. Ensure all other exterior doors (non-proximity lock) remain locked and closed at all times and are only used as exits. At no time will exterior doors be propped open.

3.2.3.5. Report proximity lock failures immediately to the 10 CS Proximity Lock Service Desk at 719-333-0081 during normal duty hours (0730-1630). After hours, report proximity lock failure to the 10 CES Emergency Help Desk at 719-333-2790.

3.2.3.6. If a door is found opened or unsecured, other than designated public entrances, please secure the door and report the problem to the Directorate of Athletics' Facility Managers during normal duty hours at 719-333-9012/4328/2544, or to the 10 SFS after duty hours at 719-333-2000.

3.2.3.7. CAC access will only work during the designated facility operating hours for each building, except for those individuals who have been authorized 24-hour access.

3.2.3.8. If you forget your CAC, the public entrance to each building will be available for you to use during designated operating hours.

3.3. Proximity (CAC) Gates and Swing Gates Policy. Four (4) proximity gates and five (5) swing gates are operational in the Cadet Athletic Area. The installation of the proximity and swing gates allows us to maintain operational flexibility, comply with Force Protection Condition (FPCON) directives, and controlling access to and around the athletic facilities during athletic events. This policy applies to all USAFA personnel with valid CAC/proximity cards.

3.3.1. Proximity Gate Policy.

3.3.1.1. Proximity Gates are at the following locations ([Attachment 4](#)):

3.3.1.1.1. Proximity Gate - P1: Located on Cadet Drive, between the FAC (Bldg 2168) and Cadet Gymnasium (Bldg 2170), adjacent to the outdoor tennis courts.

3.3.1.1.2. Proximity Gate - P2: Located on the access road northeast of Cadet Field House (Bldg 2169).

3.3.1.1.3. Proximity Gate - P3: Located northwest on Cadet Drive near the access to the athletic fields off Academy Drive.

3.3.1.1.4. Proximity Gate - P4: Located on the north side of the Cadet Gymnasium at end of the east ramp leading up to the Cadet Gymnasium loading dock.

3.3.1.2. Under FPCON Alpha, Proximity Gates P1, P2, and P3 may remain open 24-7. Gate P4 will remain closed at all times. The USAFA/ADVF will control access for maintenance and/or athletic operations. Delivery vehicles to Buildings 2168, 2169, and 2170 must make arrangements with receiving personnel to provide access.

3.3.1.3. Proximity Gates P1, P2, and P3 may be closed during higher FPCONs and intercollegiate and special events. Under heightened FPCONs and during intercollegiate and special events, all USAFA personnel with a valid CAC/proximity card will be granted access through the proximity gates.

3.3.1.4. Due to daily athletic operations such as deliveries, maintenance vehicles, and pedestrian/cadet traffic, Cadet Drive (road between the FAC and Cadet Gymnasium, in the area between Field House Drive and the ramp leading down into the multipurpose area of the Cadet Field House) will not be used as a thoroughfare. The USAFA/ADVF will control access through this gate.

3.3.1.5. Only one car will pass through the proximity gates at a time. All drivers opening and passing through a proximity gate will ensure the gate is closed behind them before proceeding forward.

3.3.1.6. There is no bicycle access through the gates due to possible gate malfunction. All bicycle riders will by-pass the gates through the pedestrian area.

3.3.2. Swing Gate Policy.

3.3.2.1. Swing Gates are at the following locations ([Attachment 4](#)):

3.3.2.1.1. Swing Gate - S1: Located on the southeast side of the Cadet Field House South parking lot.

3.3.2.1.2. Swing Gate - S2: Located on Cadet Drive between the FAC and Cadet Gymnasium north of the Cadet Field House ramp.

3.3.2.1.3. Swing Gate - S3: Located on the north side of the Cadet Gymnasium center ramp leading to the Cadet Gymnasium.

3.3.2.1.4. Swing Gate - S4: Located on the north side of the Cadet Gymnasium west ramp leading up to the Cadet Gym.

3.3.2.1.5. Swing Gate - S5: Located on the upper road leading into the west Cadet Gymnasium parking lot.

3.3.2.2. Swing Gate S1 will remain closed except during Cadet Ice Arena operations.

3.3.2.3. Swing Gate S2 will have one combination lock at all times.

3.3.2.3.1. Lock is controlled by USAFA/ADVF and are used by Directorate of Athletics personnel to include Cadet Support Services personnel, 10 SFS, Fire and Emergency Services (Cadet Support Services/CEF), and the American Medical Response (AMR) Ambulance Service for mission requirements. The combination will be changed at the discretion of USAFA/ADVF.

3.3.2.3.2. The combinations will be provided to the Sports Medicine Division, Events Management, Athletic Communications, Cadet Support Services Facility Support personnel, 10 SFS, and Cadet Support Services/CEF who passes it on to the AMR

Ambulance Service. Passing the combination along to contractors or other personnel for independent access is strictly prohibited. E-mail will not be used as a method to forward the new combination. Persons requiring access should contact Cadet Support Services Facility Support personnel at 719-333-2544 or 719-333-2318.

3.3.2.4. Swing Gates S3-S4 will remain secured at all times. These gates will only be open for limited and/or controlled circumstances to allow vehicle passage and/or troop movement and will be secured immediately following usage. The USAFA/ADVF will control access through these gates.

3.3.2.5. Swing Gate S5 will remain open 24-7 to allow access into the west Cadet Gymnasium parking lot; S6 will be secured under higher FPCONs and during intercollegiate and special events. The 10 SFS will control access for this gate.

3.3.3. The USAFA/AD security bollards will be locked at all times. Bollards can be removed during USAFA events as needed. Security bollards are managed by the Cadet Support Services Facility Support and Event Management personnel.

3.3.4. The Cadet Support Services Facility Support personnel will check the proximity and swing gates monthly to ensure operational capability of each gate. Any problems or irregularities will be reported to Cadet Support Services and 10 CS for repairs.

3.4. Event Security. In an effort to ensure safety and security during USAFA intercollegiate athletic events, security measures are implemented to include the use of an Athletic Event Credential for personnel required to work during an intercollegiate athletic event as well as inspections of prohibited items. The following information is provided regarding the credential process and entry procedures:

3.4.1. Athletic Event Credential Process.

3.4.1.1. Personnel who require access to intercollegiate athletic events because their position requires them to work a specific game management duty on game day need to complete a USAFA Form 47, *Application for Air Force Academy Athletic Event Credential*, when requesting issuance of a Football, All-Sport, or Individual Sport credential. A Football credential is issued to personnel requiring access to Falcon Stadium during home football games only; an All-Sport credential is issued to personnel requiring access to all five revenue generating sports (Football, Men's and Women's Basketball, Volleyball, and Hockey); and an "Individual Sport" credential is sport-specific and is issued for only one of the revenue generating sports, with the exception of football. A letter will be sent to all Unit Commanders NLT 60 days in advance of the start of the intercollegiate season for them to approve their unit's credential requirements. A sample letter is provided at [Attachment 5](#).

3.4.1.1.1. The USAFA Form 47 is intended for use by organizations for individual or group requirements (such as Quality Assurance Evaluators, janitorial support, plumbers, electricians, etc.) and will be used by Unit Commanders solely for the purpose of authorizing, in writing, those personnel who require a credential.

3.4.1.1.2. The USAFA Form 47 is available on the e-Publishing website at <http://www.e-publishing.af.mil> or by contacting USAFA/ADVU at DSN 333-0229.

Instructions for completing a USAFA Form 47 are located on the reverse side of the form.

3.4.1.1.3. Credentials are requested at least 45 days prior to the first home game and are valid for the current season only; each credential is renewed annually. Credentials are issued by USAFA/ADVU. A minimum of 1 week is required to process a credential application request. The Associate Athletic Director for Events Management (USAFA/ADVU) is the final approval authority for all intercollegiate event credentials.

3.4.1.1.4. Individuals holding the positions outlined in **Table 3.1** below are authorized to sign the credential application as the Unit Commander (Section I, Item 1.8 and Section II, Item 2.8. of USAFA Form 47).

Table 3.1. Credential Application Approval Authority.

3.4.1.1.5. VIP All-Sports Credentials are provided for USAFA senior staff members who have specific duties during game-day events, or are required to observe cadets participating in various elements of the USAFA mission, including intercollegiate athletics. These positions are listed and identified in **Table 3.2** below.

Table 3.2. VIP All-Sports Credentials.

| | |
|---------------------------------------|---|
| USAFA Superintendent | Director of Athletics |
| USAFA Vice Superintendent | Executive Director of Athletics |
| USAFA Command Chief Master Sergeant | Vice Director of Athletics |
| USAFA Director of Staff | Senior Associate Athletic Director (AD)- External Operations |
| Dean of Faculty | Associate AD-Recruiting Support |
| Vice Dean of Faculty | Deputy Director of Athletics/Head, Physical Education Division |
| Commandant of Cadets | Associate AD-Intercollegiate Programs/SWA |
| Vice Commandant of Cadets | Associate AD-Finance |
| USAFA Preparatory School Commander | Associate AD-Human Resources |
| 10th Air Base Wing Commander | Associate AD-Information & Communications |
| 10th Air Base Wing Vice Commander | Associate AD-Athletic Programs |
| 10th Medical Group Commander | Associate AD-Facilities |
| 306th Flying Training Group Commander | Associate AD-Sports Medicine |
| Director of Admissions (USAFA/RR) | CEO-AFAAC: Air Force Academy Athletic Corporation |
| USAFA Chaplain (USAFA/HC) | COO-AFAAC: Air Force Academy Athletic Corporation |
| President USAFA Endowment | CFO-AFAAC: Air Force Academy Athletic Corporation |
| CEO-Associate of Graduates (AOG) | |

3.4.1.1.6. Individuals who have been issued a credential must wear the credential at all times. A valid picture identification (DoD ID card, driver's license, etc.) is also required for verification. Event staff will conduct spot checks of credentials and, in conjunction with the Security Service Provider, will control all restricted areas. At no time will the working credential be used as a game ticket to any intercollegiate event, nor will credentialed persons escort non-credentialed persons into an event.

3.4.2. Vendor Credential Process.

3.4.2.1. Food and Beverage, Gift Shop, Development and Government/Community Relations, and Information and Communication managers are responsible for ensuring they receive a list from their vendors, and will be available to answer any questions about the list from the gate supervisors regarding each list. If there are any sudden changes to the list (such as a death or family emergency), the manager must get in touch with USAFA/ADVU directly. The vendors work for the managers and are the managers' responsibility.

3.4.2.2. USAFA/ADVU will provide the proper format for the list to each manager prior to each game. Managers will develop a procedure for the vendors to provide names of workers in advance of each event. Lists will be completed by the managers and submitted to USAFA/ADVU NLT 1400 hours on the Thursday before football game day.

3.4.2.3. If a vendor's name is not on the list with the appropriate numbered credential, they will not be allowed to enter Falcon Stadium.

3.4.3. Event Security Procedures: Event Security staff may request inspection of all bags for items prohibited inside all of our athletic venues. Patrons may refuse to have a bag inspected and choose instead to return the bag and/or item to their vehicle, or not be granted admittance to the event. Please refer to our web page www.goairforcefalcons.com for a complete list of permitted and prohibited items to all of the AD Venues.

3.5. Rifle Range. AD OI 31-101 establishes the policies for the security of the intercollegiate rifle team assets and the operation of the intercollegiate rifle range located within the Cadet Gymnasium.

Chapter 4

FACILITY SAFETY

4.1. General. Safety in and around the Cadet Area athletic facilities and Falcon Stadium is a priority for the Directorate of Athletics. The facility safety policies will protect our personnel, equipment, and the facilities. Users must wear all required safety and protective equipment during each activity.

4.2. Facility Evacuation Procedures. Evacuation procedures for Falcon Stadium are located in USAFA Plan 10-34, *Home Football Game Operations*. The Game Event Evacuation Plan for events held in the Cadet Gymnasium and/or the Cadet Field House, as well as the Evacuation Plan for the Cadet Gymnasium, FAC and HAC, and Cadet Field House, are available on the shared N drive at N:\AD\Shared Files (within AD)\ADS\Emergency Management Program\Evacuation Plans or by contacting Facility Operations at 719-333-9171.

4.3. Multipurpose Area Track Level – Emergency Response Procedures.

4.3.1. There will be no obstruction of any kind in front of the vehicle access door on the track area in the Cadet Field House during normal facility hours or during any event held in the facility. This includes bleachers, equipment, maintenance equipment etc.

4.3.2. During all events, the Event Manager, the Officer in Charge (OIC) of the Physical Fitness Test, or the ranking official will ensure all activities are suspended during an emergency medical response. The Cadet Support Services Facility Support or Events Management personnel will ensure procedures are in place to allow emergency vehicle access in the event of an emergency during intercollegiate events only. If the evacuation of the area is appropriate, the bystanders will be directed to depart using a route that neither interferes with emergency medical attention being provided nor the path of emergency vehicles.

4.3.3. To ensure the ramp and the track areas are clear for emergency vehicles to enter the Cadet Field House for emergency response, there will be no parking of any vehicles on the ramp or on the track at any time unless approved by the or the Associate Athletic Director for Facilities (USAFA/ADVF).

4.4. Swimming Pool Safety.

4.4.1. The Directorate of Athletics will follow all guidelines established by Air Force Manual (AFMAN) 48-114, *Recreational Waters and Mission Training Pools*.

4.4.2. All recreational swimmers may only use the pool when a lifeguard is present and during posted recreational swim hours.

Chapter 5

SPECIAL EVENT USAGE PROCESS

5.1. Special Events Usage Process. Special events are those activities held in the Cadet Area Athletic Facilities and Falcon Stadium which are promoted by an organization outside the USAFA community. Examples of these activities include the Pride Soccer Tournament, High School Graduations, etc.

5.1.1. The Air Force Academy Athletic Corporation (AFAAC) manages **all** revenue-generating outside event requests involving Athletic Department (AD) facilities. To initiate the event approval process, the requestor or USAFA sponsor requesting an event using AD facilities, must contact the AFAAC Chief Program Officer (719-333-9024) with information regarding the date and type of the proposed event. AFAAC Special Events Office will provide the requestor with initial information regarding scheduling conflicts and also provide the requestor with the link to the appropriate application. The requestor must submit the completed form along with any other corresponding information. **Please note that all special event requests must be submitted NLT 90 days prior to the start of the event.**

5.1.2. Once the completed application is received and all additional information has been gathered, the USAFA Events Management must verify that the requested facility/facilities are available and there are no other conflicts on the master schedule. Once cleared by USAFA Events Management the event goes up for review by the Athletic Department Senior Staff.

5.1.3. It is during this review that the Athletic Department Senior Staff determines what requests the Athletic Department will or will not support. If the event requires support outside of the Athletic Department it is forwarded to the USAFA/A3 office for review and final approval.

5.1.3.1. The AFAAC Special Events Department will work with those requestors whose events have been approved and an AFAAC event manager will be assigned to the event. AFAAC Facility Use Contracts will be completed for each special event and all event coordination and support will be administered and supervised by the AFAAC Events Department. At the conclusion of the event, the AFAAC Special Events Department will complete all final billing and ensure all parties are compensated appropriately. An After-Action Report (AAR) will be completed NLT 10 days following the conclusion of the event. The AAR will also include recommendations to bring the event back in future years or not.

5.1.3.2. Please also note that the following general criteria are used to determine whether or not an event will be approved:

5.1.3.2.1. The support requested does not interfere with the performance of official duties and would in no way detract from readiness.

5.1.3.2.2. DoD community relations with the immediate community and/or other legitimate DoD public affairs or military training interests are served by the support.

5.1.3.2.3. It is appropriate to associate DoD, including the United States Air Force Academy, with the event.

5.1.3.2.4. The event is of interest and benefit to the local civilian community, The United States Air Force Academy, or any other part of DoD.

5.1.3.2.5. The United States Air Force Academy is able and willing to provide the same support to comparable events that are sponsored by other similar non-Federal entities. For clarification, each mission element or squadron should consider this requirement.

5.1.3.2.6. The use of support for the event is not restricted by other statutes (see 10 U.S.C. 2012) which limits support that is not based on customary community relations or public affairs activities or regulations.

Chapter 6

LOCKER ROOM INSPECTION PROCEDURES FOR CADET ICE ARENA

6.1. Facilities Usage Inspection Form. The Cadet Support Services Cadet Ice Arena personnel and/or USAFA/ADVU and AFAAC Special Events Staff will use USAFA Form 26, *Cadet Ice Arena Facilities Usage Inspection*, to evaluate and document an external organization's treatment of the facilities. The using organization will pre-inspect all assigned locker rooms prior to their use for cleanliness and structural damage. Date, time, and signatures will be collected prior to the use of said facility and provided to Cadet Support Services Cadet Ice Arena personnel or the Event Manager.

6.2. Receiving Cipher Lock Code or Key. After pre-inspection, the using external organization will be given the cipher lock code or key to the visiting team locker room by the Cadet Support Services Ice Arena personnel or Events Management personnel.

6.3. Random Inspections. During an event, Cadet Support Services Ice Arena personnel or USAFA/ADVU and AFAAC Special Events Staff personnel will randomly inspect locker room and common areas for any damages.

6.4. Responsibility of Locker Room. The tournament director or coach will be responsible for keeping the facility clean and to help ensure proper use of locker rooms.

6.5. Post-Inspection and Damage Procedures. Upon completion of the event and using the same inspection form, locker rooms will be jointly inspected by Cadet Support Services Ice Arena personnel or USAFA/ADVU and AFAAC Special Events Staff and the using external organization.

6.5.1. If no damage is noted, both parties will sign inspection form and no further action is necessary.

6.5.2. If damage is noted during post inspection, both parties will acknowledge the damage and it will be noted and signed for on the inspection form. If the damage was determined to be malicious by Cadet Support Services Ice Arena personnel or USAFA/ADVU, notification to 10 SFS is required.

6.5.2.1. In all cases, the Cadet Support Services Facility Manager will be notified by USAFA/AD Events Management personnel to submit a reimbursable work order to correct the damage. The using external organization will be notified by USAFA/ADVU and/or AFAAC Special Events Staff of such damage and a copy of the inspection form, along with an invoice for repair, will be mailed for billing.

6.5.2.2. Billing for damages will be included in the invoice generated for the facility use license agreement.

JENNIFER A. BLOCK

USAFA Executive Director of Athletics Programs

GLOSSARY OF REFERENCES AND SUPPORTING DOCUMENTATION

References

AFI 33-322, *Records Management and Information Governance Program*, 22 March 2020

DAFI 33-360, *Publications and Forms Management*, 1 December 2015

AFPD 36-35, *United States Air Force Academy*, 13 March 2018

AFMAN 48-114, *Recreational Waters and Mission Training Pools*, 22 July 2019

Prescribed Forms

USAF Form 26, *Cadet Ice Arena (Facilities Usage Inspection)*

USAF Form 47, *Application for Air Force Academy Athletic Event Credential*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AD—Athletic Director

AF—Air Force

AFMAN—Air Force Manual

AFOSHSTD—Air Force Occupational, Safety and Health Standard

AFPD—Air Force Policy Directive

AFRC—US Air Force Reserve

AMR—American Medical Response

ANG—Air National Guard

BCT—Basic Cadet Training

CAP—Civil Air Patrol

CHSAA—Colorado High School Athletic Association

DoD—Department of Defense

FAC—Falcon Athletic Center

FBI—Federal Bureau of Investigation

FPCON—Force Protection Conditions

ID—Identification

MOA—Memorandum of Agreement

NCAA—National Collegiate Athletic Association

NLT—no later than

NORAD—North American Defense

OI—Operating Instruction

OIC—Officer in Charge

OPR—Office of Primary Responsibility

PE—Physical Education

RDS—Records Disposition Schedule

USAF—United States Air Force

USAF Form—United States Air Force Academy

USAF Form Instruction—United States Air Force Academy Instruction

Attachment 2

ATHLETIC FACILITIES USAGE

Activities listed by priority in each specified area.

A2.1. Cadet Field House (Building 2169).

A2.1.1. Clune Arena.

A2.1.1.1. USAFA Graduation Events.

A2.1.1.1.1. Individual Awards Ceremony.

A2.1.1.1.2. Inclement Weather Graduation Site.

A2.1.1.1.3. Basic Cadet Training (BCT) Athletic Briefing.

A2.1.1.1.3. Intercollegiate Men's & Women's Basketball, Volleyball, and Wrestling practice and competition.

A2.1.1.1.4. Cadet Intramural Championships (Basketball and Wing Open Boxing).

A2.1.1.1.5. Intercollegiate Boxing National Championships.

A2.1.1.1.6. Summer Sports Camps.

A2.1.1.1.7. Special Events (Colorado High School Athletic Association [CHSAA] Basketball Tournament, Rocky Mountain State Games, Academy School District #20 Graduations, etc.).

A2.1.2. Ice Rink.

A2.1.2.1. Intercollegiate Hockey practice and competition.

A2.1.2.2. Cadet Clubs.

A2.1.2.3. Summer Sports Camps.

A2.1.2.4. Cadet Recreation.

A2.1.2.5. Recreational Skating Program.

A2.1.2.6. Learn-to-Skate Program.

A2.1.2.7. Special Events, as outlined in Table A2.1. below.

Table A2.1. Sample of Ice Rink Special Events.

A2.1. 3. Multipurpose Area.

A2.1.3.1. Graduation Events.

A2.1.3.1.1. Individual Awards Ceremony Staging Area.

A2.1.3.1.2. Inclement Weather Graduation Staging Area.

A2.1.3.2. Cadet Classes (PE and Academic).

A2.1.3.3. Cadet Physical Fitness Testing (BCT and Academic Year).

A2.1.3.4. Intercollegiate Practices and Competition.

A2.1.3.4.1. Football, Soccer, Cross Country, Track and Field, Lacrosse, and Baseball.

A2.1.3.4.2. Indoor Track and Field Competition and Mountain West Conference Indoor Championships and Warrior Games.

A2.2. Falcon Athletic Center (Building 2168).

A2.2.1. Intercollegiate Weight Room.

A2.2.1.1. Intercollegiate Teams (Football, Men's & Women's Basketball, Hockey, Volleyball, and Track).

A2.2.1.2. Physical Education classes.

A2.2.2. Theater or Auditorium.

A2.2.2.1. Directorate of Athletics Director's Calls and Training.

A2.2.2.2. Directorate's Coaches' Meetings.

A2.2.2.3. Intercollegiate Team Meetings.

A2.2.2.4. Physical Education classes.

A2.2.2.5. Hospitality during Intercollegiate Tournaments.

A2.2.3. Training Room.

A2.2.3.1. Treatment for all cadets.

A2.2.3.2. Rehabilitation for all intercollegiate cadet-athletes.

A2.2.4. Meeting Rooms. Intercollegiate teams.

A2.3. Cadet Gymnasium (Building 2170).

A2.3.1. Cadet Fitness Center (CFC).

A2.3.1.1. Physical Education classes.

A2.3.1.2. Cadet Recreation.

A.2.3.2. Fencing Gym.

A2.3.2.1. BCT Intramurals.

A2.3.2.2. Intercollegiate Fencing practices and competition.

A2.3.2.3. Physical Education classes.

A2.3.2.4. Cadet Intramurals.

A2.3.2.5. Cadet Recreation.

A2.3.2.6. Summer Sports Camps.

A2.3.3. West Gym (Gymnastics)

A2.3.3.1. BCT Intramurals.

A2.3.3.2. Intercollegiate Gymnastics practices and competition.

A2.3.3.3. Summer Sports Camps.

A2.3.3.4. Special Events (i.e. Aerials Youth Gymnastics Meet, Rocky Mountain State Games).

A2.3.4. Boxing Gym.

A2.3.4.1. Physical Education (PE) classes.

A2.3.4.2. Intercollegiate Boxing practice and competition.

A2.3.4.3. Summer Sports Camps.

A2.3.5. Center West Gym (PE).

A2.3.5.1. BCT Intramurals.

A2.3.5.2. Physical Education classes.

A2.3.5.3. Intercollegiate Competitions

A2.3.5.4. Intercollegiate Men's and Women's Basketball practices.

A2.3.5.5. Cadet Intramurals.

A2.3.5.6. Cadet Clubs.

A2.3.5.7. Cadet Recreation.

A2.3.5.8. Summer Sports Camps.

A2.3.5.9. Special Events (i.e. Rocky Mountain State Games).

A2.3.6. Center East Gym (IC Basketball).

A2.3.6.1. BCT Intramurals.

A2.3.6.2. Intercollegiate Men's and Women's Basketball practices and competitions.

A2.3.6.3. Cadet Intramurals.

A2.3.6.4. Cadet Clubs.

A2.3.6.5. Cadet Recreation.

A2.3.6.6. Summer Sports Camps.

A2.3.6.7. Special Events (Rocky Mountain State Games, etc.).

A2.3.7. East Gym (IC Volleyball).

A2.3.7.1. BCT Intramurals.

A2.3.7.2. Physical Education classes.

A2.3.7.3. Intercollegiate Men's and Women's Volleyball practices and competitions.

A2.3.7.4. Intercollegiate competitions.

A2.3.7.5. Cadet Intramurals.

A2.3.7.6. Cadet Clubs.

A2.3.7.7. Cadet Recreation.

A2.3.7.8. Summer Sports Camps.

A2.3.7.9. Special Events (Rocky Mountain State Games, etc.).

A2.3.8. Water Polo Pool.

A2.3.8.1. Physical Education classes.

A2.3.8.2. Intercollegiate Water Polo practice and competition.

A2.3.8.3. Intercollegiate Swimming (morning practice).

A2.3.8.4. Summer Sports Camps.

A2.3.8.5. Cadet Clubs (Women's Water Polo, Kayaking, Special Warfare, etc.).

A2.3.8.6. Cadet recreation and squadron activities.

A2.3.8.7. Special Events (Water Polo Zone Nationals, Rocky Mountain State Games, etc.).

A2.3.9. Natatorium Pool.

A2.3.9.1. Physical Education classes.

A2.3.9.2. Intercollegiate Teams.

A2.3.9.2.1. Swimming and Diving practice and competition.

A2.3.9.2.2. Water Polo competition.

A2.3.9.2.3. Various teams, running stairs.

A2.3.9.3. BCT Intramurals.

A2.3.9.4. Cadet Clubs.

A2.3.9.5. Cadet Recreation.

A2.3.9.6. Summer Sports Camps.

A2.3.9.7. Special Events (Falfins Swim Club competition, Rocky Mountain Diving, Rocky Mountain State Games, etc.).

A2.3.10. Miscellaneous Usage.

A2.3.10.1. Intercollegiate Weight Room (Intercollegiate strength training).

A2.3.10.2. Training Room (medical treatment and rehabilitation [satellite facility] for all cadets).

A2.3.10.3. Rifle Range (Intercollegiate practice and competition).

A2.3.10.4. Wrestling Room (Physical Education classes and Intercollegiate practice and competition).

A2.3.10.5. Racquetball Courts and/or Squash Courts (all cadets).

A2.3.10.6. Athletic Reconditioning Room (Physical Fitness Testing reconditioning).

A2.3.10.7. Aerobic Room (all cadets).

A2.3.10.8. Judo Room (PE and Club).

A2.3.10.9. Classroom (Physical Education classes).

A2.3.10.10. Projection Room (Physical Education classes, department meetings).

A2.3.10.11. Scuba Classroom (Physical Education classes/office space).

A2.3.10.12. North Boxing Room (Physical Education classes).

A2.3.10.13. Aerobic Fitness Room (cadet recreation).

A2.3.10.14. Cheerleading Room (Intercollegiate practice).

A2.3.10.15. Indoor and Outdoor Tennis Courts (Physical Education classes, Intercollegiate practice and competition, Cadet Recreation, and Summer Sports Camps).

A2.3.10.16. Human Performance Lab (Intercollegiate training, Physical Education classes, specialized analysis/research).

A2.4. Athletic Fields (Areas 1, 2 and 3).

A2.4.1. Physical Education Classes.

A2.4.2. Cadet Intramurals.

A2.4.3. Cadet Clubs (Ultimate Frisbee Club Tournament).

A2.4.4. Cadet Recreation.

A2.4.5. Summer Sports Camps.

A2.4.6. Special Events (Pride of the Rockies Soccer Tournament, etc.).

A2.5. Athletic Fields (Area 4, 5, 6 and 7).

A2.5.1. Physical Education Classes.

A2.5.2. Cadet Aerobic Fitness Testing.

A2.5.3. Intercollegiate Practices and Competitions (Baseball, Football, Lacrosse, Soccer, and Track and Field).

A2.5.4. Press Boxes (Game day activities).

A2.5.5. Cadet Clubs.

A2.5.6. Cadet Recreation.

A2.5.7. Summer Sports Camps.

A2.5.8. Special Events (State Games, etc.).

A2.6. Falcon Stadium (Field and Press Box).

A2.6.1. Playing Field (Intercollegiate Football practice and competition, Graduation).

A2.6.2. Press Box (Game Day activities, football luncheons, Corona Sports Dinner, Multiple Banquets and Dinners, Special Events).

A2.7. Cadet Fitness Areas for Non-Intercollegiate Athletes.

A2.7.1. Cadet Fitness Center (14,000 square feet).

A2.7.2. Reconditioning Room (3,000 square feet).

A2.7.3. Aerobics Room (3,000 square feet).

A2.7.4. Spin Bike Class room (2,000 square feet).

A2.8. Holaday Athletic Center (Building 2164).

A2.8.1. Intercollegiate Football Practices

A2.8.2. Intercollegiate Practices (Soccer, Baseball, Lacrosse, etc.)

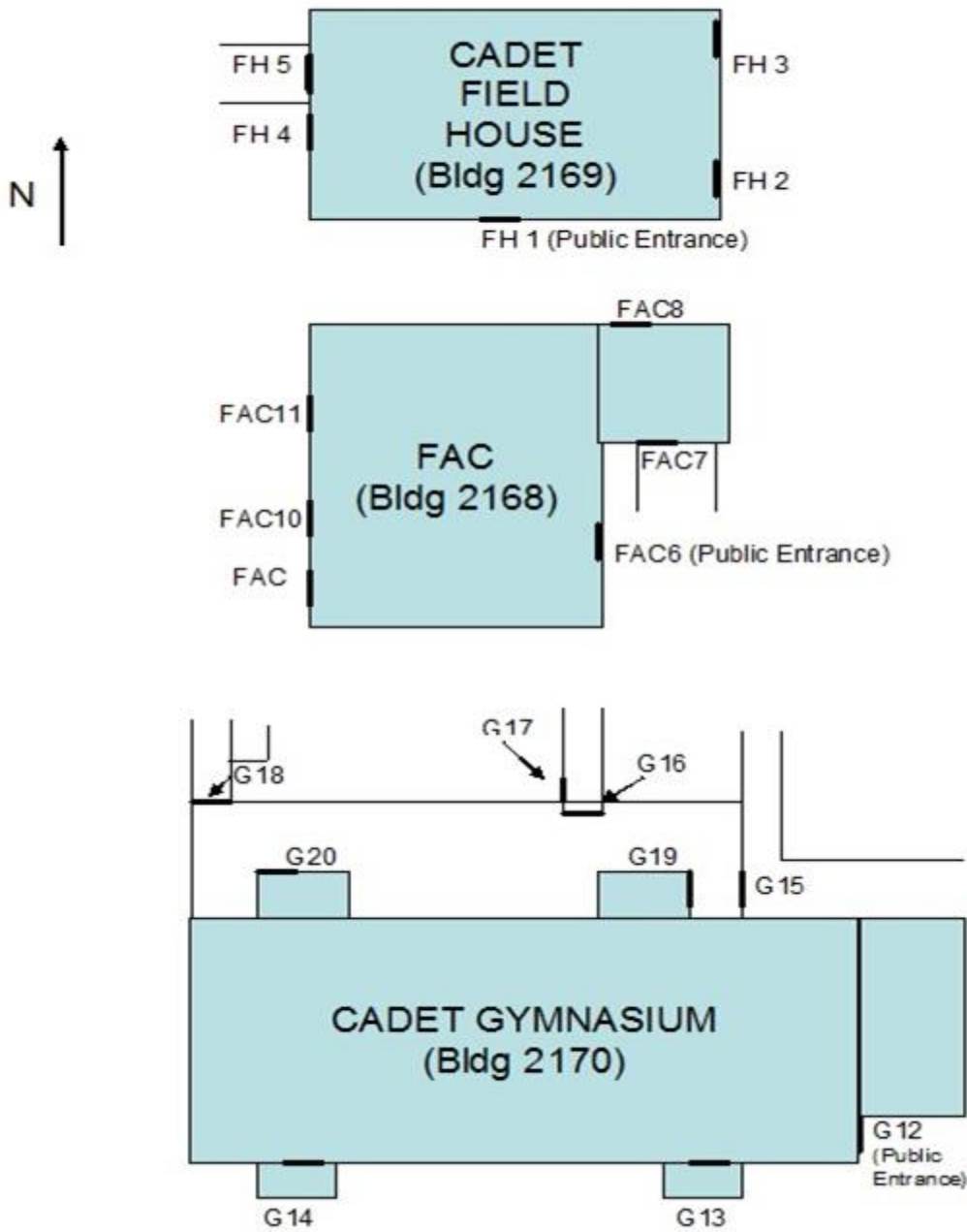
A2.8.3. Physical Education classes.

A2.8.4. Summer Sports Camps.

A2.8.5. Special Events.

A2.8.6. Cadet Clubs/Recreation.

Attachment 3
PROXIMITY LOCK LEGEND



Attachment 4
GATE LEGEND



Attachment 5**SAMPLE – CREDENTIAL LETTER TO UNIT COMMANDERS**

MEMORANDUM FOR USAFA COMMANDERS/STAFF (Distribution List)

FROM: USAFA/ADV

SUBJECT: USAFA Sports Credentials for 20XX-20XX Season

1. In an effort to better manage the credentialing procedures for intercollegiate athletic events, the Directorate of Athletics' Events Management Office (USAFA/ADVU) has developed USAFA Form 47, *Application for Air Force Academy Athletic Event Credential*, which applies to the Football, the All-Sports, and the individual sports credential (see **Attachment 1**). The USAFA Form 47 is intended for use by organizations for individual and group requirements (such as Quality Assurance Evaluators, janitorial support, plumbers, electricians, etc.). This form is available on the e-Publishing website at www.e-publishing.af.mil. The credential request will be used by organizational commanders solely for the purpose of authorizing, in writing, those personnel who require access to the intercollegiate athletic events because their position requires them to work on game day. This is a "working" credential only; at no time will the working credential be used as a game ticket to any intercollegiate athletic event.
2. Instructions on how to complete USAFA Form 47 are outlined on the reverse side of the form. Please use the Categories codes shown on the reverse side of the USAFA Form 47 to complete Block 1.5 for all credential application forms. If requesting a Football credential, please use the Access Zones Guide in addition to the Categories code to complete Block 1.5 of the USAFA Form 47.
3. The Associate Athletic Director for Events Management (USAFA/ADVU) is the approval authority for all intercollegiate event credentials. The All-Sports Credential is very limited and is only for those personnel whose duty requires them to work all intercollegiate sports other than football. For those requiring a credential for only one of the other premier sports (Volleyball, Hockey, or Basketball), specify that particular sport under Individual Sport Credential (Section I, Block 1.5C). **The deadline to submit the form for the fall sports (Football, Volleyball) is (date); the deadline for the winter sports (Hockey and Basketball) is (date).**
4. Forward all completed/signed USAFA Forms 47 to USAFA/ADVU. Organizations should try to submit all of their requests at one time, if possible. **Note:** Please be aware that the volume of credentials that we process is enormous. Plan accordingly and submit your applications as soon as possible. Location for the credentialing program is in the Cadet Field House (Bldg 2169) in the Recreational Skating Office, Room 2094. If a picture is required, the requestor will be notified. Picture times for credentials will be during the following hours only: Monday – Thursday, 1000 – 1400 hours. Once a credential is completed, the requestor will be contacted for pick up.
5. Should you require any further information regarding the credentialing process, please call Events Management at 719-333-0229. Go Falcons!

SIGNATURE BLOCK

Director of XXXXXX

Attachment:

USAFA Form 47, *Application for Air Force Academy Athletic Event Credential*