

Administrative Changes to USAFAI 32-1, *Installation, Environmental Considerations, and Facilities*

OPR: 10 ABW

Certified by: HQ USAFA/A4 (Lt Col Joseph G. Pickenpaugh)

Update all references throughout publication using “Dean of Faculty” to “Academic Wing,” “DF” to “AW,” and “DFCE” to “ESCE.”

20 AUGUST 2026

**BY ORDER OF THE
SUPERINTENDENT**



**HEADQUARTERS UNITED STATES
AIR FORCE ACADEMY INSTRUCTION
32-1**

14 JULY 2026

Civil Engineering

**INSTALLATION, ENVIRONMENTAL
CONSIDERATIONS, AND FACILITIES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 10 ABW

Certified by: USAFA/A4
(Col Alexander Liggett)

Supersedes: USAFAI36-3514, 9 February 2022
USAFAI32-7001, 18 October 2024
USAFAI32-9001, 1 June 2022
USAFAI10-208, 30 December 2020

Pages: 69

This instruction implements Air Force Policy Directive (AFPD) 32-70, *Environmental Considerations in Air Force Programs and Activities*, and the State of Colorado wildlife laws applicable to the U.S. Air Force Academy's (USAFA) Natural Resources program. It provides strategic guidance for the Natural Resources program regarding fishing, hunting, forestry and wildlife management, recreational trail use, and the protection of natural resources on USAFA, including Farish Recreation Area and Bullseye Auxiliary Airfield. Other corresponding guidance is outlined in the USAFA *Integrated Natural Resources Management Plan (INRMP)* and Department of the Air Force Manual (DAFMAN) 32-7003, *Environmental Conservation*. This instruction also implements Department of the Air Force Manual (DAFMAN) 36-2611, *Air Force Obstacle Course Program* to provide guidance on the installation's various courses. This instruction prescribes the use of the USAFA Form 26, *Cadet Ice Arena (Facilities Usage Inspection)*, USAFA Form 33, *Request to Use Jacks Valley Training Complex*, USAFA Form 47, *Application for AFA Intercollegiate Sport Credentials*, and USAFA Form 117, *Request for Short-Term Facility Use*. This instruction applies to all individuals training, working, residing, visiting, or recreating at USAFA. This publication does apply to the Air Force Reserve Command (AFRC) and the Air National Guard (ANG). This publication does apply to the United States Space Force. Compliance with the attachments in this publication is mandatory. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Department of the Air Force (DAF) Form 847, *Recommendation for Change of Product*. This

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Chapter 1

USE OF FACILITIES AND ATHLETIC FIELDS

1.1. Use of the Athletic Facilities.

1.1.1. General. The Cadet Gymnasium (to include Cadet Fitness Center), Cadet Field House, Falcon Athletic Center (FAC), Holaday Athletic Center (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.

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

1.1.2.1. Cadet Physical Education (PE) classes and official fitness testing (AFT, PFT).

1.1.2.2. Cadet intercollegiate program (priority primary, secondary, and off-season).

1.1.2.3. Cadet intramural program.

1.1.2.4. Cadet fitness training.

1.1.2.5. Academy Special Events and Sports Camps.

1.1.2.6. Cadet Athletic Clubs.

1.1.2.7. Other USAFA organizations.

1.1.2.8. Other Government Agencies as outlined in this publication.

1.1.3. Additional Authorized Users. Listed below are the categories which outline the authorized users for the cadet athletic facilities. All users must be able to always provide a valid Department of War (DoW) identification card.

1.1.3.1. 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.).

1.1.3.2. Category B, DoW Civilian Personnel (includes DoW 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.

1.1.3.3. Category C, Dependents of Categories A and B. Dependents under 16 must be always escorted by their sponsor. 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.

1.1.3.4. Category D, Contractor Personnel Assigned to the *United States Air Force Academy (USAFA) only*.

1.1.3.5. 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 and USAFA Directorate of Operations (USAFA/A3).

1.1.4. Recreational Use. Recreational use of the cadet athletic facilities is permitted but does not include IC competition spaces unless specifically identified below. Use of these facilities for recreational purposes by personnel other than cadets is a privilege, not an entitlement. All posted recreational times must 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.

1.1.4.1. Intercollegiate areas designated for recreational use while not in use by intercollegiate teams include.

1.1.4.1.1. Natatorium Pool and Water Polo Pool.

1.1.4.1.1.1. The Natatorium Pool and the Water Polo Pool are available for recreational use to all personnel listed in [Chapter 1](#), on weekdays during posted hours and cadets only on weekends. To comply with Air Force policy, the pools are open only when lifeguards are present for duty.

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

1.1.4.1.1.3. 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.

1.1.4.1.2. Ice hockey arena for recreational skating.

1.1.4.1.3. Indoor tennis courts.

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

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

1.1.4.2.2. Racquetball and handball courts.

1.1.4.2.3. Center West Gym and East Gymnasium for basketball and volleyball.

1.1.4.2.4. Holaday Athletic Center (HAC), Monday-Friday, 1130-1300. Must always be coordinated/scheduled with USAFA/AD at (719) 333-2216/0351, for deconfliction with other Athletic Department activities.

1.1.5. Compliance. Unauthorized users may be asked to leave the facility by USAFA/AD designated representatives, 10th Civil Engineer Squadron (10 CES), personnel, and/or 10th Security Forces (10 SFS) officials.

1.1.5.1. *Areas Not Authorized for Recreational Use.*

1.1.5.1.1. Wrestling room.

1.1.5.1.2. Gymnastics area (West Gymnasium).

- 1.1.5.1.3. Intercollegiate weight rooms (Cadet Gymnasium and Falcon Athletic Center).
 - 1.1.5.1.4. Combatives (includes facilities in Jacks Valley Combatives Compound and rooms in the Cadet Gymnasium).
 - 1.1.5.1.5. Boxing rooms.
 - 1.1.5.1.6. Indoor rifle range.
 - 1.1.5.1.7. Intercollegiate Soccer Stadium.
 - 1.1.5.1.8. Intercollegiate Baseball Stadium.
 - 1.1.5.1.9. Falcon Stadium.
 - 1.1.5.1.10. Intercollegiate Lacrosse/Football Practice Field.
 - 1.1.5.1.10.1. USAFA/AD 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.
 - 1.1.5.1.10.2. All other recreational use (including Cadet Clubs) is by exception only and must be requested and scheduled through USAFA/AD.
 - 1.1.5.1.11. Outdoor Intercollegiate Tennis Courts (East side courts).
 - 1.1.5.1.12. Clune Arena.
 - 1.1.5.1.13. Athletic Reconditioning Weight Room.
 - 1.1.5.1.14. Human Performance Lab.
 - 1.1.5.1.15. Indoor Track.
 - 1.1.5.1.16. Center East Gymnasium.
 - 1.1.5.1.17. Falcon Stadium East Club and Blue Silver Club.
- 1.1.6. Facility Scheduling.
- 1.1.6.1. Cadet Area Athletic Facilities, to include the Holaday Athletic Center. USAFA/AD, through USAFA/A3, is the OPR for facility scheduling.
 - 1.1.6.2. Falcon Stadium. AFAAC, through USAFA/A3, is the OPR for facility scheduling.
 - 1.1.6.3. Jacks Valley Combatives Facilities. USAFA/AD, through USAFA/A3, is the OPR for facility scheduling.
- 1.1.7. Falcon Stadium Press Box. Use of the Falcon Stadium Press Box is managed by AFAAC through USAFA/A3. Press Box policies and rental rates can be obtained by contacting the Stadium Manager at (719) 333-1151/4924.
- 1.1.8. 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 DoW 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 by the AFAAC through USAFA/A3. All AFAAC special events requests must

be coordinated through USAFA/AD and USAFA/A3. Issues such as upcoming IC scheduled events, and IC practice/facility usage must be coordinated and considered before approval is granted. All AFAAC special event practices must have an Athletic Department POC on site during all approved/authorized practices. The Executive Director of Athletics (U.S. Government employee or designated U.S. Government appointee) is the approval authority for any further exceptions to this policy.

1.2. Facility Operations.

1.2.1. Responsibilities for Administering and Managing Cadet Area Athletic Facilities. USAFA/AD through USAFA/A3 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.

1.2.2. Facility Management. USAFA/AD is responsible for facility management.

1.2.3. Operating Hours. Operating hours for the Cadet Gymnasium, Cadet Field House, FAC, HAC, and Combatives facilities are determined by USAFA/AD and can be found on the Directorate of Athletics website, www.goairforcefalcons.com. **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.

1.2.4. Denying Entry. USAFA/AD may deny admission to users who cannot show a proper DoW 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.

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

1.2.5.1. Clune Arena, Cadet Ice Arena, and Indoor Track lights may be turned on only by authorized USAFA/AD, AFAAC or their designated personnel for scheduled classes, practices, and games.

1.2.5.2. The netting in the Indoor Track is key controlled by USAFA/AD. Only designated coaches and PE staff members can operate the net. The USAFA/AD approves the authorization for access.

1.2.5.3. All catwalk access must always be locked and is only accessible by authorized USAFA/AD or their designated personnel. Catwalk access is restricted during intercollegiate events. Elevators with catwalk access must be locked up and monitored by USAFA/AD designated personnel before and after normal hours of operation during the week and on weekends and holidays.

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

1.2.6. Facility Use During Non-Duty Hours.

1.2.6.1. All requests for facility use beyond normal operating hours must be made through the USAFA/AD to ensure proper support is provided. Cadets are not authorized to request use of the facility beyond the normal operating hours.

1.2.6.2. Twenty-four-hour access to the cadet athletic area facilities is managed by the USAFA/AD. Because of mission requirements, USAFA/AD personnel require access beyond normal duty hours. Each Senior Administrator must provide USAFA/AD with a list of those personnel from their division who require 24-hour access. Updates to the 24-hour access list are sent to USAFA/A6 for card activation.

1.2.7. Authorized Users Are Required To:

1.2.7.1. Always remain with their guests or dependents 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.

1.2.7.2. Properly use facility areas and equipment; damages to equipment may be billed to the user.

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

1.2.7.4. Be responsible for the safety of participants.

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

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

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

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

1.2.8. Authorized Users May Not:

1.2.8.1. Remove or relocate any equipment.

1.2.8.2. Raise or lower basketball backboards.

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

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

1.2.8.5. Relocate bulkheads in any of the swimming pools.

1.2.8.6. Use or operate fencing equipment.

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

1.2.8.8. Play racquetball or handball without proper eye protection.

1.2.8.9. Prop doors open at any time; this is a Force Protection and Antiterrorism violation.

1.2.8.10. Be inside the building after closing of facility without prior permission.

1.2.8.11. Use or operate scuba equipment without authorized supervision.

1.2.8.12. Be in the ice skating arena without authorized supervision.

1.2.8.13. Use cadet athletic fields or indoor facilities for practices by teams or outside groups (i.e. youth soccer or baseball teams). DoW ID cardholders are not authorized to sponsor outside groups for any practices.

1.2.8.14. 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.

1.2.8.15. Use track and field runways, pits, or any other intercollegiate track equipment in the Indoor Track of the Cadet Field House.

1.2.8.16. Enter or occupy any mechanical rooms, crawl spaces or catwalks.

1.3. Facility Security.

1.3.1. General. Managing the security of the cadet area athletic facilities and Falcon Stadium is a top priority for all USAFA/AD personnel and as such aids in the protection of our personnel, equipment, and facilities.

1.3.2. Common Access Card (CAC) Enabled Electronic Access Policy – Cadet Area Athletic Facility Exterior Doors. As part of the USAFA Force Protection Program, the USAFA/AD may use CAC-enabled 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 must remain unlocked during normal operating hours. Outside of normal operating hours, all entrance points must be secured and require CAC for entry. CAC access, for the doors and gates outlined below, and shown in Attachments 3 and 4 respectively, apply to all USAFA personnel. Wear of the Circulation Control Badge (CCB) is not mandatory in the cadet athletic area.

1.3.2.1. CAC-Enabled locks are located on the following exterior doors ([Attachment 3](#)):

1.3.2.1.1. Building 2169, Cadet Field House (FH).

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

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

1.3.2.1.1.3. FH 4: Upper-level Indoor Track entry point, west side.

1.3.2.1.1.4. FH 5: Ground level Indoor Track single door entry point, west side.

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

1.3.2.1.2.1. FAC 6: Main lobby (public) entry point on the third floor, east side.

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

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

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

1.3.2.1.3. Building 2170, Cadet Gymnasium (G).

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

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

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

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

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

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

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

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

1.3.2.2.2. Building 2168, FAC, main lobby third floor, east entry point (Door #FAC 6).

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

1.3.2.3. The following policies for access through the CAC-enabled doors are as follows:

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

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

1.3.2.3.3. If you encounter an unauthorized user trying to enter a CAC-enabled door, have someone contact the 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.

1.3.2.3.4. Ensure all other exterior doors (non-CAC-enabled lock) remain locked and always closed and are only used as exits. Exterior doors must not be propped open.

1.3.2.3.5. Report CAC-enabled lock failures immediately to USAFA/A6 at (719) 333-0081 during normal duty hours (0730-1630). After hours, report CAC-enabled lock failure to 10 CES at (719) 333-2790.

1.3.2.3.6. If a door is found open or unsecured, other than designated public entrances, please secure the door and report the problem to USAFA/AD during normal duty hours at (719) 333-9012/4328/2544, or to the 10 SFS after duty hours at (719) 333-2000.

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

1.3.3. CAC-Enabled Electronic Barriers (Gates and Swing Gates) Policy. Four (4) CAC-enabled gates and five (5) swing gates are operational in the Cadet Athletic Area. The installation of the CAC-enabled and swing gates allows USAFA/AD to maintain operational flexibility, comply with Force Protection Condition (FPCON) directives, and control access to and around the athletic facilities during athletic events. This policy applies to all USAFA personnel with valid CAC.

1.3.3.1. CAC-Enabled Gate Policy.

1.3.3.1.1. CAC-Enabled Gates are at the following locations ([Attachment 4](#)):

1.3.3.1.1.1. CAC-Enabled Gate - P1: Located on Cadet Drive, between the FAC

(Bldg 2168) and Cadet Gymnasium (Bldg 2170), adjacent to the outdoor tennis courts.

1.3.3.1.1.2. CAC-Enabled Gate - P2: Located on the access road northeast of Cadet Field House (Bldg 2169).

1.3.3.1.1.3. CAC-Enabled Gate - P3: Located northwest on Cadet Drive near access to the athletic fields off Academy Drive.

1.3.3.1.1.4. CAC-Enabled 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.

1.3.3.1.2. Under FPCON Alpha, CAC-Enabled Gates P1, P2, and P3 may remain open 24-7. Gate P4 remains closed. USAFA/AD controls access for maintenance and/or athletic operations. Delivery vehicles to Buildings 2168, 2169, and 2170 must plan to receive personnel to provide access.

1.3.3.1.3. CAC-Enabled 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 may be granted access through the CAC-Enabled gates.

1.3.3.1.4. 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 Indoor Track of the Cadet Field House) is not an authorized thoroughfare. The USAFA/AD controls access through this gate.

1.3.3.1.5. Only one car may pass through the CAC-enabled gates at a time. All drivers opening and passing through a CAC-Enabled gate are responsible for ensuring the gate is closed behind them before proceeding forward.

1.3.3.1.6. There is no bicycle access through the gates due to possible gate malfunction. All bicycle riders bypass the gates through the pedestrian area.

1.3.3.2. Swing Gate Policy.

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

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

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

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

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

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

1.3.3.2.2. Swing Gate S1 remains closed except during Cadet Ice Arena operations.

1.3.3.2.3. Swing Gate S2 always maintains one combination lock.

1.3.3.2.3.1. Lock is controlled by USAFA/AD and are used by USAFA/AD personnel to include first responders (e.g., 10 SFS, Fire and Emergency Services, and the Emergency Medical Services (EMS) Ambulance Service) for mission requirements. The combination is changed at the discretion of USAFA/AD.

1.3.3.2.3.2. The combinations are provided to the Sports Medicine Division, Events Management, Athletic Communications, 10 SFS, and 10 CEF, who passes it on to the EMS Ambulance Service. Passing the combination along to contractors or other personnel for independent access is strictly prohibited. E-mail is not used as a method to forward the new combination. People requiring access should contact USAFA/AD personnel at (719) 333-2544.

1.3.3.2.4. Swing Gates S3-S4 always remains secure. These gates are to be only open for limited and/or controlled circumstances to allow vehicle passage and/or troop movement and are to be secured immediately following usage. The USAFA/AD controls access through these gates.

1.3.3.2.5. Swing Gate S5 remains open 24-7 to allow access to the west Cadet Gymnasium parking lot; S6 are to be secured under higher FPCONs and during intercollegiate and special events. The 10 SFS controls access to this gate.

1.3.3.3. The USAFA/AD security bollards remain locked. Bollards can be removed during USAFA events as needed. Security bollards are managed by USAFA/AD personnel.

1.3.3.4. USAFA/AD or designated representatives are responsible for checking the CAC-enabled and swing gates regularly, as determined by USAFA/AD, to ensure operational capability of each gate. Any problems or irregularities are to be reported to USAFA/A6 for repairs.

1.3.4. Event Security. 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:

1.3.4.1. Athletic Event Credential Process.

1.3.4.1.1. 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 credential application 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. Letters are to 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](#).

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

1.3.4.1.1.2. The credential application is available by contacting USAFA/AD at DSN 333-6273/2216.

1.3.4.1.1.3. 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/AD. A minimum of one week is required to process a credential application request. USAFA/AD is the final approval authority for all intercollegiate event credentials.

1.3.4.1.1.4. Individuals holding the positions outlined in [Table 1.1](#) below are authorized to sign the credential application as the Unit Commander.

Table 1.1. Credential Application Approval Authority.

Superintendent (HQ USAFA/CC)	AFOSI Detachment Commander
Vice Superintendent (HQ USAFA/CV)	306th Flying Training Group Commander (306 FTG/CC)
Dean of Faculty (USAFA/DF)	Executive Director of Athletics (USAFA/AD)
Vice Dean of Faculty (USAFA/DFV)	Vice Director of Athletics (USAFA/ADV)
Commandant of Cadets (USAFA/CW)	Deputy Director of Athletics/Head, Physical education Division (USAFA/ADP)
Vice Commandant of Cadets (USAFA/CWV)	Associate Athletic Director for Athletic Programs (USAFA/ADPA)
Director of Strategic Communications (HQ USAFA/CM)	Associate Athletic Director for PE Department (USAFA/ADPE)
10th Air Base Wing Commander (10 ABW/CC)	Associate Athletic Director for Recruiting (USAFA/ADR)
10th Force Support Squadron Director (10 FSS/CL)	Associate Athletic Director for Facilities (USAFA/ADVF)
10th Security Forces Squadron Commander (10 SFS/CC)	Associate Athletic Director for Sports Medicine (USAFA/ADM)
10th Civil Engineering Squadron Commander (10 CES/CC)	Associate Athletic Director for Events Management (USAFA/ADVU)

1.3.4.1.1.5. VIP All-Sports Credentials are provided for USAFA senior leadership that because of their position, require them to participate in various DV presentations, ceremonies, sponsorship programs, or require their presence at USAFA home IC sporting events. These positions are listed and are identified in [Table 1.2](#) below. See [attachment 5](#) for instructions.

Table 1.2. VIP All-Sports Credentials.

USAFA Superintendent	10 ABW Commander
USAFA Vice Superintendent	10 ABW Deputy Commander
USAFA Command Chief Master Sergeant	10 ABW Command Chief Master Sergeant
Dean of Faculty	Director of Athletics
Vice Dean of Faculty	Executive Director of Athletics
DF Command Chief Master Sergeant	Vice Director of Athletics
Commandant of Cadets	Department Head of Physical Education
Vice Commandant of Cadets	CEO-Air Force Academy Athletic Corporation (AFAAC)
CW Command Chief Master Sergeant	AD Command Chief Master Sergeant
CEO-Associate of Graduates (AOG)	

1.3.4.1.1.6. Operational staff from all Mission Units must submit requests to USAFA/AD to receive working credentials (All-Sport Credentials, Football Only Credentials, or Game-Day Credentials) for events as applicable to their duty requirements.

1.3.4.1.1.7. Individuals who have been issued a credential must always wear the credential. A valid picture identification (DoW ID card, driver's license, etc.) is also required for verification. Event staff conduct spot checks of credentials and, in conjunction with the Security Service Provider, controls all restricted areas. Working credentials are not used as a game ticket to any intercollegiate event, nor are credentialed persons authorized to escort non-credentialed persons into an event.

1.3.4.2. Vendor Credential Process.

1.3.4.2.1. 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 are 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/AD directly. The managers are responsible for coordinating all vendor requests for employee access to the facility. The respective managers are responsible for coordinating those employee access lists, including any changes that need to be made, with USAFA/AD, prior to the event.

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

1.3.4.2.3. If a vendor's name is not on the list with the appropriate numbered credential, they are not permitted to enter Falcon Stadium.

1.3.4.3. Event Security Procedures: Event Security staff may request inspection of all bags for items prohibited inside all 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 the AD Venues.

1.3.5. Rifle Range. The intercollegiate rifle range is not a restricted or secure area. However, use of and access to the facility is controlled at a level higher than normal office work areas due to the expensive equipment, safety and security concerns associated with weapons and munitions.

1.3.5.1. Use of the rifle range is IAW USAFA/AD policies. The facility is intended primarily for intercollegiate and (or) international style smallbore and air rifle shooting.

1.3.5.2. Normal entry is through the cipher locked door. Only active team members and staff are provided with the combination. The cipher lock on door B129A/B is not the sole security barrier for weapons and munitions stored in the facility. Other personnel requiring routine access are provided with access by a combination holder.

1.3.5.3. Emergency entry is accomplished by using a key obtained through the building custodian or forced entry by fire and (or) security personnel.

1.3.5.4. The Arms Room is protected by a cipher locked door. Only active team members and staff are provided with the combination. All smallbore rifles are stored in safes for additional security protection. Only active team members are provided with combination to safes. An entry log and weapons inventory log are filled out when the safe is opened and closed.

1.3.5.5. Visitors are welcome to view practices and competitions. Visitors are observed by a trained combination and (or) alarm code holder to ensure safety and security. During contests and practices, the main door to B129B is left open provided there is trained individual supervising or authorizing access. Cleaners and other USAFA/AD personnel may be left unattended in the facility if weapons and munitions are properly secured.

1.4. Facility Safety.

1.4.1. General. Safety in and around the Cadet Area athletic facilities and Falcon Stadium are a priority. The facility safety policies protect our personnel, equipment, and facilities. Users must wear all required safety and protective equipment during each activity.

1.4.2. Facility Evacuation Procedures. Evacuation procedures for Falcon Stadium are 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 by contacting USAFA/AD at (719) 333-9171.

1.4.3. Indoor Track Level – Emergency Response Procedures.

1.4.3.1. Obstruction of any kind is prohibited 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.

1.4.3.2. During all events, the Event Manager, the Officer in Charge (OIC) of the Physical Fitness Test, or the ranking official ensures all activities are suspended during an emergency medical response. USAFA/AD is responsible for ensuring 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 are directed to depart using a route that interferes with neither emergency medical attention being provided nor the path of emergency vehicles.

1.4.3.3. To ensure the ramp and the track areas are clear for emergency vehicles to enter the Cadet Field House for emergency response, parking of any vehicles is prohibited on the ramp or on the track at any time unless approved by USAFA/AD.

1.4.4. Swimming Pool Safety.

1.4.4.1. USAFA/AD follows all guidelines established by DAFMAN 48-114, *Environment Health Program Management*.

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

1.5. Special Event Usage.

1.5.1. 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. Unless a support agreement is in place, events requested by an outside agency must go through the event approval process.

1.5.1.1. AFAAC manages all revenue-generating outside event requests involving USAFA/AD facilities. To initiate the event approval process, the requestor or USAFA sponsor requesting an event using USAFA/AD facilities, is responsible for contacting AFAAC at (719) 333-9024 with information regarding the date and type of the proposed event. AFAAC provides the requestor with initial information regarding scheduling conflicts and provides the requestor with the link to the appropriate application. The requestor is responsible for submitting completed requests for short-term facility use, along with any other corresponding information. **NOTE:** All special event requests must be submitted NLT 90 days prior to the start of the event.

1.5.1.2. Once the completed facility use request is received and all additional information has been gathered, USAFA/AD is responsible for verifying that the requested facility/facilities are available and there are no other conflicts on the master schedule.

1.5.1.3. USAFA/AD is the authority responsible for determining what requests are supported. If the event requires support outside of USAFA/AD, the request is forwarded USAFA/A3 for review and final approval. The government has the right to permit or deny the AFAAC's use of these facilities when a mission conflict or emergency occurs.

1.5.1.3.1. AFAAC works with those requestors whose events have been approved and AFAAC is responsible for managing the event. AFAAC Facility Use Contracts are completed for each special event and all event coordination and support are administered and supervised by AFAAC. At the conclusion of the event, AFAAC is responsible for completing all final billing and ensuring all parties are compensated appropriately. An After-Action Report (AAR) should be completed NLT 10 days following the conclusion of the event. The AAR should also include recommendations to bring the event back in future years or not.

1.5.1.3.2. The following general criteria are used to determine whether an event is approved:

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

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

1.5.1.3.2.3. It is appropriate to associate DoW, including USAFA, with the event.

1.5.1.3.2.4. The event is of interest and benefit to the local civilian community, USAFA, or any other part of DoW.

1.5.1.3.2.5. USAFA provides the same support for comparable events that are sponsored by other similar non-Federal entities. For clarification, each mission element or squadron should consider this requirement.

1.5.1.3.2.6. 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.

1.5.2. Approved Events: Once an event request has been approved by USAFA/A3, the event POC must submit the facility use request to 10 CES at 10CES.CEIAP.RealProperty@us.af.mil, no later than 30 days prior to the event, along with the proof of liability insurance.

1.5.2.1. Ensure USAFA POC signs the request prior to submittal to 10 CES. Both electronic and scanned copies are acceptable.

1.5.2.2. If the event has costs associated, the event POC is responsible for listing all required support on the facility request. Reimbursable expenses are billed IAW AFI 32-9003, *Granting Temporary Use of Air Force Real Property*.

1.5.3. Special Events: For Athletic Field Area tent set up in support of approved Special Events, the requesting event coordinator must submit an AF Form 332, no later than two-weeks prior to event set-up. Stop by building 8120, 10 CES Production Control Office Comm DSN: (719) 333-2790 to begin the process. Failure to complete clearance actions could result in financial liability for damaging underground utilities from tent staking. If requesting event personnel are not staking tents and utilize sandbags to secure tents from wind driven events, a dig permit is not required.

1.5.4. AFAAC-sponsored revenue-generating events may be performed in USAFA's sports facilities, in accordance with NCAA compliance guidelines and consistent with properly approved and executed real property documents including but not limited to the Master Lease/License. The government has the right to permit or deny the AFAAC's use of these facilities when a mission conflict or emergency occurs. These facilities must be scheduled by the AFAAC well in advance and must be coordinated with the applicable USAFA entities (see USAFAI 36-3525) to ensure scheduling mission-related events do not conflict with national security measures, other mission-related events, cadet training schedules or other USAFA or USAF requirements. The AFAAC is required to gain approval for scheduling non-IC events

that impact cadet time and government resources through the AD government Events Management Office.

1.6. Locker Room Inspection Procedures for Cadet Ice Arena.

1.6.1. Facilities Usage Inspection. USAFA/AD and AFAAC use the Cadet Ice Arena Facilities Usage Inspection template to evaluate and document an external organization's treatment of the facilities. The using organization is responsible for pre-inspecting all assigned locker rooms prior to their use for cleanliness and structural damage. Date, time, and signatures are collected prior to the use of the facility and provided to USAFA/AD.

1.6.2. Receiving Cipher Lock Code or Key. After pre-inspection, the external organization are given the cipher lock code or key to the visiting team locker room by USAFA/AD.

1.6.3. Random Inspections. During the event, USAFA/AD and AFAAC personnel randomly inspect locker rooms and common areas for any damage.

1.6.4. Responsibility of Locker Room. The tournament director or coach is responsible for keeping the facility clean and helping ensure proper use of locker rooms.

1.6.5. Post-Inspection and Damage Procedures. Upon completion of the event and using the same USAFA Form 26, *Cadet Ice Arena (Facilities Usage Inspection)*, locker rooms are jointly inspected by USAFA/AD and AFAAC and the using external organization.

1.6.5.1. If no damage is noted, both parties sign the USAFA Form 26, and no further action is necessary.

1.6.5.2. If damage is noted during post inspection, both parties acknowledge the damage, and it is noted and signed for on the USAFA Form 26. If the damage was determined to be malicious by USAFA/AD, notification to 10 SFS may be required.

1.6.5.2.1. In all cases, USAFA/AD is responsible for submitting a reimbursable work order to correct the damage. The using external organization is notified by USAFA/AD and/or AFAAC of such damage and a copy of the USAFA Form 26, along with an invoice for repair, is mailed for billing.

1.6.5.2.2. Billing for damages is included in the invoice generated for the facility use license agreement.

Chapter 2

OUTDOOR LEADERSHIP COMPLEX (OLC)

2.1. Overview.

2.1.1. This chapter provides guidance for requesting, scheduling, approving, supporting, and conducting activities at the United States Air Force Academy (USAFA) Outdoor Leadership Complex (OLC). The OLC is a USAFA training and developmental facility used to provide Experiential Learning (EL) programs that develop leadership, trust, communication, teamwork, problem solving, followership, and character under challenge in a controlled and supportive environment.

2.1.2. Applicability. This chapter applies to all USAFA organizations and users of OLC will comply with this instruction and the *Outdoor Leadership Complex Operations Guide*.

2.1.3. Governing Guidance. OLC operations will comply with applicable federal law, Department of the Air Force guidance (DAFMAN 36-2611, *Air Force Obstacle Course Program*), USAFA policy, applicable risk management guidance, and recognized industry standards for challenge course operations (ANSI/ACCT 03-2019 *Challenge Courses and Canopy / Zip Line Tours Standards*).

2.1.4. Responsibility Delineation. HQ USAFA/A3 serves as the installation authority for OLC governance, facility oversight, policy compliance, inspections, infrastructure maintenance coordination, and operational risk governance. The Center for Character and Leadership Development (CCLD), office symbol CWC, serves as the lead organization for EL program execution, curriculum design, facilitator development, scheduling coordination, safety equipment/PPE management, and developmental outcomes.

2.1.5. OLC Use. The OLC will not be used without prior coordination and approval through the OLC scheduling process. Unauthorized use of the OLC, OLC structures, program equipment, life safety equipment, PPE, storage facilities, or training areas is prohibited.

2.2. OLC Facilities and Resources.

2.2.1. General Description. The OLC consists of permanent and portable experiential learning resources designed to support individual, team, and organizational development. OLC resources include constructed challenge course structures (low elements, high elements), portable initiatives, program equipment, safety equipment, and supporting facilities.

2.2.2. Facilities. The Outdoor Leadership Complex (facility 10705) consists of multiple CAT I, CAT II, and Specialty obstacles. (Refer to DAFMAN 36-2611, *Air Force Obstacle Course Program*, Chapter 1, for full definitions of CAT I and CAT II courses) Facility also includes associated support buildings (2188 and 2189), storage areas. See [Attachment 8](#) of this instruction for a list of obstacles and a map of site.

2.2.3. High Elements. The OLC consists of two primary high element structures. Structures may include additional obstacles built within the structure. High elements require qualified facilitator support, appropriate safety equipment or Personal Protective Equipment (PPE), and compliance with applicable operating procedures.

2.2.3.1. Leap of Faith. Standalone leaping activity utilizing team belay systems

2.2.3.2. Leader Challenge Tower: 7x Dynamic Challenges, 7x Static Challenges, 2x Climbing Wall, Quick Jump / Rappel, and Icarus (similar to a zipline)

2.2.4. Low Elements. OLC contains seven permanent and/or semi-permanent challenge course obstacles designed to support ground-based leadership, communication, planning, trust, and team problem-solving activities. See [attachment 8](#) for list of obstacles.

2.2.5. Portable Elements. Portable elements include movable program resources such as ropes, boards, platforms, cards, tossable objects, scenario materials, and other instructional equipment used to support EBL activities.

2.2.6. Program Equipment, Life-Safety Equipment, and PPE. CCLD EL Program will provide any equipment needed for scheduled programs. Use of personal equipment is not permitted.

2.2.6.1. CCLD maintains responsibility for programmatic equipment, operational safety equipment, and PPE used for OLC programming and execution. This includes procurement, accountability, inspection, replacement, and operational readiness of CCLD-managed program equipment and PPE in accordance with applicable standards and manufacturer guidance.

2.2.6.2. All Equipment will be stored appropriately and in locked location when not in use, to mitigate risk.

2.2.7. Facility Changes. OLC structures and supporting facilities are real property. No user may modify, remove, install, attach to, alter, or repair OLC structures, grounds, facilities, or permanent fixtures without coordination through HQ USAFA/A3 and 10 CES, as applicable.

2.3. Roles and Responsibilities.

2.3.1. HQ USAFA/A3. A3 is responsible for institutional governance, facility oversight, policy compliance, inspection programs, infrastructure maintenance coordination, and operational risk governance for the OLC. HQ USAFA/A3 will:

2.3.1.1. Establish and maintain OLC governance, operational standards, and compliance oversight. This includes maintenance and approval of OLC operating instructions, policy memoranda, and associated compliance documentation.

2.3.1.2. Establish instructor qualification, certification, and currency requirements in accordance with applicable DAF guidance and recognized industry standards.

2.3.1.3. Manage schedule, coordinate, fund and maintain official records of certifications, inspections, maintenance/repairs and compliance requirements.

2.3.1.3.1. Coordinate with 10 CES and other supporting agencies for work orders, AF Form 332 submissions, repairs, infrastructure upgrades, facility modifications, lifecycle planning, and long-term sustainment.

2.3.1.3.2. Maintain official inspection documentation (Daily Checklists, Periodic Monitoring and Annual third-party inspections) and corrective action tracking.

2.3.1.4. Serve as the focal point for waivers, exceptions, and command-level operational risk decisions. Retain authority to restrict or suspend OLC operations based on safety, inspection, maintenance, compliance, or operational risk concerns.

2.3.1.5. Review external or non-standard OLC use requests for compliance with installation policy, operational risk requirements, and facility supportability.

2.3.2. CCLD. CCLD is responsible for EL programming, curriculum design, facilitator development, scheduling coordination, program support, life-safety equipment/PPE, and developmental outcomes. CCLD will:

2.3.2.1. Serve as the central scheduling and coordination office for OLC programming and facility requests. Requesting units include cadets, USAFA permanent party personnel, and approved external organizations.

2.3.2.2. Coordinate with HQ USAFA/A3 on external or non-standard requests requiring institutional review.

2.3.2.3. Coordinate with requesting organizations regarding scheduling, facilitator availability, instructional support, program feasibility, and developmental outcomes.

2.3.2.3.1. Design, develop, plan, and execute EBL programs aligned with unit outcomes.

2.3.2.4. Maintain program calendars, participant tracking, client correspondence, curriculum materials, facilitator guides, lesson plans, and program assessment documentation.

2.3.3. Requesting Organizations and Authorized Users. Requesting organizations authorized as users are responsible for:

2.3.3.1. Submitting complete and timely OLC use requests through official channels (ex. Program Questionnaire) and using the OLC only with approved authorization.

2.3.3.2. Providing accurate information regarding event purpose, group size, participant type, desired outcomes, requested support, risk considerations, and special requirements. Ensuring participants are medically and physically capable of participating in the approved activities.

2.3.3.3. Completing required risk management documentation, waivers, support agreements or facility use documentation, and other approval requirements, as applicable.

2.3.3.4. Ensuring participants comply with OLC rules, facilitator instructions, posted signage, safety briefings, required PPE, and approved scope of use.

2.3.3.5. Providing unit leadership, supervision, participant accountability, transportation, logistical support, and medical response support when required.

2.3.3.6. Reporting hazards, unsafe conditions, damaged equipment, suspicious activity, injuries, or unauthorized users immediately to appropriate OLC or CCLD personnel.

2.3.3.7. Preventing unauthorized access to storage, mechanical, restricted, or closed areas and securing facilities, gates, equipment, and storage areas as directed.

2.3.3.8. Prohibiting the use of alcohol, controlled substances, or impairing medications in a manner that creates risk before or during OLC participation.

2.3.3.9. Returning the OLC to its original condition after use, including removing trash, food, personal property, and unit equipment, and properly disposing of waste.

2.4. Scheduling and Approval Process.

2.4.1. CCLD, through USAFA/A3, is the OPR for OLC scheduling. All requests to use the OLC will be submitted through the CCLD OLC scheduling process. Requesters may contact the CCLD EBL/OLC program office at (719) 333-6768 or through the current OLC request process. Non-USAFA requests will be submitted through the USAFA events org box at usafa.events.afacademy.af.edu (alternate email: usafa.hq.a35@us.af.mil).

2.4.2. Request Timeline. Requests should be submitted as early as possible to allow adequate coordination, facilitator planning, risk review, and support deconfliction. Minimum request timelines are listed in [Table 2.1](#).

Table 2.1. OLC Scheduling Priorities and Timelines.

Priority	User Category	Advanced Notice Required
1	USAFA Cadets, Preparatory School Cadets, and direct cadet programs	2–14 days
2	USAFA organizations and personnel conducting mission-support or education/training events	30 days
3	DoW and federal agencies	90 days
4	Non-federal organizations with an approved USAFA sponsor	90 days

2.4.3. Scheduling Priority. Scheduling priority is based on mission alignment, cadet developmental impact, institutional requirements, resource availability, facilitator availability, operational risk, and facility supportability. Direct cadet training and development is priority one.

2.4.4. Preemption. Previously approved events may be rescheduled or cancelled if: higher-priority USAFA mission requirements arise, facility or safety conditions prevent execution, required documentation is incomplete, facilitator support is unavailable, or directed by HQ USAFA/A3 or CCLD leadership. CCLD will make reasonable efforts to reschedule affected users.

2.4.5. External and Non-Standard Requests. External or non-standard requests require HQ USAFA/A3 review for installation policy compliance, operational risk requirements, and facility supportability. HQ USAFA/A3 review or approval of facility use does not obligate CCLD to provide programming, facilitator support, curriculum integration, or instructional support.

2.4.6. CCLD Final Program Support Determination. CCLD retains final determination authority regarding whether an event will receive CCLD program support.

2.4.7. Required Request Information. Requests should include: Requesting organization and event point of contact, desired and alternate date/time, purpose of event and desired developmental outcomes, number participants. Inquiries may also include requests for specific aspects of the OLC to assist in reaching units outcomes (i.e., Desire for high elements, etc.)

2.4.7.1. Special considerations: Include information regarding minors, non-DoW participants, medical considerations, accessibility needs, VIP participation, photography or videography, or external sponsorship.

2.4.7.2. Program Questionnaire. Complete form online or contact EL Program Manager (719) 333-6768. (2025 Form link: <https://forms.office.com/r/MxiczyAYbm>)

2.4.7.3. Risk management documentation, waivers, facility use documentation, and support agreements may be required, as applicable.

2.5. Authorized Users and External Use.

2.5.1. Authorized Users. Authorized users include USAFA cadets, preparatory school cadets, USAFA permanent party personnel, plus approved USAFA organizations, DoW users, federal agencies, and approved non-federal organizations with a USAFA sponsor.

2.5.2. Non-USAFA Group Use. Non-USAFA users and civilian participants may require a facility use license or support agreement documentation before participation. Civilian participants must complete a liability waiver. Required documentation must be completed before use of the OLC. (See attachment **11** and **12** for OLC Liability Waiver)

2.5.2.1. Minors. Minors may not participate without required parent or legal guardian liability waivers. Chaperone signature alone is not sufficient unless specifically authorized by applicable legal or installation guidance.

2.5.2.2. Facility Use License and Support Agreements. External users may require a Facility Use License, support agreement, Memorandum of Agreement, or other approved support documentation before use. These requirements will be coordinated through HQ USAFA/A3, 10 CES, 10 LRS, or other agencies, as applicable.

2.5.3. Limits of Approval. Approval to use the OLC does not automatically include logistical support, transportation, medical support, security support, photography approval, food service, sanitation support, or CCLD-facilitated programming. Requesting organizations are responsible for coordinating required support through appropriate agencies.

2.6. Safety, Risk Management, and Participant Conduct.

2.6.1. General. Safety is a shared responsibility among HQ USAFA/A3, CCLD, facilitators, requesting organizations, and participants. All OLC activities will incorporate risk management appropriate to the activity, group, weather, facility conditions, and participant capability.

2.6.2. Risk Management. Requesting organizations are responsible for completing required risk management documentation through their chain of command. CCLD will assess program-specific risk during intake, planning, arrival, execution, and closeout. HQ USAFA/A3 retains institutional oversight of the OLC operational risk management framework.

2.6.3. Safety Briefing. Each CCLD-facilitated program will begin with a safety briefing addressing inherent risks, participant responsibilities, facilitator instructions, boundaries, emergency procedures, weather considerations, and stop-training criteria.

2.6.4. Participant Conduct. Participants who disregard safety instructions, act recklessly, interfere with facilitation, misuse equipment, or create unsafe conditions may be removed from the activity. Serious or repeated violations may be reported to the participant's commander, supervisor, sponsor, or organizational leadership.

2.6.5. Attire. Participants will wear attire appropriate for movement, climbing, lifting, crawling, running, jumping, and the safe fitting of required safety equipment. Closed-toed shoes are required. CCLD may restrict participation when attire creates a safety hazard.

2.6.5.1. Military personnel are authorized to wear OCP, PT attire, or civilian attire that meets above requirements and aligns with training uniform standards. Participants are allowed to de-blouse when temperatures permit and are authorized by unit senior leader on site.

2.6.5.2. General Cold Weather Approved Attire: Attire must keep participant warm and dry from environmental effects for long periods of time. OLC activities are not rigorous enough to produce heat through body movement. Recommend base layers, fleece hat, warm gloves, fleece jacket, and Gortex style/shell jacket. Civilian attire may vary but must maintain professional appearance. Recommend additional foot care layering to manage boot leakage and cold feet

2.6.6. Weather. OLC activities may be delayed, modified, cancelled, or terminated due to lightning, wind, temperature, precipitation, snow accumulation, hail, unsafe surface conditions, air quality, or other adverse environmental conditions. CCLD program leads may modify or terminate programming based on weather or safety concerns. HQ USAFA/A3 may restrict or suspend operations based on broader operational risk or facility concerns.

2.6.6.1. Lightning (within 5 NM). All activities will cease immediately, and participants will seek shelter when lightning is detected or announced within 5 NM by Base Voice or observed by OLC staff using approved weather applications. Activities may resume only after the Base “all clear” is announced or 30 minutes have passed since the last strike within 5 NM. Designated lightning shelters are identified in [Attachment 10](#). USAFA Weather (719-333-2058) may be contacted to verify lightning location or changes. The OLCM will determine whether training is resumed or is terminated due to delays.

2.6.6.2. Wind: Wind speed may differ in different areas of the course and at different heights. High ropes course/Leader Challenge Tower should not be operated in winds sustained at 25 MPH and above or gusts over 35 knots. See Manufacturer Recommendations for jump device wind operating limits, which may differ.

2.6.6.3. Other Adverse Weather can result in temporary halt, termination or cancellation of program, such as: Temperatures below 35 degrees Fahrenheit. Excessive rain or hail. Snow depth accumulation exceeding 8 inches in program area.

2.6.7. No Hat/No Salute Area. Due to hazards associated with ropes, belay systems, climbing, and facilitation, the OLC grounds and associated program areas, the OLC is designated as a No Hat/No Salute area during OLC programming/training. Signs designating the No Hat/No Salute area will be posted and course facilitators will brief participants.

2.7. Facilitator Qualifications and Instructor Support.

2.7.1. Qualification Requirements. OLC facilitator and instructor qualification, certification, and currency requirements will be established and managed by HQ USAFA/A3 in accordance with DAFMAN 36-2611, applicable DAF guidance, and recognized industry standards.

2.7.2. Obstacle Usage. OLC Obstacles require appropriately trained, qualified, and current facilitator support.

2.7.2.1. Ratios: The ideal group size for best learning outcomes is 12-15 participants per facilitator. Larger groups will likely be broken down into smaller groups to meet outcomes or programming adjusted to ground based obstacles to accommodate higher ratios. The ratio should not exceed 20-to-1 for high element in the OLC. Group request that exceeds this ratio will not participate in high elements.

2.7.2.2. CCLD may adjust programming or deny use of high elements when facilitator-to-participant ratios, participant readiness, weather, equipment status, inspection status, or other risk factors do not support safe execution.

2.7.3. Volunteers. Volunteer facilitators must have an approved Volunteer Service Agreement (VSA) and must be trained, evaluated, and authorized by CCLD before supporting OLC programming. Volunteers may only support activities for which they are trained, current, and authorized.

2.8. Inspection, Maintenance, and Equipment Readiness.

2.8.1. Facility and Infrastructure Maintenance. HQ USAFA/A3 is the lead organization for oversight of OLC facility and infrastructure maintenance coordination. Coordinating with 10 CES (DSN: 333-2790 or 10CES.CEOPCS.Base@us.af.mil) and other supporting agencies for work orders, AF Form 332 submissions, repairs, upgrades, facility modifications, and long-term sustainment.

2.8.2. Required Inspections. Per guidance by DAFMAN 36-2611 and alignment with ANSI/ACCT 03-2019, A3 prescribes inspection programs beyond daily operational checks. HQ USAFA/A3 will schedule, coordinate, maintain records and fund (if needed) the annual (third party) and periodic monitoring inspections.

2.8.3. Daily Operational Checks. OLC facilitators will conduct pre-use checks of program equipment, safety equipment, PPE, and elements used during programming and noted on Daily Checklist. Identified concerns will be documented and reported through the appropriate CCLD and HQ USAFA/A3 channels.

2.8.4. Corrective Actions. Elements, equipment, or structures identified as unsafe, damaged, out of tolerance, or non-compliant will be removed from service and marked as out of service until assessed and returned to service by appropriate authority.

2.8.5. Equipment Accountability. CCLD is responsible for accountability, inspection, replacement, and readiness of CCLD-managed program equipment, life-safety equipment, and PPE. Users may not use or remove equipment without approval.

2.9. Security, Access, and Property.

2.9.1. Course Security. Unauthorized access to OLC structures and equipment is prohibited.

2.9.1.1. Ropes, ladders, removable climbing handholds will be left at program conclusion limiting access to 10 feet.

2.9.1.2. Equipment. Portable equipment, safety equipment, and PPE will be secured in locked structure when not in use.

2.9.2. Access Control. Access to OLC buildings, storage areas, gates, and equipment will be controlled by locking systems and secured by designated personnel when course is not in use.

Per controlled area signage on paths, roads, gates, structure, unauthorized users will not enter locked or restricted areas without authorization.

2.9.3. Reporting Suspicious Activity, Loss or Theft. All users will report suspicious activity, unauthorized users, theft, vandalism, or criminal activity to the 10 SFS Base Defense Operations Center at (719) 333-2000/2001/2003 and notify CCLD and HQ USAFA/A3 as soon as practicable.

2.9.4. Personal Property. USAFA, HQ USAFA/A3, and CCLD are not responsible for damage, loss, or theft of user property.

2.10. Emergency Procedures and Incident Reporting.

2.10.1. Emergency Response. For serious medical, rescue, fire, or life-threatening emergencies, users will call 911 immediately. Participants will follow facilitator instructions and move to designated rally points when directed. (*Note: 911 routes through El Paso County first before being transferred to USAFA base emergency response team, ensure its stated incident is on USAFA*).

2.10.1.1. Emergency Evacuation Locations. Should an evacuation be required participants can move to one of three areas: Arnold Hall Roundabout, Soccer Stadium parking lot, or the road shoulder of Cadet Drive.

2.10.2. Medical Incidents. OLC facilitators may provide first aid within their level of training until emergency responders arrive. Programming may be suspended or terminated when medical evaluation, rescue, or emergency response is required.

2.10.3. Serious Injury or Death. In the event of serious injury or death, all OLC activities will cease immediately. The program lead or designated representative will call 911, secure the scene as appropriate, maintain accountability, and notify USAFA Safety (DSN: 333-1946), HQ USAFA/A3, CCLD leadership, and the participant's unit commander or sponsor as soon as practicable.

2.10.4. Fire. Users will call 911 for any fire. If safe and within capability, trained personnel may attempt to extinguish minor fires using available fire extinguishers. Programming will remain suspended until the area is cleared by emergency responders or appropriate authority. Report all minor fires to Fire Prevention Office (719-492-5620).

2.10.5. Incident Documentation. Incidents, injuries, mishaps, damaged equipment, near misses, or unsafe conditions will be documented and reported through applicable USAFA, safety, and unit reporting channels through DAF Form 978, *Mishap/Injury Form*. OLC facilitators may assist in completion of form, where needed, but injured persons chain of command must submit. Requesting organizations remain responsible for required commander/supervisor reporting, including mishap reporting when applicable.

2.10.6. Accountability. The requesting organization and CCLD program lead will maintain accountability of participants during emergency response, evacuation, or program termination.

2.11. Photography, Videography, and Public Affairs.

2.11.1. Coordination Requirement. Photography, videography, media engagement, or public release associated with OLC activities must be coordinated through appropriate USAFA Public Affairs channels when required (DSN: 333-7731).

2.11.2. User Responsibility. Requesting organizations are responsible for identifying photography, videography, media, or public affairs requirements during the request process.

2.12. Waste, Clean-up, and Environmental Stewardship.

2.12.1. Clean-up. Requesting organizations and authorized users are responsible for policing the OLC area at the conclusion of their event. Trash and recycling will be placed in approved receptacles or removed from the site.

2.12.2. Dumpster Use. Users will secure dumpsters and trash containers after use. If additional sanitation support, dumpsters, or portable toilets are required, contact 10 CES Customer Service at 10CES.CEOPCS.Base@us.af.mil.

2.12.3. Environmental Protection. Users will not dig, cut, modify terrain, damage vegetation, create trails, move natural features, or disturb wildlife or cultural resources without approval from appropriate installation authorities (10 CES Customer Service at 10CES.CEOPCS.Base@us.af.mil)

2.13. Cancellations and Rescheduling.

2.13.1. User Cancellations. Users holding confirmed programs will notify CCLD as soon as possible when cancelling or modifying an event.

2.13.2. CCLD or HQ USAFA/A3 Cancellations. CCLD or HQ USAFA/A3 may cancel, delay, modify, or terminate OLC use due to weather, safety concerns, facility condition, inspection status, maintenance requirements, incomplete documentation, lack of facilitator support, higher-priority mission requirements, or command direction.

2.13.3. Make-up Dates. Weather or safety-related cancellations may be rescheduled based on facility availability, facilitator availability, mission priority, and requesting organization requirements.

2.14. Enforcement.

2.14.1. Loss of Use Privileges. Individuals or organizations that violate this chapter misuse the OLC, fail to follow facilitator instructions, damage property, conduct unauthorized activities, or create unsafe conditions may have OLC privileges suspended, curtailed, or revoked.

2.14.2. Reporting Violations. All users are responsible for reporting hazards, misuse, unauthorized use, property damage, safety violations, and suspicious activity to CCLD, HQ USAFA/A3, 10 SFS, or other appropriate authorities.

2.15. Waivers and Exceptions.

2.15.1. Waiver Requests. Requests for waiver or exception to this chapter must be submitted in writing through the OLC scheduling process and coordinated with HQ USAFA/A3 (usafa.events@afacademy.af.edu). Waivers must be approved before the requested activity occurs.

2.15.2. Command-Level Risk Decisions. HQ USAFA/A3 serves as the focal point for waivers, exceptions, and command-level operational risk decisions related to OLC facility use, non-standard activities, external use, or deviations from established requirements.

Chapter 3

JACKS VALLEY TRAINING COMPLEX (JVTC)

3.1. Overview.

3.1.1. This chapter provides guidance for commanders to operate the United States Air Force Academy (USAFA) Jacks Valley Training Complex (JVTC) safely, effectively, and efficiently to meet training and test requirements while minimizing potential effects on the environment and the surrounding communities. Additional JVTC operations information can be found in the *Jacks Valley Training Complex (JVTC) Operations Handbook*, managed by HQ USAFA/A3. All USAFA organizations and users of JVTC will comply with this instruction and the *Jacks Valley Training Complex (JVTC) Operations Handbook*.

3.1.2. JVTC is a military training area consisting of the Combat Arms Training and Maintenance (CATM) compound, the Field Engineering Readiness Laboratory (FERL), Basic Cadet Training (BCT) Encampment area, Munitions Storage Area (MSA), Deadman's Lake, Deadman's Lake Warehouse (storage) area, AD Combatives Compound as well as other training sites and facilities located in the Jacks Valley area of USAFA. JVTC includes the area west of I-25 extending to the westernmost boundaries of USAFA and north of Northgate Blvd to the northernmost boundaries of the USAFA. This does not include the 100-foot-wide section along the railroad track running north and south through Jacks Valley (JV) and the remainder of the Air Force Academy installation.

3.1.3. The *Jacks Valley Training Complex (JVTC) Operations Handbook* has more information on location and facility information. This document is maintained by HQ USAFA/A3 with input from the JVWG and other USAFA organizations to guide the complex's operations and provide specific directives for both internal and external users.

3.2. Policy.

3.2.1. This instruction applies to all personnel assigned to or using USAFA facilities and training areas within the JVTC. The U.S. Air Force Academy Superintendent is the approving authority for activities within JVTC in which authority is delegated in a manner described in this instruction.

3.2.2. References. Small arms training ranges are addressed in DAFI 31-131, *Combat Arms and Maintenance (CATM) program*. Stand-alone Explosive Ordnance Disposal ranges are covered under DAFMAN 32-3001, *Explosive Ordnance Disposal (EOD) Program*. Explosive safety can be found in Defense Explosives Safety Regulation (DESR) 6055.09_ DAFMAN 91-201, *Explosives Safety Standards*. Obstacle Course guidance can be found in DAFMAN 36-2611. In addition to the references cited, personnel are responsible for complying with all applicable federal laws, Department of War (DoW) policies, Department of the Air Force (DAF) policies/instructions, and USAFA guidance.

3.3. Jacks Valley Working Group (JVWG).

3.3.1. The Jacks Valley Working Group (JVWG) will have monthly meetings. The JVWG serves as the primary synchronization body for all JVTC land and facility use, deconflicting activities between Major Units and primary users. The group ensures all stakeholders are aligned to the full spectrum of installation management, from environmental and safety compliance to logistics and security. Furthermore, the JVWG details resource allocation, advises on facility responsibilities, and informs long-range installation planning to guide the 5-, 10-, and 20-year outlook for JVTC development.

3.3.2. The JVWG is chaired by HQ USAFA/A3 with a Vice Chair from HQ USAFA/A4. The A4 Vice Chair role may be delegated to a representative from 10 CES, 10 LRS, or 10 SFS.

3.3.3. In addition to members from HQ USAFA/A3, monthly meetings require mandatory attendance from the organizations listed in [Table 3.1](#). Other organizations, listed in [Table 3.2](#), are required to attend quarterly. Monthly agenda items will include the topics identified in [Table 3.3](#), while quarterly meetings will also cover the items in [Table 3.4](#); these lists are not all-inclusive.

Table 3.1. Required Monthly Attendees.

HQ USAFA/A4	10 CES
U.S. Fish and Wildlife Service Representative	10 SFS (CATM)
10 LRS	34th Training Support Squadron (34 TRSS)
DFCE (FERL)	10 ABW
Colorado Parks and Wildlife (CPW)	Identified organizations by HQ USAFA/A3

Table 3.2. Required Quarterly Attendees.

10 MDG	AD (Combatives)
306 FTG	Safety Office

Table 3.3. Monthly Topics of Discussion.

Construction, Maintenance, and Communication projects, to include work orders (current, and 1-3 months out)	Safety
Security Concerns (incidents, violations/infractions, misuse, etc.)	Equipment Status (broken down within Major JV sections)
Waivers that are current, needed, or requested	Status of Facilities (conditions)

Review the listing and effective dates of LOA/MOAs, LOPs, Operation letters, and other agreements.	Environmental Concerns
Scheduling of JVTC and training sites/ranges	Facility Updates from: 10 LRS, 10 CES to include Fire Department, U.S. Fish and Wildlife Service, 10 SFS (CATM), 10 LRS, Cadet Wing (Staff or TRSS), DFCE (FERL), 10 MDG, 10 CS (HQ USAFA/A6), 306 FTG, AD, and 10 FSS

Table 3.4. Quarterly Topics of Discussion (Additional to Monthly).

Long-term maintenance review (preventative maintenance, main 332, large 332),	Additional training area inclusion (Husted, Edgerton and Northfield (HEN) District)
External and internal district planning/development updates	Facility management responsibilities and assignments
Updates from IFB, FWG, sUAS training developments, Equipment Working Group, Storage Working Group, and any other regularly scheduled working group or operational planning teams (OPT) on the installation	Violation tracking and statistics, JVTC usage data and tracking

3.4. JVTC Facility Maintenance Coordination. Concurrently with scheduling user activities, HQ USAFA/A3 will maintain a maintenance tracker to forecast facility and training area outages while 10 CES remains responsible for the processing and prioritization of all related workorders (AF Form 332, *Base Civil Engineer Work Request*).

3.5. Use of Jacks Valley Training Complex.

3.5.1. General. The JVTC, including Deadman's Lake and the AD Combatives Compound, is funded primarily for official cadet training and hosts over 230 mission-related events annually. More information on scheduling use can be found in this chapter.

3.5.2. Risk Management must be provided to HQ USAFA/A3 before final approval. Approval of RM (or comparable program for external users) should be routed and approved through their organization. For Cadet Squadrons or Groups, RM must be routed through USAFA/SE and the permanent party chain of command to the Commandant of Cadets, or designated representative.

3.5.3. Any operations in JVTC involving photography or videography must also be coordinated and approved through HQ USAFA/CM. For coordination and approval, contact Public Affairs Operations: (719) 333-7731 or email USAFA.CM.PA@us.af.mil.

3.5.4. The use of lakes or creek crossing (Monument Creek) for USAFA-approved training or other activities must be coordinated with 10 CES at (719) 333-3308. See **Chapter 2** for further information. 10 CES confirmation of approval must be provided to HQ USAFA/A3 before final approval.

3.5.5. Limited pyrotechnics, blank ammunition, AirSoft and weapons may be used to provide realistic training. These items must be identified on the USAFA Form 33, *Request to Use*

Jacks Valley Training Complex, to allow for coordination and approval by HQ USAFA/A3, USAFA Safety (USAFA/SE), 10 CES and USAFA Fire Department, depending on use-case scenario. **(HQ USAFA/A3, T-3)**

3.5.6. The JVTC will not be used under any circumstances without the written permission of HQ USAFA/A3. Any units and organizations found to be in violation of this document, and all related requirements may have their use of JVTC curtailed or, when warranted, removed entirely. All users, whether internal or external to USAFA, are responsible for reporting hazards, misuse or violations of this instruction. **(HQ USAFA/A3, T-3)**

3.5.7. To satisfy numerous requests and the availability of JVTC, non-USAFA units shall request no more than five continuous training days in JVTC. **(HQ USAFA/A3, T-3)**

3.6. Aviation Activities and Airspace.

3.6.1. Any aviation related activities that exceed 200 feet Above Ground Level (AGL) must be coordinated and approved by the HQ USAFA/A37 with notification to the 306th Operational Support Squadron Airfield Operations Flight Commander (306 OSS/OSA), (719) 333-2307. Notification will include date, time duration, altitude, and location. **(HQ USAFA/A3, T-3).**

3.6.2. All small Unmanned Aerial Systems (sUAS) related aviation must be coordinated and approved by the small Unmanned Aerial Systems (sUAS) program manager, HQ USAFA/A3, (A33): (719) 333-0057. If utilizing any JVTC areas, a USAFA Form 33 will be submitted IAW 3.12.

3.6.3. Along with coordination described in this chapter, affected Facility Managers within applicable areas of JVTC will be notified of aviation activities such as fixed wing aircraft overflight, sUAS operations, and helicopter overflight/landings.

3.7. Off-Limits Areas.

3.7.1. Munitions Storage Area. All JVTC users will not conduct training operations within the 1,250-foot arc surrounding MSA buildings. Travel through the MSA will be kept to a minimum.

3.7.2. Combat Arms Surface Danger Area (SDA). No user(s) may enter the SDA located to the west of the CATM firing ranges without coordination and approval.

3.7.3. Railroad tracks. JVTC users may not traverse the railroad track(s), either directly or under railroad bridges. A 100-foot easement is established through the installation and must not be violated. Crossing is permitted only at designed railroad crossings outside of JVTC (i.e., Parade Loop, Community Center Drive, Ice Lake Road, etc.).

3.7.4. Monument Creek crossing. JVTC users may not cross Monument Creek without prior coordination and approval through 10 CES. Use of the lakes or creeks for USAFA-approved training or other activities must be coordinated with 10 CES at (719) 333-3308. See [Chapter 2](#) for further information.

3.8. Authorized Users and Delegated Control.

3.8.1. HQ USAFA/A3 is the approving authority **(T-3)** for all activities conducted in the JVTC with the exception of assigned Facility Management roles in the following sites/areas: CATM (10th Security Forces Squadron (10 SFS) controls the firing range); FERL (The Dean of the

Faculty, Department of Civil and Environmental Engineer (USAFA/DFCE) controls the FERL site); 10 CES (EOD Proficiency Range) is responsible for providing control, maintenance and oversight of EOD Proficiency Range on behalf of 21 CES/CED (EOD); and the Munitions Storage Area (the 10th Logistics Readiness Division (10 LRS) manages the MSA). HQ USAFA/A3 is responsible for managing and operating MOUT, FOB Chapman and BCT Encampment area, excluding any specifically identified ownership through 10 CES in the encampment area (i.e., BCT Medical “Clinic” Building, Fire Department Facility, 10 FSS Kitchen, 10 LRS warehouse). This includes the Jacks Valley Warehouse (Building 1072), BERG rigid-wall shelters, latrine facilities, concrete pads, all surrounding structures and grounds maintenance requests. The 34 TRSS has approval authority for CW operations inside of JVTC. Each above listed unit/organization is responsible for access control for associated users, both internal and external to USAFA. HQ USAFA/A3 has final adjudication authority as delegated by the USAFA Superintendent.

3.8.2. Facility Use License (FUL). A FUL is used to grant temporary use of AF real property. Processing the license takes 30 days. JVTC and all courses are considered real property. All external users (those not stationed on USAFA) are required to fill out a USAFA Form 117. 10 CES is the approving authority for access to the area and licenses/leases for JVTC facilities. Coordinate with HQ USAFA/A3 and 10 CES at (719) 333-8086. **(HQ USAFA/A3, T-3)**

3.8.2.1. All non-active-duty users must sign a FUL before using the JVTC, if a formal support agreement does not exist. A copy of the approved USAFA Form 117 will be given to the 10 CES/CEIAP office 30 days before initiating the license process. A FUL may also be used to request chemical toilets and dumpsters. All other support must be requested via a support agreement or a Memorandum of Agreement (MOA) with the appropriate agency. **(HQ USAFA/A3, T-3)**

3.8.3. Requests for support must be submitted to the 10th Logistics Readiness Division, Logistics Plans (10 LRS/LGRDX). Any logistical support from 10 LRS/LGRDX requires a formal Support Agreement, Memorandum of Agreement and/or a Facility Use License for organizations. Support may also be procured by the using organization through authorized contracting methods. **(HQ USAFA/A3, T-3)**

3.9. Support Agreements.

3.9.1. A support agreement is required for all non-USAFA users who will use JVTC on a recurring basis. The support agreement grants permission to use the JVTC and will specify all the support required from USAFA organizations. It will also identify the user requirements and basis for reimbursement for support requested in the agreement **(HQ USAFA/A3, T-3)**.

3.9.2. Dates will not be specified in the support agreement; items addressed will be how many sessions per year and duration of each session. A USAFA Form 33 will be required 30 days prior to reserve dates. The user must coordinate with any other support agencies involved to ensure support will be available. **(HQ USAFA/A3, T-3)**

3.9.3. The customer must initiate all formal support agreements. Send requests to the Support Agreement Manager, 10 LRS/LGRDX, 8110 Industrial Drive, Suite 100, USAF Academy, CO 80840-2321, (719) 333-3543.

3.9.4. The agreement process may take up to 120 days. If training is scheduled before the completion of the formal support agreement, organizations may still use the JVTC if a FUL has been completed for that training IAW this chapter. **(HQ USAFA/A3, T-3)**

3.10. Liability Waiver and Hold Harmless Agreement.

3.10.1. A Liability Waiver and Hold Harmless Agreement is an agreement between individuals using JVTC and USAFA. The individual accepts responsibility for personal injury that may result from using JVTC and agrees to hold the Air Force harmless. (T-1)

3.10.2. All non-active-duty personnel must sign a Liability Waiver and Hold Harmless Agreement (Adults) (**Attachment 7**) and submit it to HQ USAFA/A3 prior to using any portion of JVTC. They also must adhere and show that the required liability insurance coverages are in place before operating. The using organization representative is responsible for ensuring that every member of their unit has completed the agreement and has provided it to HQ USAFA/A3 before entering the training complex. If a member is under the age of 18, the Liability Waiver and Hold Harmless Agreement (Minors) (**Attachment 7**) must be completed. There are no exceptions. (USAFA/CC, T-2)

3.10.3. Non-federal users are required to have sufficient liability insurance prior to use.

3.11. JVTC Facility Scheduling.

3.11.1. HQ USAFA/A3 is the delegated authority for JVTC scheduling and coordination and has adjudication authority in the event of a scheduling conflict or priority use concern. However, specified Facility Management responsibility is delegated for select sites and facilities within JVTC as described in this chapter. This includes the nine (9) training areas, ALPHA through INDIA for land navigation, bivouac or other training in addition to the listed facilities, courses, sites and airspace as described in the *Jacks Valley Training Complex (JVTC) Operations Handbook*.

3.11.2. All requests must be on the USAFA Form 33, detailed Concept of Operations (CONOP), applicable risk management (RM) document, and a Public Affairs document(s) before final approval. Requests must include the portions of the JVTC to be used, purpose of training, schedule of events, number of personnel and vehicles/equipment to be utilized and in what manner. These documents only approve use of the JVTC (i.e., it does not approve logistical or security support, HQ USAFA/A3 approval of risk management, etc.). See the applicable sections of this document and the *Jacks Valley Training Complex Operations Handbook* for additional support requirements and points of contact. External users will require a facility use license IAW this chapter. **(HQ USAFA/A3, T-3)**

Note: All users must have these documents (USAFA Form 33, CONOP, RM, HQ USAFA/CM approval) on hand while in JVTC.

3.11.3. Submit requests to reserve and schedule JVTC areas or facilities on USAFA Form 33. Requesters may also contact the USAFA events org box at usafa.events@afacademy.af.edu to obtain the USAFA Form 33 (alternate email: usafa.hq.a35@us.af.mil). Approval of a request only permits the use of JVTC. It does not approve any support requirements. **(HQ USAFA/A3, T-3)**

3.11.4. Due to high demand, clear prioritization detailed in **Table 3.5** has been established for scheduling JVTC areas and/or facilities. This prioritization does not apply to facilities managed by other units, such as the 10 SFS CATM Ranges, the DFCE FERL Site, the EOD Proficiency Range, the AD Combatives Compound, or the 10 LRS Munitions Storage Area.

Table 3.5. JVTC Scheduling Priorities.

Direct Cadet Training involvement (FTX, summer training programs, Group/squadron training events, etc.)
Direct training and education support (USAFA Major Unit operational readiness training)
Other training and educational support/requirements i.e. SANDHURST, TacSim etc.
10 ABW functions and events
External Unit and USAFA Base activities
Any outside agencies (ROTC, National Guard, Law Enforcement, etc.)
Civilian agencies.

3.11.5. Units with approved training complex reservations may be pre-empted by units with a higher priority. Training reservations will become firm and will not be pre-empted 21 days prior to the approved training date. **EXCEPTION:** CW training can potentially bump any unit 72 hours before its training date. **(HQ USAFA/A3, T-3)**

3.12. Blackout Dates for Cadet Training.

3.12.1. This section in its entirety only highlights some common blackout dates for Cadet training. Full scheduling blackout timelines can be found in USAFAI 36-3525, *Events Program Management*.

3.12.2. JVTC use is closed to external users to provide cadet training preparation, operational needs and/or to fulfill USAFA objectives. The complex is used exclusively for direct cadet mission support with USAFA as the sole user from 15 May to 1 August, one week leading up to CULEX/VALEX (typically September and April, respectively), Parents Weekend (first weekend of September), hunting season(s), etc.

3.12.3. For JVTC preparation and cadet training, USAFA summer programs are scheduled as the sole user of JVTC from 15 May through 1 August annually, as well as Parents' Weekend (normally the first weekend in September). **(HQ USAFA/A3, T-3)**

3.12.4. USAFA/DFCE is designated as the sole user of FERL from 1 May through 30 June annually, with DF graduation requirements (laboratories, capstones, and research) priority over any other usage requests. ABET reference 3.1.1 CFETP 32EX. **(HQ USAFA/A3, T-3)**

3.12.5. During hunting season, 1 October through 31 January, use of the JVTC will be curtailed. These dates are designated for limited hunting seasons by the USAFA Natural Resources in coordination with the Colorado Parks and Wildlife (CPW) and/or U.S. Fish and Wildlife Service (USFWS). **(HQ USAFA/A3, T-3)**

3.12.6. CE winterizes the area during the winter period. Users should not expect facilities to be "un-winterized" outside of the USAFA summer use period. This means neither water nor

fixed sanitary facilities are available. Requestors should be aware of this prior to requesting use of the area. Contract Services can provide support with portable/chemical toilets and dumpsters for a fee charged directly to the requestor. Usage fees may also be charged. Document the need for chemical toilets on the USAFA Form 117, *Request for Short-Term Facility Use*.

3.13. Facility Operations.

3.13.1. Responsibilities for Administering and Managing Facilities. HQ USAFA/A3, on behalf of the Superintendent determines who may use JVTC facilities. Authority for exceptions (other than cadets) is based on availability, amount of use, control, and benefit to the USAFA.

3.13.2. Facility Management. This chapter specifies facility management responsibilities for each facility and/or training area. 10 CES ARES (NexGen IT) is the accountable system for USAFA facility management responsibilities.

3.13.3. Operating Hours. Standard operating hours are Monday through Friday, 0730 to 1630; however, due to the nature of training and operational needs, JVTC can be scheduled 24 hours a day, 7 days a week but must be coordinated with applicable departments stated within this chapter. For availability and support inquiries regarding JVTC training areas and facilities, contact the respective units identified in this chapter. **Note:** MSA is for operational needs only and cannot be scheduled for use for users other than 10 LRS.

3.13.4. Denying Entry. HQ USAFA/A3 may deny admission to users who cannot show a proper DoW ID card, contractor badge, approved USAFA facility use license agreement and/or AFAAC Facilities Use Contract, and/or do not follow the rules posted for facility use. Individuals or organizations who do not comply with this instruction are subject to loss of privileges.

3.13.5. Facility Use During Non-Duty Hours. JVTC use during non-duty hours is not permitted unless coordinated and approved through HQ USAFA/A3. Non-duty-hour operations CATM, FERL or the MSA may be approved by the managing unit, with notification to HQ USAFA/A3.

3.14. Authorized Users Are Required To:

3.14.1. Properly use facility areas and equipment; damages to equipment may be billed to the user(s).

3.14.2. Be responsible for the security of the area used and ensure exterior doors are shut.

3.14.3. Be responsible for the safety of participants. All units/organizations must have proper risk management (RM) coordinated and approved through their chain of command.

3.14.4. Only utilize the requested area/facility during operating/approved hours.

3.14.5. Report any suspicious bag(s), backpack(s), or personnel to any USAFA official or Security Forces Personnel at Base Defense Operation Center (BDOC) at (719) 333-2000/2001/2003.

3.14.6. Have proper ID available upon request from 10 SFS, 10 CES, HQ USAFA/A3, CW, 10 LRS, DFCE, and other USAFA officials. **Note:** All users must have the following

documents on hand while utilizing the requested JVTC areas: USAFA Form 33, CONOP, RM, and HQ USAFA/CM approval.

3.14.7. Coordinate with the facility manager(s) to determine which areas or elements of the facility/training area are operational and suitable for the requested event. For example, if the restroom is inoperative, then the requesting unit is responsible to procure chemical/portable toilets or if interior/exterior lighting is not functional, then the requesting unit is responsible for coordinating indoor/outdoor lighting capabilities.

3.14.8. Return each area to its original condition. There is one bear-proof dumpster in the BCT Encampment area. All trash must be collected and placed in this dumpster or removed from the site by the user. Users will not leave trash next to or on top of the dumpster. Additional dumpsters may be coordinated via the *Facility Use License* (USAFA Form 117) or support agreement process. All dumpsters used for food must be bear-proof. (HQ USAFA/A3, T-3)

3.15. Authorized Users May Not:

3.15.1. Use JVTC for recreational purposes, other than coordinated and approved *events* (i.e., archery hunting season, Falcon 50, etc.). This does not apply for Deadman's Lake or the portions of the Santa Fe Trail that traverses through JVTC to the east of Aardvark Auxiliary Airfield.

3.15.2. Remove or relocate any equipment.

3.15.3. Dig at any site, modify environment, modify terrain, or conduct fire training without proper permitting or approval through the respective Facility Manager and 10 CES at (719) 333-3308.

3.15.4. Use any facilities or training areas not approved on USAFA Form 33, the detailed Concept of Operation (CONOP) or utilize the Off-Limits locations listed in this chapter, unless an emergency warrants temporary use for safety (i.e. medical emergency, extreme weather, wildfire, active shooter, etc.).

3.15.5. Teach lessons, conduct training 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 USAFA and JVTC facilities.

3.15.6. Enter or occupy any mechanical rooms, crawl spaces or catwalks.

3.15.7. Utilize any space or facilities for temporary or permanent storage, unless coordinated and approved through the unit assigned Facility Management responsibilities. 10 CES maintains ARES (NexGen IT) system and is the system of record.

3.16. Security.

3.16.1. General. Managing the security of JVTC is a top priority for all USAFA personnel and as such aids in the protection of our personnel, equipment, and facilities. HQ USAFA/A3 and HQ USAFA/A4 will coordinate with 10 SFS on JVTC patrol/security checks schedules and monitoring. All users should report suspicious activity or unauthorized users to 10 SFS at (719) 333-2000/2001/2003.

3.16.2. Key and combination access and controls. All JVTC assigned Facility Managers will provide duplicate keys or master keys for all facilities and lock combinations to be maintained

in HQ USAFA/A3 for oversight and inspection requirements. **EXCEPTION:** Controlled-access areas such as CATM armories, MSA, etc., are not required to provide keys or combinations. These areas must provide HQ USAFA/A3 with access rosters and contact information to provide for coordinated access for A3 or other Headquarters staff when necessary.

3.17. Common Access Card (CAC) Enabled Electronic Access Policy.

3.17.1. The following policies for access through the CAC-enabled doors are as follows:

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

3.17.3. If someone is trying to enter and is not recognized, ask to see an ID card.

3.17.4. If you encounter an *unauthorized* user trying to enter a CAC-enabled door, have someone contact the 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.

3.17.5. Ensure all other exterior doors (non-CAC-enabled lock) remain locked and always closed and are only used as exits. Exterior doors must not be propped open.

3.17.6. Report CAC-enabled lock failures immediately to USAFA/A6 at (719) 333-0081 during normal duty hours (0730-1630). After hours, report CAC-enabled lock failure to 10 CES at (719) 333-2790.

3.17.7. If a door is found open or unsecured, other than designated public entrances, please secure the door, and report the problem to the corresponding Facility Manager first, then HQ USAFA/A3 if necessary, during normal duty hours at (719) 333-4286, or to the 10 SFS after duty hours at (719) 333-2000/2001/2003.

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

3.18. CAC-Enabled Electronic Barriers (Gates and Swing Gates) Policy .

3.18.1. Comply with Force Protection Condition (FPCON) directives, and control access to and around JVTC. This policy applies to all USAFA personnel with valid CAC.

3.18.2. CAC-Enabled Gate Policy. Only one car may pass through the CAC-enabled gates at a time. All drivers opening and passing through a CAC-Enabled gate are responsible for ensuring the gate is closed behind them before proceeding forward.

3.18.3. There is no bicycle access through the gates due to possible gate malfunction. All bicycle riders bypass the gates through the pedestrian area.

3.18.4. JVTC CAC-enable gate code change. HQ USAFA/A35 will update the JVTC gate code monthly or more frequently when necessary to meet security and OPSEC requirements. This applies to both the East Gate and West Gate. The East Gate requires “#” after the code, while the West Gate does not.

3.18.5. Swing Gate Policy. Swing Gates are located at several locations in JVTC along Jacks Valley Road. See the *Jacks Valley Training Complex (JVTC) Operations Handbook* for specific locations.

3.18.6. Locks are controlled by HQ USAFA/A3 and are used by USAFA and other personnel to include first responders (e.g., 10 SFS, Fire and Emergency Services, and the Emergency Medical Services (EMR) Ambulance Service) for mission requirements. The combination is changed at the discretion of HQ USAFA/A3, or by the unit designated as Facility Management ([paragraph 3.9.1](#)). Any changes to locks or combinations require immediate notification to HQ USAFA/A3.

3.19. Safety.

3.19.1. General. Users must wear all required safety and protective equipment during each activity. Compliance with DAFMAN 36-2611, *Air Force Obstacle Course Program*, and DAFI 91-202, *DAF Mishap Prevention Program*, are mandatory.

3.19.2. Vehicles. Only authorized vehicles are allowed in the JVTC. Authorized vehicles are those that are listed on the USAFA Form 33 and those belonging to USAFA personnel with official business. The parking area east of the BCT Encampment Area will be used for vehicles that are not identified on the USAFA Form 33 when required for large training operations or events (i.e. Basic Training, Falcon 50, summer program execution, etc.) **(HQ USAFA/A3, T-3)**

3.19.2.1. Recreational Off-Road Vehicles (ROVs) such as All-Terrain vehicles (ATVs), Utility Task Vehicles (UTVs), Dirt Bikes, 3-wheelers, and 4-wheelers are prohibited. Armored and tracked vehicles are also prohibited. An exception applies only if the vehicle is used for official business by personnel from HQ USAFA, CW, 10 SFS, USAFA/DFCE (FERL), 10 MDG, or 10 CES. **(HQ USAFA/A3, T-3)**

3.19.2.2. All vehicles must be operated by a licensed driver. Posted speed limits are mandatory.

3.19.2.3. Off-road driving (when authorized) and parking will be kept to a minimum. Whenever possible, vehicles will remain on established roads, except for responding emergency vehicles or 10 CES vehicles requiring access. Parking is not allowed in forested areas or on grasslands. Any vehicles operating off established roads must be routinely checked for loose and flammable materials on the exterior and underside of the vehicle. **(HQ USAFA/A3, T-3)**

3.19.3. See *Jacks Valley Training Complex (JVTC) Operations Handbook* for detailed Fire Safety, Explosives Safety, Mishap Procedures and Reporting, Hazardous Spills, Inclement Weather, and other safety requirements. All USAFA organizations and users of JVTC will comply with this instruction and the *Jacks Valley Training Complex (JVTC) Operations Handbook*.

3.19.4. Obstacle Course Program. HQ USAFA/A3 will appoint an Obstacle Course Program Manager per DAFMAN 36-2611 and ensure compliance with all requirements within that manual.

3.20. Special Event Usage Process.

3.20.1. Approved Events. Once an event request has been approved by USAFA/A3, the event POC must submit the facility use request to 10 CES at 10CES.CEIAF.RealProperty@us.af.mil, no later than 30 days prior to the event, along with the proof of liability insurance.

3.20.1.1. Ensure USAFA POC signs the request prior to submittal to 10 CES. Both electronic and scanned copies are acceptable.

3.20.1.2. If the event has costs associated, the event POC is responsible for listing all required support on the facility request. Reimbursable expenses are billed IAW AFI 32-9003.

3.20.2. Special Events. For JVTC tent set up in support of approved Special Events, the requesting event coordinator must submit a Base Civil Engineer, *Work Request Clearance Form*, no later than two-weeks prior to event set-up. Stop by building 8120, 10 CES Production Control Office Comm DSN: (719) 333-2790 to begin the process. Failure to complete clearance actions could result in financial liability for damaging underground utilities from tent staking. If requesting event personnel are not staking tents and utilize sandbags to secure tents from wind driven events, a dig permit is not required.

3.21. Recreational Trail Use.

3.21.1. Recreational Trail use in JVTC is not permitted except for coordinated and approved events (i.e. archery hunting season, Falcon 50, etc.).

3.21.2. Electronic bikes (E-Bikes). Only Class 1 (Pedal-Assist up to 20 mph) and Class 2 (Throttle and Pedal-Assist up to 20 mph) are allowed on the USAFA and Farish Trails.

3.21.3. Creating new trails and shortcutting between existing trails is prohibited. Using wet and muddy trails is highly discouraged to prevent trail damage and unnecessary wear-and-tear.

Note: This does not apply for USAFA training and exercise events)

3.21.4. Large USAFA-sponsored events (e.g., races, trail rides, training exercises) must coordinate use of the trail system with HQ USAFA A/3 and 10 CES at (719) 333-3308. Events that cause excessive trail wear-and-tear or damage may be required to reimburse the installation for trail maintenance and repair.

3.21.5. Dogs or other pets accompanying users are permitted only for use of Deadman's Lake or on the Santa Fe Trail system and must be leashed.

3.22. Enforcement.

3.22.1. Anyone who violates this instruction, any applicable state or federal laws—including those protecting fish, wildlife, and natural or cultural resources—or commits an unsafe act resulting in injury or property damage may have the relevant privileges suspended or revoked.

3.22.2. All users will report suspicious activity or unauthorized users immediately to 10 SFS at (719) 333-2000/2001/2003 and notify HQ USAFA/A3 as soon as possible.

3.23. Waiver Requests.

3.23.1. All applications for waivers of any portion of this instruction must be submitted, in writing, to USAFA/A3 at the same time as the request is submitted.

3.23.2. Waivers must be approved by USAFA/JA and USAFA/A3 in writing and the waiver must be present during training and/or use of JVTC area.

Chapter 4

NATURAL RESOURCES PROGRAM

4.1. Administration of the Natural Resources Program:

4.1.1. The Commander, 10th Air Base Wing (10 ABW/CC) through the Commander, 10th Civil Engineering Squadron (10 CES/CC) is responsible for:

4.1.1.1. Management of the fisheries, wildlife, range, recreational trails, and forestry management programs and oversees the implementation of the *Integrated Natural Resources Management Plan* (INRMP).

4.1.1.2. Ensuring the implementation of the INRMP, daily management and operations through a Cooperative Agreement with the U.S. Fish and Wildlife Service (USFWS); and coordination with Colorado Parks and Wildlife (CPW), Colorado State Forest Service, and the U.S. Forest Service. The USFWS Cooperative Agreement provides financial support for personnel to implement the natural resources management program.

4.1.1.3. Collection of hunting and fishing fees and ensures permits are issued online at <https://usafa.isportsman.net> with the receipts deposited in a reimbursable conservation program account (57X) administered by the Air Force Civil Engineer Center (AFCEC). The collection of fees for outdoor recreation activities is authorized by the Sikes Act Improvement Act (Section 670b of Title 16, United States Code (U.S.C.)).

4.1.1.4. In coordination with USAFA, CPW and USFWS enforce all fishing, hunting, and other applicable wildlife laws and regulations. Wildlife law enforcement assistance provided by CPW is authorized under concurrent State jurisdiction on the installation. The 10th Security Forces Squadron (10 SFS) personnel may assist CPW and USFWS with enforcement, as necessary.

4.1.2. The 10 ABW/CC through the Director, 10th Force Support Squadron (10 FSS/CD) is responsible for issuing over-the-counter fishing permits and collecting permit fees.

4.1.3. The USAFA Directorate of Logistics Engineering, and Force Protection (HQ USAFA/A4) is the Pertinent Oversight Authority (POA) responsible for compliance oversight of requirements identified in this instruction.

4.2. Fishing requirements on USAFA.

4.2.1. Individuals Authorized to Fish:

4.2.1.1. Persons in the following categories, with Department of War (DoW) identification, are eligible to purchase an annual USAFA fishing permit: active duty military, USAFA cadets and USAFA cadet-candidates, military retirees, disabled veterans, USAFA DoW civil servants and non-appropriated fund employees, Army and Air Force Exchange Service employees, visiting USAFA faculty, individuals with special authorization from the 10 CES/CC, military reservists on Title 10 orders, and dependents of individuals in the above categories.

4.2.1.2. Purple Heart recipients and veterans with DoW identification and a 60% or higher service-connected disability documented by the Department of Veterans Affairs are eligible for a half-price annual fishing permit. The half-price permits are only issued online

through the iSportsman website (usafa.isportsman.net) after documentation of the applicant's disability rating is provided to 10 CES at (719) 333-3308. Dependents of these individuals are also eligible to purchase a full-price annual or one-day fishing permit.

4.2.1.3. The sponsored guests of individuals listed in paragraph 4.2.1.1 and 4.2.1.2, and non-USAFA DoW civilian employees (and their sponsored guests) are eligible to purchase a one-day and second-rod fishing permit.

4.2.1.4. Overnight camping and lodging guests at Farish Recreation Area, who are otherwise not eligible for a USAFA fishing permit, may purchase a one-day fishing permit for each day of their stay, including the day of checking out.

4.2.2. USAFA Fishing Rules:

4.2.2.1. All anglers must possess a valid fishing permit and an optional second rod permit as required by this publication. USAFA does not participate in the State's annual free fishing weekend in June.

4.2.2.2. Sponsors must accompany their guests when purchasing an over-the-counter permit and while fishing.

4.2.2.3. Fishing is prohibited in the golf course ponds, non-potable reservoirs, and Monument Creek and its tributaries.

4.2.2.4. Fishing is allowed at all times/days.

4.2.2.5. Ice fishing is prohibited on the USAFA. Ice fishing may be allowed at Farish Recreation Area at the discretion of 10 FSS depending on the condition of the ice and safety concerns.

4.2.2.6. Chumming and the use of minnow traps, seines, trotlines, or floating jugs is prohibited.

4.2.2.7. The use of corn and live minnows as bait is prohibited.

4.2.2.8. Dumping or transferring fish or other aquatic animals and plants into the lakes and streams is prohibited. Anglers must clean all gear (e.g., waders, nets, tackle) to remove any debris that may carry invasive animals or plants between bodies of water.

4.2.2.9. Grass carp stocked for aquatic weed control must be immediately released.

4.2.2.10. Crayfish (crawdads) may be taken by hand, baited line, trap, pot, or dip net. Traps or other tackle may not be left unattended or overnight in the lakes. There is no daily limit on crayfish, but a USAFA fishing permit is required.

4.2.2.11. The daily catch limit is three (3) fish, with no size restriction.

4.2.2.12. Trash must be properly disposed of in the available garbage receptacles. The cleaning of fish and disposal of entrails in the lakes or garbage receptacles is prohibited.

4.2.2.13. Organizations conducting a fishing derby or group fishing activity must have at least one annual fishing permit holder for every five non-permitted participants (e.g., youth). For such events, all participants older than 16 years of age must have a valid annual or one-day fishing permit. All group events must be coordinated with 10 CES at (719)

333-3308. A waiver of the permit requirement for non-profit organization events may be requested through the 10 CES/CC.

4.2.2.14. Anglers may use a float tube (belly boat) in the USAFA and Farish lakes. A Coast Guard approved personal flotation device is required when using a float tube.

4.3. Other Rules Pertaining to the USAFA Lakes and Streams:

4.3.1. Swimming, boating, canoeing, paddleboarding, rafting, tubing, or any other floatation device (excluding float tubes and rental paddleboats at Farish) is prohibited in the lakes and streams.

4.3.2. Use of the lakes for USAFA-approved training or other activities must be coordinated with 10 CES at (719) 333-3308.

4.3.3. Vehicles must park in designated areas and may not be driven around the USAFA lakes without a State-issued handicap vehicle placard or license plate. Handicap anglers have priority use of the vehicle-accessible fishing pier at Kettle Lake #3.

4.3.4. Camping and open fires are prohibited around the lakes, except in established campsites at Farish.

4.3.5. Mobility-impaired anglers who have a State-issued handicap parking placard or license plate may be issued a badge good for one-year to access the Kettle Lakes through the K-1 airfield gate. Handicap anglers must complete a USAFA Form 13, *Application for United States Air Force Academy Access Credential*, through 10 CES at Building 9030, (719) 333-3308, prior to obtaining a gate access badge from the 10 SFS.

4.4. Hunting, Trapping, and Care and Handling of Injured or Deceased Wildlife Rules:

4.4.1. Hunting, trapping, harassing, or dispatching of nuisance or injured wildlife must be authorized by 10 CES at (719) 333-3308. Additional approval from CPW or USFWS may be required depending on the species of concern. 10 CES at (719) 333-3308 personnel are authorized to transport and discharge firearms during the approved hunts and for dispatching injured or nuisance animals.

4.4.2. Organizations and contractors that dispose of or handle any wildlife must possess the appropriate Federal and State permits. These organizations and contractors must maintain a log of all wildlife handling or disposal activities, including animal species, cause of death or injury, individual disposing of the animal, and the date and method of disposal. Copies of these records must be provided to 10 CES at (719) 333-3308 as requested.

4.4.3. Drivers involved in a wildlife-vehicle accident resulting in the injury or death of a large mammal (bobcat, fox, coyote, deer, elk, bear, mountain lion, etc.) must report the accident to 10 SFS at (719) 333-2000, who will then notify 10 CES at (719) 333-3308.

4.4.4. Road killed deer and elk may be salvageable with a Roadkill Wildlife Possession permit obtained from 10 CES at (719) 333-3308 or CPW within 48 hours to legally possess the animal. When necessary, 10 SFS refers to a 10 CES -generated list of people wanting to salvage deer or elk. The 10 CES at (719) 333-3308 conducts an in-person sign-up each August to create an updated list of individuals interested in salvaging animals.

4.4.5. The 10 SFS personnel responding to injured wildlife notifications have the discretion to determine if an animal should be dispatched. Injured wildlife that appears to have a reasonable

chance of survival will be given an opportunity to recover unassisted. If 10 SFS believes that an animal may have been killed or injured illegally (i.e., poaching), 10 CES at (719) 333-3308 and CPW will be notified. To protect any evidence, the animal will not be disturbed until a CPW wildlife officer has had an opportunity to assess the incident. The 10 SFS will report all deceased wildlife to 10 CES to ensure proper disposal of animals.

4.4.6. Hunting of Deer, Elk, and Turkey Rules:

4.4.6.1. The 10th Air Base Wing Commander (10 ABW/CC) is responsible for approving all hunting access and activities. Hunting is prohibited at Farish Recreation Area and Bullseye Auxiliary Airfield.

4.4.6.2. Hunters must possess a valid state license and USAFA access permit, receive a safety briefing, and sign a liability waiver.

4.4.6.3. Hunting is conducted in accordance with all USAFA-specified safety requirements and State and Federal laws.

4.4.6.4. Information on State-issued hunting licenses for USAFA (Game Management Unit 512) is published in CPW's brochures and on the CPW website (cpw.state.co.us). Additional USAFA-specific hunting information is available at <https://usafa.isportsman.net>.

4.4.7. Trapping of Wildlife Rules: Trapping of wildlife (other than for pest management) is prohibited unless 10 CES at (719) 333-3308 or other organizations (e.g., Department of Biology) have received approval and permits from the appropriate State and Federal agencies.

4.4.8. Reporting and Controlling Potentially Dangerous or Nuisance Wildlife Rules:

4.4.8.1. The USAFA does not destroy, trap, or relocate wildlife that is not posing an immediate threat to public health or safety or causing significant property damage.

4.4.8.2. Animals presenting a possible public safety hazard (e.g., rattlesnake, black bear, mountain lion, and injured wildlife) should be reported immediately to 10 SFS at (719) 333-2000 or 10 CES at (719) 333-3308.

4.4.8.3. Birds, occupied nests, eggs, and bird parts are protected by Federal and State laws and shall not be disturbed or possessed without 10 CES approval and/or the required Migratory Bird Treaty Act permit.

4.4.9. Feeding and Possessing Wildlife Rules:

4.4.9.1. Feeding or possessing wildlife is prohibited by State law. All personnel, residents, and visitors are prohibited from providing food, mineral supplements, salt blocks, or other items that could attract wildlife.

4.4.9.2. The feeding of birds is allowed, but three or fewer feeders should be offered to avoid attracting wildlife that may create a dangerous or nuisance situation. The 10 CES and the Housing Office may require that bird feeders be removed if there are reoccurring wildlife conflicts.

4.4.10. Shed Antler/Horn Collection Rules: The collection and possession of antlers or horns on USAFA complies with CPW closure regulations and is prohibited from January 1 – April 30. Searching for antlers or horns is only allowed in areas open to the public and military.

4.4.10.1. Household and Facility Trash Management Rules: All personnel, residents, contractors, and visitors are required to properly use any animal-resistant trash containers provided to prevent wildlife from accessing food waste and other items that could cause them harm. Damaged containers that cannot be secured to prevent wildlife from accessing their contents must be reported to the appropriate facility manager or 10 CES at (719) 333-2790 for repair or replacement.

4.5. Protection of Other Natural Resources :

4.5.1. The destruction or removal of live plants and plant parts (e.g., tree limbs, bark, pinecones, flowers), rocks, soil, historical and cultural resources, geological and mineral resources, archeological artifacts, and fossils is prohibited without 10 CES approval.

4.5.2. Firewood cutting or gathering is prohibited unless approved by 10 CES. Firewood is available for a nominal fee at the 10 CES woodlot.

4.5.3. Open dumping of yard waste, household waste, or other refuse is prohibited.

4.5.4. Recreating (such as fishing, tubing, rafting, boating, swimming) in Monument Creek and its tributaries is prohibited due to safety and environmental concerns.

4.6. Controlling Domestic Animals:

4.6.1. Domestic pets must always be under the physical and voice control of their owner. Stray, nuisance, or aggressive pets should be reported to 10 SFS at (719) 333-2000.

4.6.2. Dogs must be leashed or kept in a fenced area. Dogs are allowed to swim in the lakes but may not interfere with anglers or disturb or harass wildlife. Under State law it is illegal to allow a dog to chase or harass wildlife.

4.6.3. Free-roaming cats are prohibited. Cats must remain indoors or can be outdoors only under the immediate supervision of their owner.

4.6.4. Horses may only be ridden on unpaved roads and established recreational trails. Horses must be kept at least 100 feet from the lakes.

4.7. Camping:

4.7.1. Camping is authorized in designated areas at Farish Recreation Area, Peregrine Pines FamCamp, and the Scout/Youth Camping Area near the North Gate B-52 display. To reserve the Youth Camping Area, email a USAFA Event Request Form and USAFA Form 117, *Request for Short-Term Facility Use*, to usafa.events@afacademy.af.edu. For more information, contact USAFA/A3 at (719) 333-4148/6724. To make a camping or lodging reservation at the Farish Recreation Area, call (719) 687-9098.

4.7.2. The USAFA Fire Chief must approve having open fires in the designated camping areas or elsewhere on USAFA.

4.8. Recreational Trail Use:

4.8.1. Hikers, runners, and cyclists must yield to horses and cyclists must yield to pedestrians on all trails. Mountain bike riders must maintain control and ride at speeds appropriate for the sight distance and terrain to avoid colliding with other users. All road and trail cyclists must wear a helmet. Additional restrictions and rules to promote pedestrian and bicycle safety are outlined in the USAFA Traffic Plan.

4.8.2. Only Class 1 and Class 2 electronic bikes (E-bikes) are allowed on the USAFA and Farish Trails.

4.8.3. Creating new trails and shortcutting between existing trails is prohibited. Using wet and muddy trails is highly discouraged to prevent trail damage and unnecessary wear-and-tear.

4.8.4. Large USAFA-sponsored events (e.g., races, trail rides, training exercises) must coordinate use of the trail system with 10 CES at (719) 333-3308. Events that cause excessive trail wear-and-tear or damage may be required to reimburse the installation for trail maintenance and repair.

4.8.5. Dogs or other pets accompanying a trail user must be leashed.

4.9. Enforcement: Anyone who violates any portion of this instruction, or any State or Federal law or regulation, concerning fishing or hunting, natural or cultural resource protection, or an act affiliated with those laws, or any act inconsistent with good safety practices, or commits any act which results in injury or damage to persons or property, may have their specific privilege relating to the violation suspended or revoked.

TONY D. BAUERNFEIND, Lt Gen, USAF
Superintendent

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

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

AFI 32-9003, *Granting Temporary Use of Air Force Real Property*, 23 Oct 2018

AFI 90-802, *Risk Management*, 14 Mar 2023

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

AFPD 32-70, *Environmental considerations in Air Force Programs and Activities*, 29 Jul 2018

ANSI/ACCT 03-2019, *Challenge Courses and Canopy / Zip Line Tours Standards*, July 2019

DAFI 31-131, *Combat Arms Training and Maintenance (CATM) Program*, 31 Mar 2025

DAFMAN 32-3001, *Explosive Ordnance Disposal (EOD) Program*, 23 Jun 2025

DAFMAN 32-7003, *Environmental Conservation*, 25 Jun 2024

DAFMAN 36-2611, *Air Force Obstacle Course Program*, 11 Jan 2021

DAFMAN 90-161, *Publishing Processes and Procedures*, 17 Oct 2023

DAFPD 32-90, *Real Property Management*, 20 Apr 2021

DESR 6055.09_ DAFMAN 91-201, *Explosives Safety Standards*, 17 Jun 2025

Leader Challenge Tower Operations Manual

Sikes Act Improvement Act, Section 670a-670o of Title 16, United States Code (U.S.C.)

Outdoor Leadership Complex Guide

US Air Force Academy Adventure Tower Operations Manual, 2nd Edition, Bonsai Design, 5 Apr 2023

USAFAI 36-3525, *USAFA Events Program Management*, 9 Apr 2019

Prescribed Forms

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

USAFA Form 33, *Request to Use Jacks Valley Training Complex*

USAFA Form 47, *Application for AFA Intercollegiate Sport Credentials*

USAFA Form 117, *Request for Short-Term Facility Use*

Adopted Forms

AF 332, *Base Civil Engineer Work Request*

DAF 847, *Recommendation for Change of Product*

DAF 978, *Supervisor Mishap Report*

USAFA Form 13, *Application for United States Air Force Academy Access Credential*

Abbreviations and Acronyms

10 ABW—10th Air Base Wing

10 CES—10th Civil Engineering Squadron

10 SFS—10th Security Forces Squadron

ACCT—ACCT International

AD—Athletic Director

AF—Air Force

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

ANG—Air National Guard

ANSI—American National Standards Institute

BCT—Basic Cadet Training

BDOC—Base Defense Operations Center

CAP—Civil Air Patrol

CCP—Challenge Course Practitioner

CHSAA—Colorado High School Athletic Association

CPW—Colorado Parks and Wildlife

DAF—Department of the Air Force

DAFPD—Department of Air Force Policy Directive

DoW—Department of War

EBL—Experiential Based Learning

EMS—Emergency Medical Service

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

OCPM—Obstacle Course Program Manager

OIC—Officer in Charge

OLC—Outdoor Leadership Complex

OLCM—Outdoor Leadership Complex Manager

OPR—Office of Primary Responsibility

PE—Physical Education

RDS—Records Disposition Schedule

USFWS—United States Fish and Wildlife Service

USAFA—United States Air Force Academy

Terms

ACCT International—Previously known as Association for Challenge Course Technology. ACCT International rebranded in 2025. ACCT is no longer an acronym. ACCT International is an ANSI accredited international trade association and standards developer.

Annual Fishing Permit—A fishing permit valid from 1 January to 31 December on USAFA and Farish Recreation Area.

One-Day Fishing Permit—A fishing permit valid on USAFA or Farish Recreation Area for only the day(s) listed on the permit.

Second-Rod Permit—A supplemental permit authorizing an angler to simultaneously use two fishing poles. The permit does not change the daily catch limit of three (3) fish.

Float tube—A floatation device specifically designed to suspend an angler in the water from the waist down and is not propelled by oar, paddle, or motor.

Sponsored Guest—A visitor, other than a dependent, that may purchase a one-day and second-rod fishing permit and must be accompanied by an eligible user.

Dependent—A lawful spouse; unmarried children under age 21, including adopted children, stepchildren, or wards that depend on the sponsor for over half of their support; unmarried children over age 21 who depend on the sponsor for over half of their support because of mental or physical handicaps; unmarried children under age 23 enrolled in an approved college, university, or trade school; parents, including father, mother, stepparent by adoption, and parents-in-law who depend on the eligible sponsor for over half of their support.

Attachment 2—ATHLETIC FACILITIES USAGE**A2—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.

A2.1.1.2. Basic Cadet Training (BCT) Athletic Briefing.

A2.1.1.3. Intercollegiate Men's & Women's Basketball, Volleyball, and Wrestling practice and competition.

A2.1.1.4. Cadet Intramural Championships (Basketball and Wing Open Boxing).

A2.1.1.5. Intercollegiate Boxing National Championships.

A2.1.1.6. Summer Sports Camps.

A2.1.1.7. 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.

Holiday Parties	King of the Rockies Youth Hockey Tournament
North American Defense (NORAD) Hockey League	USAF Youth Center Hockey Practices and Tournaments
Thunderbirds	Colorado Springs Youth Hockey Tournament
Academy District #20 Practices & Games	President's Day Youth Hockey Tournament
Select Camps	Triple AAA Spring Hockey Sports Camp
Hockey Prospect Camp	CHSAA Hockey Tournament
High School Senior All-Star Game	

—A2.1.3. Indoor Track.

A2.1.3.1. Back-Up Cadet Physical Fitness Testing (BCT and Academic Year); primary location is the HAC).

A2.1.3.2. Intercollegiate Practices and Competition.

A2.1.3.2.1. Cross Country, Track and Field, and Baseball.

A2.1.3.2.2. 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.

A2.3.2. 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. Summer Sports Camps.

A2.3.6.4. 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 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, East Club and Blue Silver Club).

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

A2.6.2. East Club and Blue Silver Club (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 Classroom (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.

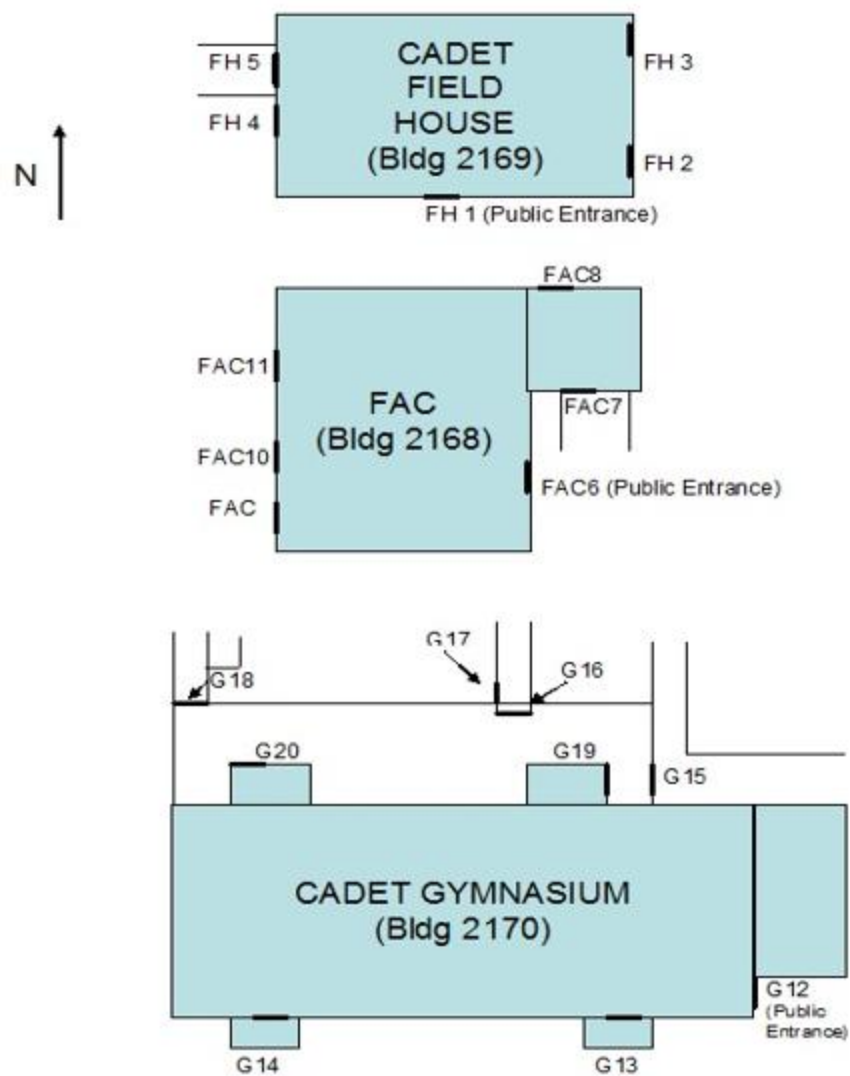
A2.8.5. Special Events.

A2.8.6. Cadet Clubs/Recreation.

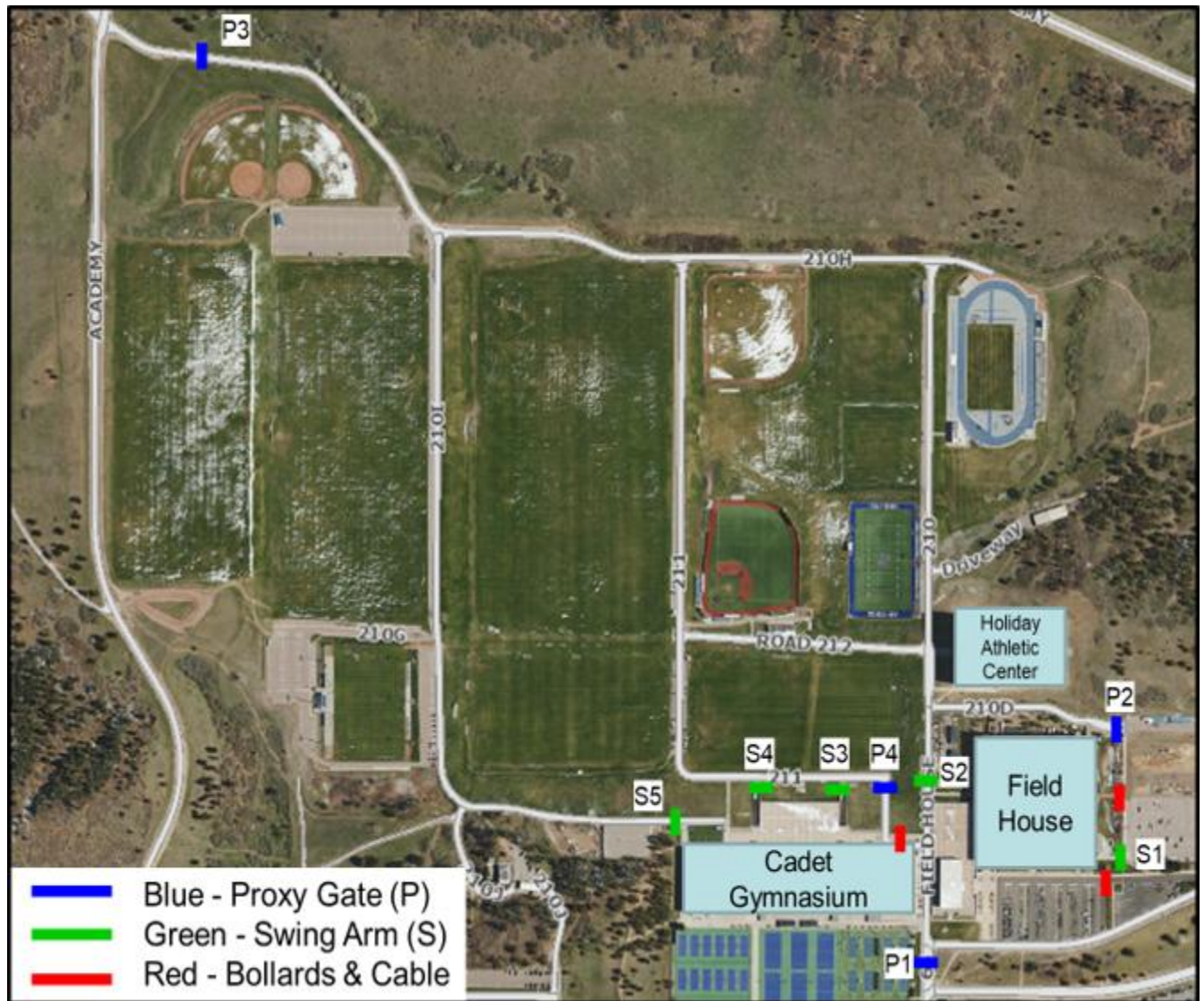
A2.8.7. Cadet Physical Fitness Testing (BCT and Academic Year).

Attachment 3

CAC-ENABLED LOCK LEGEND



Attachment 4
GATE LEGEND



Attachment 5

USAF A CREDENTIALS MEMO

UNITED STATES AIR FORCE ACADEMY
ATHLETIC DEPARTMENT

10 June 2026

MEMORANDUM FOR USAFA IC EVENT SUPPORT STAFF (Distribution List)

FROM: USAFA/ADVU

SUBJECT: USAFA Sports Credentials for 2026-27 IC Season

1. To obtain a USAFA Sports Credential for the upcoming 2025-26 season, please use the attached application, (USAFA Form 47, *Application for Air Force Athletic Event Sports Credentials*). This form is intended for use by organizations for an individual or group requirement such as Quality Assurance Evaluators, Safety, Plumbers, Electricians, Squadron Commanders/AMT's, Facility Maintenance, Comm. Support, Med Group, Food-Beverage, Game Management, etc.). **NOTE: Credentials are for OFFICIAL USE ONLY. A credential is issued only to an individual that has game-specific duties to perform. At no time is a working credential used solely as an entry ticket, reserved seat, or a means to escort unauthorized personnel to an intercollegiate sporting event.**
2. Depending on your game-day position, please annotate in Section 4 of the application the sport, credential category, and access zone(s) you need. Selecting the appropriate access zones, and sport you work is critical. In Section 5, a solid justification must be included for each access zone you are requesting. For a brief explanation of credential categories, refer to Section 3 on the first page of the application. Section 7 includes the requestor's signature, and their supervisor's signature. Please note: signatures indicate the request for a sports credential is for official duty only and that you are willing to comply with the policies and restrictions detailed in Section 6. If the credential application is not completed in full, it will not be processed and will be returned to the requesting organization.
3. The Associate Athletic Director for Events Management (USAFA/ADVU) is the final approval authority for all intercollegiate event credentials. Note: The All-Sports Credential is very limited. This is reserved for personnel whose position requires them to work multiple intercollegiate programs.
4. The Events Management office will start accepting credential applications on June 16th. We highly suggest completing this as soon as possible. The deadline for submitting the application is July 17th. **NOTE: Designated USAFA-VIPs/ME's do not process an application. Credentials will be delivered to the appropriate offices prior to the start of the 2026-27 IC season.**
5. Please send all completed/signed credential applications to HQ USAFA/ADVU, Attention: Carolyn Simon, Carolyn.Simon@afacademy.af.edu and Jenna Bashor, Jenna.Bashor@afacademy.af.edu. We ask organizations to submit all their requests at one time. Once a credential is processed, the requestor will be contacted for pick up. The location for credentialing is in the Cadet Field House (Bldg. 2169) in the Events Management Office, Room 2014. (NOTE: Credentials will not be processed on Fridays of home game weeks).
6. Should you require further information regarding the credentialing process, please call Carolyn Simon at 333-2216 or Jenna Bashor at 333-9021. Thank you for your cooperation and understanding. **GO FALCONS!**

*Jess Souza*MR. JESS SOUZA, AD-25
Associate Athletic Director
USAFA Department of Athletics/ADVU
PH: 719-333-6273

Attachment 6**LIABILITY WAIVER AND HOLD HARMLESS AGREEMENT (ADULTS)**

1. I acknowledge that the use of the Jacks Valley Training Complex at the United States Air Force Academy involves the possibility of physical injury and/or damage to equipment.

2. I HEREBY VOLUNTARILY ASSUME THE RISKS OF USING THE JACKS VALLEY TRAINING COMPLEX AND PARTICIPATING IN ANY TRAINING DONE THERE.

3. In consideration of the United States Air Force Academy allowing me to use the Jacks Valley Training Complex and to train there, I hereby state the following:

a. I WAIVE, RELEASE, AND DISCHARGE the United States Air Force, the United States Air Force Academy and any of its officers, employees, representatives, or agents from any and all claims, losses, or liabilities for death, personal injury, partial or permanent disability, property damage, medical or hospital bills, theft, or damage of any kind, including economic losses, which may arise by reason of my participation and/or use of the Jacks Valley Training Complex for training purposes. To the extent possible by law, I hereby fully waive, release, and discharge all parties notwithstanding their own negligent acts or omissions or the negligent acts or omissions of others.

b. I agree that I will not bring any action or claim against any of the parties hereby released for any reason associated with the Jacks Valley Training Complex.

c. I INDEMNIFY AND HOLD HARMLESS the parties hereby released from any and all claims made or liabilities assessed against them as a result of my participation in training and/or usage of the Jacks Valley Training Complex for training.

I HEREBY AFFIRM THAT I AM EIGHTEEN (18) YEARS OF AGE OR OLDER. I HAVE READ THIS DOCUMENT AND I UNDERSTAND ITS CONTENTS. I ACKNOWLEDGE THE POSSIBLE HAZARDS OF USE OF THE JACKS VALLEY TRAINING COMPLEX FOR TRAINING AND I AM FULLY AND VOLUNTARILY WAIVING ALL LIABILITY THAT MAY ARISE BY REASON OF THIS PARTICIPATION AFTER FULL CONSIDERATION OF THE RIGHTS I AM WAIVING. THIS WAIVER IS IN CONSIDERATION OF MY BEING ALLOWED TO PARTICIPATE IN TRAINING AT THE JACKS VALLEY TRAINING COMPLEX.

Printed Name Signature Date

Attachment 7**LIABILITY WAIVER AND HOLD HARMLESS AGREEMENT (MINORS)**

1. I, the undersigned parent/legal guardian of _____
acknowledge that the use of the Jacks Valley Training Complex at the United States Air Force Academy involves the possibility of physical injury or damage to equipment.

2. I HEREBY VOLUNTARILY ASSUME THE RISKS OF _____
(NAME OF PARTICIPANT) USING THE JACKS VALLEY TRAINING COMPLEX AND
PARTICIPATING IN ANY TRAINING DONE THERE.

3. In consideration of the United States Air Force Academy allowing
_____ (name of participant) to use the Jacks Valley Training
Complex and to train there, I hereby state the following:

a. I WAIVE, RELEASE, AND DISCHARGE the United States Air Force, the United States Air Force Academy, and any of its officers, employees, representatives, or agents from any and all claims, losses, or liabilities for death, personal injury, partial or permanent disability, property damage, medical or hospital bills, theft, or damage of any kind, including economic losses, which may arise by reason of _____ (name of participant) participation and/or use of the Jacks Valley Training Complex for training purposes. To the extent possible by law, I hereby fully waive, release, and discharge all parties notwithstanding their own negligent acts or omissions or the negligent acts or omissions of others.

b. I agree that I will not bring any action or claim against any of the parties hereby released for any reason associated with the Jacks Valley Training Complex.

c. I INDEMNIFY AND HOLD HARMLESS the parties hereby released from any and all claims made or liabilities assessed against them as a result of _____
(name of participant) participation in training and/or usage of the Jacks Valley Training Complex for training.

d. Furthermore, the undersigned certifies that he or she is the parent or legal guardian of, and has the authority to sign this release for _____ (name of participant) and agrees that he or she will assume liability for any loss, damage, injury, death, claims, demands, actions or causes of action which may be brought by the above participant, or his/her representative as a result of participating in requested activities.

Printed Name of Parent/Legal Guardian Signature of Parent/Guardian Date

Attachment 8

OUTDOOR LEADERSHIP COMPLEX STRUCTURAL LIST *(AS OF MAY 2025)*.

A8.1. Outdoor Leadership Complex is located in the southwest corner of the USAFA athletic complex to the west of Aviary and Arnold Hall and north of the Observatory and west of Academy Drive.

A8.2. The following will state the element reference name followed by reference to map (page two) or attached image and a short description if needed.

A8.2.1. High Elements.

A8.2.1.1. Tower (H1) – Steel structure tower, climbing wall and 14 auxiliary elements (2023).

A8.2.1.2. Leap of Faith (H2) – Class 2 poles, jumping element (2020).

A8.2.1.3. Blue Monster (H3) – two pole steel structure (2002), OUT OF SERVICE.

A8.2.2. Low Elements

A8.2.2.1. Team Triangle/Spider Web (L1)

A8.2.2.2. Islands (L2) – 3-4 platforms – portable

A8.2.2.3. Mohawk Ironworkers Walk (L3)

A8.2.2.4. Crows Foot/Low Y (L4)

A8.2.2.5. Low V (L5)

A8.2.2.6. Up and Over Wall (L6)

A8.2.2.7. Nitro Crossing (L7) – Swinging traversing event

A8.2.2.8. Junk Yard (L8)

A8.2.2.9. TP Shuffle (L9)

A8.2.2.10. Spider Web (L10)

A8.2.2.11. Acid River – Semi-portable (L11)

A8.2.2.12. Bombed Out Bridge (L12) – four pole element with swinging steps (Original structure 1996)

A8.2.3. Buildings/Storage Sheds

A8.2.3.1. 2188 – Storage shed for equipment, internet, and telecommunications

A8.2.3.2. 2189 – Classroom set up, AV, TOC ready

A8.2.3.3. Shed 1 (S1) – Activity equipment

A8.2.3.4. Shed 2 (S2) – Activity equipment

A8.2.3.5. Shed 3 (S3) – Classroom support equipment (tables, chairs, etc.)

A8.2.3.6. Shed 4 (S4) – UTV storage shed



Attachment 9**OUTDOOR LEADERSHIP COMPLEX WELCOME/SAFETY BRIEFING**

Welcome to the Outdoor Leadership Complex. You are here today to complete some tasks and challenges to focus on (the identified outcomes and goals). Your facilitators for today are (name facilitators and have each identified themselves).

We are a no-hat, no-salute area throughout our program today, this is mainly due to managing our risk. If retreat sounds during our time, please step down from the obstacle you are on safety or stop action but maintain safety requirements till the conclusion (i.e., keep belaying and spotting as needed). Restrooms are located to the north, please be respectful of the person who comes after you. Water is available next to building 2188 (point to it).

Activities the group will participate in today involve risk. Injuries can include twists, sprains, brakes, splinters and other minor to serious injuries due to the heights we are participating in. By participating in activities today you are acknowledging the risk and will be diligent in your attention to safety instructions at each activity and taking personal responsibility to make decisions, acting, etc. with a risk management mindset.

If any injuries occur today, please inform a staff member. If you need medical attention staff can provide support. Our first aid kit, or AED located in building 2188 (point it out). Please do not help yourself. If you have any current injuries or fast-acting medications on hand, please let one of our staff know as we transition to the first activity.

Attachment 10

OUTDOOR LEADERSHIP COMPLEX SHELTER-IN-PLACE MAP



Attachment 11**LIABILITY WAIVER AND HOLD HARMLESS AGREEMENT (ADULTS)**

1. I acknowledge that the use of the Outdoor Leadership Complex at the United States Air Force Academy involves the possibility of physical injury or death.
 2. I HEREBY VOLUNTARILY ASSUME THE RISKS OF USING THE USAFA OUTDOOR LEADERSHIP COMPLEX AND PARTICIPATING IN ANY TRAINING DONE INVOLVING THE OUTDOOR LEADERSHIP COMPLEX AND ANY ASSOCIATED ACTIVITIES.
 3. In consideration of the United States Air Force Academy allowing me to use the Outdoor Leadership Complex, I hereby state the following:
 - a. I waive, release and discharge the United States Air Force, the United States Air Force Academy, and any of its officers, employees, representatives, or agents from any and all claims, losses, or liabilities for death, personal injury, partial or permanent disability, property damage, medical or hospital bills, theft, or damage of any kind, including economic losses, which may result from my participation and/or use of the USAFA Outdoor Leadership Complex. To the extent possible by the law, I hereby fully waive, release, and discharge all parties notwithstanding their own negligent acts or omissions or the negligent acts or omissions of others.
 - b. I agree that I will not bring action or claim against any of the parties hereby released for any reason associated with the USAFA Outdoor Leadership Complex.
 - c. I indemnify and hold harmless the parties hereby released from any and all Claims made or liabilities assessed against them as a result of my participation in training and/or usage of the USAFA Outdoor Leadership Complex.
- I HEREBY AFFIRM THAT I AM EIGHTEEN (18) YEARS OF AGE OR OLDER. I HAVE READ THIS DOCUMENT AND I UNDERSTAND ITS CONTENT. I ACKNOWLEDGE THE POSSIBLE HAZARDS OR USE OF THE USAFA OUTDOOR LEADERSHIP COMPLEX FOR TRAINING AND I AM FULLY AND VOLUNTARILY WAIVING ALL LIABILITY THAT MAY ARISE BY REASON OF THIS PARTICIPATION AFTER FULL CONSIDERATION OF THE RIGHTS I AM WAIVING. THIS WAIVER IS IN CONSIDERATION OF MY BEING ALLOWED TO PARTICIPATE IN TRAINING AT THE USAFA CENTER FOR CHARACTER AND LEADERSHIP DEVELOPMENT OUTDOOR LEADERSHIP COMPLEX.

Printed Name	Signature	Date
Organization attending with	Event Date	

Attachment 12**LIABILITY WAIVER AND HOLD HARMLESS AGREEMENT (MINORS)**

1. I, the undersigned parent/legal guardian of _____, (the "participant") acknowledge that the use of the Outdoor Leadership Complex at the United States Air Force Academy involves the possibility of physical injury.
2. I HEREBY VOLUNTARILY ASSUME THE RISKS OF/FOR THE PARTICIPANT USING THE USAFA OUTDOOR LEADERSHIP COMPLEX AND PARTICIPATING IN ANY TRAINING DONE INVOLVING THE OUTDOOR LEADERSHIP COMPLEX AND ANY ASSOCIATED ACTIVITIES.
3. In consideration of the United States Air Force Academy allowing the participant to use the USAFA Outdoor Leadership Complex, I hereby state the following:
 - a. I waive, release and discharge the United States Air Force, the United States Air Force Academy, and any of its officers, employees, representatives, or agents from any and all claims, losses, or liabilities for death, personal injury, partial or permanent disability, property damage, medical or hospital bills, theft, or damage of any kind, including economic losses, which may result from the Participant's participation and/or use of the USAFA Outdoor Leadership Complex. To the extent possible by the law, I hereby fully waive, release, and discharge all parties notwithstanding their own negligent acts or omissions or the negligent acts or omissions of others.
 - b. I agree that I will not bring any action or claim against any of the parties hereby released for any reason associated with the USAFA Outdoor Leadership Complex.
 - c. I indemnify and hold harmless the parties hereby released from any and all claims made or liabilities assessed against them as a result of the Participants participation in training and/or usage of the USAFA Outdoor Leadership Complex.
 - d. Furthermore, the undersigned certifies that she/he is the parent or legal guardian of and has the authority to sign this release for the Participant and agrees that they will assume liability for any loss, damage, injury, death, claims, demands, actions or causes of action which may be brought by the above participant, or his/her representative as a result of participating in requested activities.

Printed Name of Parent/Legal Guardian	Signature Parent/Legal Guardian	Date
Organization attending with	Event Date	