

revision also adds the requirement for Maxwell AFB schools/units to utilize the Air University Registrar Program Management (AUREPM) system to request lodging for special events. The POC should contact Air University Registrar Support Branch (AU/CFRS) to establish a new event in the system. Any change to an existing special event (title, length, description, student instructions, etc) must be submitted to AU/CFRS via e-mail. AU/CFRS will make appropriate updates to AUREPM. The Special Events Coordinator no longer coordinates lodging support for special events but continues to assist organizations in securing other wing support for special events; for example, transportation, services support, etc. AUI 36-108 has been superseded by AUI 34-1201, *Protocol Requirements in Support of the Air University*. Additions have been made to address impact of natural disaster, Federal Emergency Management Agency (FEMA), evacuation of mission critical elements of installations during hurricanes and under Wing Commander will, prioritization of assets and cancellation of events during severe weather.

1. Policy. Organizations make every effort to schedule special events that require lodging support during periods when on-base quarters are available to minimize cost to the Air Force and inconvenience to transient personnel. Refer to the AUREPM database for current class dates of the Senior Non-Commissioned Officer Academy (SNCOA) and Squadron Officer School (SOS). Coordinate with the University Inn Lodging Reservation Supervisor to confirm availability.

2. General Information. The 42d Air Base Wing support for professional military education schools, professional continuing educational courses, and other recurring events on Maxwell AFB and Gunter Annex is normally based on data published in the AUPPS. Recurring and non-recurring special events may also require support from 42 ABW organizations. To ensure efficient use of scarce resources and avoid a conflict with the primary educational mission, it is essential that all requests for support be closely controlled and coordinated in advance.

3. Event Types and Special Considerations.

3.1. Special Event. Special Events are non-educational events such as conferences, symposiums, band performances, Junior Reserve Officer Training Corps (JROTC) visits, the Air Show, Inspector General inspection team visits, etc. that are hosted by an AU School, 42 ABW or other Maxwell or Gunter tenant unit or visiting unit. These events are tracked by AU/CFRS for production and lodging purposes that require 42 ABW support (lodging, transportation, meeting facilities, etc.) at Maxwell AFB or Gunter Annex.

3.2. Known Special Event. A special event requesting 42 ABW support at least 60 days before the date it is to take place. When possible, units should submit data to AU/CFRS via the AUREPM system during the annual schedule build, normally requested in the Spring preceding each Fiscal Year.

3.3. Unplanned Special Event. A special event needing 42 ABW support but requested with less than a 60-day lead time.

3.4. Weather Impacts. Maxwell AFB is located a short distance from the Gulf of Mexico, which frequently is impacted by moderate (Category 2/3) to major (Category 4/5) hurricanes. Maxwell is an evacuation site for multiple military mission critical teams and installations. Maxwell is also the primary staging area for Federal Emergency Management Agency (FEMA), Region IV. During these natural disasters, lodging may be prioritized and reserved for emergency response and recovery. Transportation or other normal support to special

events may be diverted in these situations. During the hurricane season, special events may be cancelled if Maxwell and Gunter Annex are in the storm's forecasted path.

4. Responsibilities and Procedures.

4.1. Requesting Organizations. Approximately 60 days before each planned event, organizations should contact AU/CFRS, who coordinates with the Maxwell AFB Lodging offices to determine if on-base lodging support can be provided or if contract quarters will be necessary. If Wing support other than lodging is required for the event, organizations should submit a letter of request to 42 ABW/CC setting out specific support requirements. Unplanned special event requests must be coordinated as above as soon as the requirement is known. Include the following information in all requests for Wing support:

4.1.1. Title of special event.

4.1.2. Proposed dates with alternates.

4.1.3. Purpose and authority.

4.1.4. Proposed location (Maxwell, Gunter Annex, off-base).

4.1.5. Distinguished visitors (DV) including names, position titles, organization, etc. If none or unknown at present, state so.

4.1.6. Number of personnel expected to attend, broken down by officer, enlisted, civilian, male or female. Forward a list of attendees requiring lodging to 42 FSS/FSVL at least two weeks before the beginning date. Include names, grades, social security numbers, gender, organization, office symbol, base and zip code. Include whether the individual must have special lodging requirements due to a health issue. Special lodging requirements must be reflected in the official TDY orders.

4.1.7. Sponsoring agency, project officer's name with telephone extension.

4.1.8. State support required, for example, messing, special equipment, transportation, assistance in securing meeting facilities.

4.1.9. If the event is to be hosted/officiated by the AU/CC, see AUI 34-1201, *Protocol Requirements in Support of Air University*, for guidance.

4.2. Program Requirements (HQ AU/CFRS): AU Registrar Support Branch (AU/CFRS):

4.2.1. Serves as HQ AU staff monitor for group lodging at both Maxwell and Gunter Annex.

4.2.2. Monitors annual lodging requirements.

4.2.3. Responsible for coordinating with the Maxwell AFB Lodging offices to determine if on-base lodging support can be provided or if contract quarters will be necessary.

4.3. Lodging (42 FSS/FSVL and FSVL-G) refers uncoordinated requests for lodging for special events to 42 ABW/CC, advising whether or not the event can be supported in on-base or contract quarters.

4.4. Transportation (42 LRS/LGT) refers uncoordinated requests for transportation support of special events to 42 ABW/CC.

4.5. Wing Protocol coordinates on all special events that involve the 42 ABW/CC and 42d Air Base Wing sponsored visits of DVs. Wing Protocol also serves as liaison between the 42 ABW/CC and HQ AU/CCP.

4.6. Wing Protocol is the focal point for coordinating base support for special events to include transportation, messing, club support, recreational activities, meeting space, and assistance in planning conferences, meetings, receptions, etc. In order to furnish this support, the Wing Protocol Office:

4.6.1. Reviews requests received from organizations to conduct special events at Maxwell AFB or Gunter Annex.

4.6.2. Determines the availability of base support from the Wing support agencies and various other on-base organizations for meeting facility support.

4.6.3. Recommends possible alternate dates or facilities to the requesting agency if unable to provide the requested support.

4.6.4. Recommends approval or disapproval of special events after proper coordination with appropriate staff agencies.

4.6.5. Notifies organizations of approval of special events upon concurrence of the Wing Commander.

4.6.6. Submits AETC Form 88, *Distinguished Visitor Notification*, to AU Protocol on visiting general officers or equivalent involved with or attending the event.

4.7. The Wing Commander (42 ABW/CC):

4.7.1. Approves or disapproves 42 ABW support for special events requested at Maxwell AFB or Gunter Annex.

4.7.2. Notifies requester of decision by endorsement or letter when conflicts are involved and disapproval is necessary.

4.7.3. Determines prioritization of wing support, including lodging, transportation, etc., if hurricane response requires wing assets.

4.7.4. Cancels events if hurricane or other severe weather impacts Maxwell and Gunter Annex.

4.8. AU Protocol (HQ AU/CCP):

4.8.1. Provides protocol guidance for special events at Maxwell and Gunter. See AUI 34-1201 for specifics.

4.8.2. Keeps appropriate agencies, to include 42 ABW/CC, advised of AU/CC hosted or sponsored special events.

TRENT H. EDWARDS, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 35-1, *Public Affairs Management*, 17 September 1999

AUI 34-1201, *Protocol Requirements in Support of the Air University*, 9 July 2012

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AETC Form 88, *Distinguished Visitor Notification*

Abbreviations and Acronyms

AU/CFRS—Air University Registrar Support Branch

AUREPM—Air University Registrar Program Management

DV—Distinguished Visitor

FEMA—Federal Emergency Management Agency

Terms

Known Special Event—A special event requesting 42 ABW support at least 60 days before the event is to take place.

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