

**BY ORDER OF THE COMMANDER
SPACE LAUNCH DELTA 30**

**SPACE LAUNCH DELTA 30
INSTRUCTION 36-2670**



30 JANUARY 2024

Personnel

**CONFERENCE AND EVENT
EDUCATION CENTER BUILDING**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements Department of Air Force Instruction (DAFI) 36-2670 (24 June 2020), *Total Force Development*, and Department of Air Force Manual (DAFMAN) 32-1084, *Standard Facility Requirements*, and states the 30 FSS/CC's policy on using the Conference and Event Education Center (CEEC) facility. This Instruction outlines procedures for reserving conference rooms, classrooms and/or the facility, priority of organizations requesting rooms/facility. Additionally, it includes check-in and check-out processes, along with 24-hour reservations. To maximizing efficient patron uses these reservations include afterhours facility access as well as any invited guests with VSFB access. This includes various individuals who are Department of Defense (DoD) employees, to include Military and Civilian members of any DoD service, Reserve and National Guard members, and Contractors. Additionally, civilians with VSFB valid access are also authorized to reserve rooms (i.e., Civil Air Patrol, Reserve Officers Training Corps, etc.). This publication may be supplemented at any level, but all supplements must be routed to the Office of Primary Responsibility (OPR) listed above for coordination before certification and approval. Refer recommended changes and questions about this publication to the OPR listed above using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate chain of command. Requests for waivers must be submitted to the OPR listed above for consideration and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

Chapter 1

GENERAL OVERVIEW

1.1. Purpose. This Instruction establishes guidance for using the Conference and Event Education Center (CEEC) and implements processes, which all customers, regardless of rank or status, must follow to use any CEEC room.

1.2. CEEC Mission. The CEEC's mission is to provide users information about many different educational and training resources and programs that the Department of Air Force (DAF) offers to aid in achieving educational and career path goals.

1.3. Customer Service. The 30 Force Support Squadron (FSS)/FSDE Education Center Staff is tasked with fulfilling customer service room reservation requests. Room reservations are an additional duty for the staff, and staff should educate patrons that there is no full-time staffed Facility Manager position.

1.4. Priority of Rooms. To accomplish CEEC's mission, the Education Center has 22 classrooms (separate from offices/college suites) available for the Education Center staff, local colleges and universities who have official Memorandum of Understanding (MOU), base personnel, and visiting guests to use. Room priority is first granted to the Education Center staff, next the Colleges with MOUs, then units with written agreements for the Education Center to be used as an alternate mission facility, and finally all other units/personnel, on a first-come, first-serve basis.

1.5. Room Hours. Class start time is 0800 hrs. or later and all classes must end NLT 1600 hrs., no exceptions. The CEEC building doors open at 0745 hrs. for instructors to prepare their classrooms before the class start time. Arrangements will not be made to open earlier for lack of foresight with classes or materials. Instructors must arrange to end their classes NLT 1600hrs, as staff personnel cannot remain behind to cover excess periods. All personnel must depart the building before the Education Center Staff, unless an After-Hours Agreement is in place.

1.5.1. Any requests for an earlier class start time before 0800 hrs. or later end time after 1600 hrs. will be considered an After-Hours Request, and customers must follow those procedures to obtain entry to and exit from the CEEC building.

1.6. Prohibited Activities.

1.6.1. Rooms are not authorized for study hall use. There must be a minimum of two persons to reserve a classroom (for example, instructor and student). This includes requests for a person to "Zoom" into a class via laptop; there **must** be two persons physically present in the room.

1.6.2. Propping entrance or exit facility doors open for easier access to building. Doors must not be propped open, or held open with a rock, or door stop. The building has one access entry point, which is located at the North end of the building, with an indoor staircase. Personnel with 24-hour access cards must also use the main entrance to enter or exit. The CEEC was designed and constructed consistent with the Principles of the Leadership in Energy and

Environmental Design (LEED) green building silver rating system to reduce environmental impacts and increase occupant health and comfort. The CEEC's Heating, Ventilation, and Air Conditioning (HVAC) system can be negatively impacted by doors being propped open. Additionally, open doors allow vermin to access the CEEC with no clear path to exit, causing animal feces and public health concerns.

1.6.3. Eating in the classrooms. Individuals must eat in the breakroom areas or outside. There are breakrooms located on both floors and a picnic area located behind the building with a nearby designated smoking area. There are no microwaves or refrigerators available for you to use during your reservation. Trash bins must be used and taken out to the dumpsters, daily or as necessary.

1.6.3.1. Beverages in the classrooms are authorized; however, open containers such as soda cans or energy drinks are not allowed. Cups must have a lid that can close to prevent spill mishaps.

1.6.4. No external media and/or software may be used.

1.6.5. Personnel cannot exceed previously established 30 CES/CEF Fire Department room capacity limitations. Room reservation requests must be consistent class sizes.

1.6.6. The Education Center Staff will not grant base access to any members, solely to use the CEEC. Customers requiring access to base must have a designated sponsor. Sponsorship is the responsibility of the course director, instructor, or POC.

1.6.7. Talking on the phone or loudly in the hallways. Phone calls must be taken in the break room or outside the facility. No exceptions. Customers must respect others and keep noise to a minimum. Customers continuously disrupting other classrooms will be asked to leave the facility.

1.6.8. The minimum age for all customers requesting a room reservation is 18 years of age. While children may be permitted (depending on the course being taught), they must **NOT** be left unattended at any time.

1.7. Violations. Continually violating these rules or processes can result in a person's or unit's placement on the "Do Not Reserve" listing. The 30 FSS/FSD Force Development Flight Chief level will review a decision to allow or not allow a person's or unit's reservation request with a history of continually violating CEEC rules. Before being placed on the Do Not Reserve listing, the 30 FSS Force Development Flight Chief or 30 FSS Commander will contact the unit's Commander or First Sergeant to inform them of their status and repeated offenses.

Chapter 2

ROOM RESERVATIONS

2.1. Minimum Requirements. To reserve a classroom or conference room, there must be at minimum two participants utilizing the room (for example, an instructor and at least one student). We prohibit reserving a room for a study-hall or studying purposes. Any requests for one person utilizing the classroom will be denied, and the customer(s) will be referred to the Base Library. The only exception to this rule is when the local colleges that have MOUs with the Education Center are holding college classes and students are asked to attend the course via electronic hybrid methods.

2.2. Process. All rooms are reserved on a first come, first serve basis. Reservations are only accepted for up to 90 days out from day of booking. To reserve a classroom or a conference room, visit the www.vandenbergfss.com website (under Force Support, then Education) or Smartsheet site at <https://app.smartsheetgov.com/b/publish?EQBCT=c23311a614984d2bb1ef8818897ad9f7>. To fill out an official room request. If you have concerns or trouble with the aforementioned websites, you may contact the 30 FSS/FSDE Office at 805-605-5904 or visit building 13640, first floor, Education Center Customer Service.

2.2.1. All personnel must follow the email, or the Education Center staff's Smartsheet website system instructions provided by. Instructions include:

2.2.1.1. Completely fill out Smartsheet website request form with specific unit information, function or purpose of the course, dates and reservation times. Include how many people will attend so the appropriate size room can be determined. If a unit needs to set up the room before their class start date, they must also include this additional time in the reservation request, to not affect another booking.

2.2.1.2. Provide one name as the POC for the reservation. The POC must be someone that will be present in the classroom during the reservation period and be the responsible party to the Education Center staff. In cases where the POC will not be present, a secondary name must be provided to the Education Center staff.

2.2.1.3. Modifying a reservation (i.e., change of classroom, size of personnel, dates, etc.) will be handled, as they occur. Education Center Staff can make modifications to ensure all personnel have an opportunity to use the CEEC. However, based on other reservations staff cannot grant all modifications requests and units should not expect modification approval. The Education Center Staff will not allow one unit to discuss changes or harass another unit for a different room based on a modification request. Again, all reservations are on a first come, first serve basis and staff will make reasonable attempts to accommodate all requests; however, sometimes modification requests cannot be accommodated.

2.3. Check-In Procedures. We highly encouraged all POCs to come to the CEEC building the duty day before their room reservation to ensure they know the building and classroom locations. Customers must “check-in” on the Smartsheet website and “confirm” their reservation if they utilized the Smartsheet reservation system. Additionally, a room assignment sign will be placed at the CEEC building entrance for all personnel to view. POCs must inform their customers or trainees to review the signs to know classroom room assignments.

2.4. Check-Out Procedures. All customers utilizing a room inside the CEEC building, must check-out with the Education Center Customer Service Office. This process includes reviewing the room with an Education Center Staff member utilizing the **Attachment 3** Checklist to ensure room trash has been taken out to the dumpsters, that the room is clean (i.e., whiteboards, etc.) and that it has been returned to its original set up as shown in pictures at the front of the room. Additionally, if an access key card was distributed for the reservation, it must also be returned at that time. Any continuous or repeated violation of these policies can result in a unit or a person being placed on the “Do Not Reserve” listing and affect any future room reservations.

2.5. Same Day Reservations. Personnel requiring a classroom on the same day without a previous reservation may visit or call the CEEC to check space available. If the request can be allowed, the same room reservation process will be followed by going to the 30 FSS or Smartsheet website. Again, rooms are reserved on a first come, first serve basis.

2.6. No Shows. Units or persons who “no show” after a confirmed reservation will be given a courtesy 24-hour period to arrive. If the POC does not contact the Education Center Staff to inform them of a delay or change in the previously approved reservation, or confirm the reservation via Smartsheet, the reservation will automatically be cancelled after 24-hours. A unit or person who “no shows” three times, will no longer be allowed to make reservations.

Chapter 3

ROLES AND RESPONSIBILITIES

3.1. Education Center Staff.

- 3.1.1. Will provide instructions on how to reserve a classroom or conference room.
- 3.1.2. Will ensure that the reserved classroom door will be open at the scheduled reservation window.
- 3.1.3. Will not adjust monitors or projectors, nor will they climb ladders to assist in doing so. Classroom modifications are at the expense of the POC or customers reserving the room and they assume all risk in making modifications.
- 3.1.4. Will have a room sign available at the front of the building identifying room assignments for the day(s) of the week.
- 3.1.5. Will follow and enforce the facility and reservation rules outlined in this Operating Instruction.

3.2. Customers Reserving Rooms.

- 3.2.1. Customers reserving a room must also attend the course during the dates the room is reserved. If for some reason, the customer reserving the room is not available or cannot attend, there must be a second POC listed on the room reservation.
 - 3.2.1.1. One of the two listed POCs must confirm the reservation. Additionally, they must also identify any reservation changes to the Education Center Staff as soon as possible, and if the reservation should be cancelled.
- 3.2.2. Customers are responsible for their own deliveries. Units may have items they need or want to have for their courses delivered; however, the course POC is responsible for waiting for the delivery and signing for it. The Education Center Staff is not responsible for items left outside or inside the building for other personnel to get. We recommend that if you have a delivery item, you inform the delivery agent where to leave the item or to ask for a specific person. Under no circumstances will the Education Center staff be held liable for missed deliveries.
- 3.2.3. Customers may bring in their own electronic equipment (i.e., copy machines, computers, microwaves, refrigerators, etc.) during their reservation period, to the room(s) that they reserved (not in common break area). However, customers are responsible for ensuring all safety rules are followed for plug-in items directly to the wall (i.e., no daisy chain). Additionally, these portable items must be removed upon checkout. No exceptions.
- 3.2.4. Any customers who are found to be untruthful, lying, or not utilizing a classroom for its intended use will be identified to their unit/company/organization and will be immediately placed on the Education Center Staff's "Do Not Reserve" listing and will not be allowed to reserve a room.
- 3.2.5. Customers are responsible for bringing forward any room concerns or issues (i.e., damaged walls, unusable outlets, accidents, etc.) to the Education Center Staff.

3.2.6. Customers utilizing the classrooms must respect the rules and instructions of the CEEC, this Operating Instruction, and Education Center Staff's directions. Constant requests to bend or break the rules will place customers on the "Do Not Reserve" roster and may warrant a conversation with their unit leadership.

Chapter 4

AFTER-HOURS REQUESTS

4.1. Authority to Use Facility After-Hours.

4.1.1. Customers requesting to use classrooms After-Hours (i.e., before 0800 and after 1600hrs, and/or on the weekends/non-duty days) must have an approved After-Hours request form on file, signed by their unit commander or the first officer in their chain of command with Non-Judicial Punishment (NJP) authority. Squadron Commander/Officer with NJP authority MUST be from the requesting party's unit.

4.1.1.1. The document must be the official, approved After-Hours form. We will not accept other forms, emails, or messages. The document covers all responsibilities and legalities to use the facility when staff members are not present, and therefore, cannot be supplemented.

4.1.2. The After-Hours form must be turned in with the room reservation request, at the same time. The Education Center Staff and the Force Development Flight Chief will internally process the request. Upon approval or disapproval the customer will be notified with instructions.

4.1.3. Customers with an approved After-Hours agreement on file must visit the CEEC Customer Service Office before their reservation starts to retrieve a keycard and confirm their reservation.

4.1.4. At the end of the reservation period (i.e., same day or NLT 24 hours after reservation expires) customers must immediately return key cards. NOTE: The CEEC staff deactivates key cards when reservations expire.

4.1.5. All rules in this Operating Instruction also apply during After-Hours reservations.

Chapter 5

FACILITY MANAGEMENT

5.1. Temperature. The Education Center Staff does not control the building temperature. Due to the CEEC being a LEED facility, windows do not open and entry and exit doors must always remain closed. Please do not request an Education Center Staff member to adjust the temperature, as they do not control the HVAC system. We suggest that customers dress appropriately for the building's temperature.

5.2. Key Card Access. All key cards issued during reservation check-in must be returned to the Education Center Staff upon checkout. Keys are only authorized for the available reservation window and will not work for a later reservation. However, keys are a controlled item. The Education Center Staff will ensure the card expires on the last day of the reservation, and if not returned as requested, will contact the unit's First Sergeant or Commander.

5.3. Dumpsters/Trash. There are three dumpsters located at the back of the CEEC parking lot. We expect customers to take out their own trash from their reserved rooms. Use the appropriate dumpsters (i.e., recycle or trash).

5.4. Safety. We expect customers to follow all safety measures as if they were using their own government building. Additionally, if an emergency or real-world event occurs customers must follow the Education Center Staff members' instructions.

5.5. Exercises/Real-World Events. We expect all personnel to follow SLD 30/IG and Delta Inspection Team (DIT) member instructions and perform in exercises unless there is a standard LIMFAC letter or exemption letter for the current exercise, exempting a particular group or a Contractor instructed class.

5.6. Holidays and Weekends. At the CEEC there are no staff or services available on Federal Holidays, SLD 30 Family Days, or standard weekends. Units and personnel requiring a reservation on these days must plan accordingly and if necessary request an After-Hours Reservation. We highly recommend that customers review the 30 FSS or Smartsheet website for date announcements and closures as the most up-to-date information will be posted on the website.

5.7. Computer Lab. There is one computer lab in the CEEC. Priority will be given to first come, first serve, and based on needs. If a reservation does not require using a computer lab, the reservation will be made for a different room. Additionally, we only reserve the computer lab for units or customers who require computers for their course. The computer lab is not for personnel to check their email or attend a class virtually (i.e., Zoom or TEAMS). **At no time will a person be given access to a computer for personal use in the computer lab.** Anyone requiring a computer for these purposes should visit the Base Library. All computers in the computer lab are CAC-enabled (i.e., do not have a username/password feature).

5.8. Wi-Fi. The CEEC offers public Wi-Fi with a base Wi-Fi contract. There is no administrative Wi-Fi password. The Wi-Fi passwords are placed on the whiteboard in each classroom.

5.9. Room Requests for Private Matters (i.e., investigations, etc.). Private, smaller rooms are available for assigned investigators and inspectors who require discretion. Requests of this kind do not require a formal reservation through CEEC Customer Service. Personnel should contact the 30 FSS/FSD Force Development Flight Chief or the 30 FSS/FSDE Chief, Education & Training Section (FSDE) directly with their request.

MARK A. SHOEMAKER, Colonel, USSF
Commander, Space Launch Delta 30

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

DAFI 36-2670, *Total Force Development*, 24 June 2020

DAFMAN 32-1084, *Standard Facility Requirements*, 14 January 2020

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

DAFI 90-160, *Publications and Forms Management*, 14 April 2022

SLD30I 32-1001, *Space Launch Delta 30 Facility Manager Program*, 22 June 2021

AFI 91-202, *The US Air Force Mishap Prevention Program*, 11 March 2020

DAFMAN 91-203, *Air Force Occupational Safety Fire and Health Standards*, 24 March 2022

Prescribed Forms

None

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFRIMS—Air Force Records Information Management System

CAC—Common Access Card

CEEC—Conference and Event Education Center

DAFI—Department of Air Force Instruction

DAFMAN—Department of Air Force Manual

DoD—Department of Defense

HVAC—Heating, Ventilation, and Air Conditioning

LEED—Leadership in Energy and Environmental Design

LIMFAC—Limiting Factors

MOU—Memorandum of Understanding

NJP—Non-Judicial Punishment

OPR—Office of Primary Responsibility

POC—Point of Contact

RDS—Records Disposition Schedule

VSFB—Vandenberg Space Force Base

Office Symbols

SLD 30—Space Launch Delta 30 Headquarters

SLD 30/IG—Base Inspector General’s Office

30 FSS/CC—Commander, 30th Force Support Squadron

30 FSS/FSD—Flight Chief, Force Development

30 FSS/FSDE—Base Education Center

30 CES/CEF—Base Fire Department

Terms

After-Hours—A room that is reserved outside of normal duty hours (Monday-Friday, 0800-1600hrs).

CEEC Staff—Any temporary or permanent military or civilian personnel assigned to the Conference and Event Education Center who has authority to provide room reservations direction and instructions.

Do Not Reserve Listing—A list kept by the CEEC staff identifying personnel or units no longer able to reserve rooms due to inappropriate behavior or too many violations of CEEC OI rules.

No Show—Persons with a reservation who do not appear on the day before or the day of a reservation to use the room.

TEAMS—System utilized to hold online/virtual meetings.

Attachment 2

AFTER HOURS AGREEMENT TEMPLATE

Figure A2.1. After Hours Agreement Template.

DATE:
MEMORANDUM FOR 30 FSS/FSDE
FROM: UNIT
SUBJECT: Exception to Policy for After Hours Use Request - Education Center Facilities
1. Vandenberg Space Force Base Conference and Event Education Center policy establishes Building 13640 regular operating hours as 0800 – 1600hrs Monday through Friday, on all established duty days. As a result, I request an exception to policy to use the facility outside of regular office hours. In exchange for request approval, I assume full responsibility for security and resource control for all agreed upon facilities.
2. I understand that full responsibility entails accounting for all resources and adhering to all security mandates for the specific facility my POC reserved via a signed Conference and Event Education Center Facilities and Use Agreement contract. This contract stipulates the Building 13640 facilities use rules, which I mandate the POC to strictly enforce.
3. My POC for this waiver is _____, and I can be reached at: _____.
NAME, Rank, Service Commander (or duty title of G-series order holder), Unit

Attachment 3

CHECK-OUT PROCEDURES CHECKLIST

Figure A3.1. Check-Out Procedures Checklist.

<i>DAY OF CLASSROOM USE</i>				
DATE	INSTRUCTOR NAME	CHECK IN TIME	CHECK OUT TIME	ED REP INTL

END OF CLASSROOM USE CHECK LIST (FOR ED REP ONLY)

Room inventoried	<input type="checkbox"/>
Whiteboards erased/cleaned	<input type="checkbox"/>
Extraneous papers/materials removed	<input type="checkbox"/>
Room vacuumed	<input type="checkbox"/>
Trash cans emptied	<input type="checkbox"/>
Equipment turned off/media removed	<input type="checkbox"/>
Room free from damage/debris	<input type="checkbox"/>
Equipment returned	<input type="checkbox"/>