

**BY ORDER OF THE
SUPERINTENDENT**

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

1 JUNE 2022



Civil Engineering

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

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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

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Certified by: 10 CES/CEIA
(Mr. Christopher Skilbred)

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This instruction implements Department of the Air Force Policy Directive 32-90, *Real Property Management*, and Air Force Instruction (AFI) 32-9003, *Granting Temporary Use of Air Force Real Property*. This publication explains procedures for completing USAFA Form 117, *Request for Short-Term Facility Use*. This publication applies to all Air Force military, civilian, and contractor personnel who prepare, manage, review, certify, approve, or use publication and forms. This instruction applies to all United States Air Force Academy (USAFA) personnel. This publication applies to the United States Space Force. This publication does not apply to the Air Force Reserve Command (AFRC) units or the Air National Guard (ANG). 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 Publication*. This publication may not be supplemented or further implemented/extended. The authorities to waive requirements in this publication are identified with a Tier 3 (T-3) number following the compliance statement. See DAFMAN 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the Tier numbers. Submit request for waivers through the chain of command to the appropriate Tier waiver approval authority. The waiver authority for non-tiered requirements in this publication is the 10th Civil Engineer Squadron Commander (10 CES/CC). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program* and disposed of IAW Air Force Records Information Management Systems (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include updated instruction references. No changes made to the USAFA Form 117 format.

1. Use of Athletic Fields, Cadet Gym, and Cadet Field House is managed by the Athletics Event Management (HQ USAFA/ADVU). Additional guidance on special event requests for United States Air Force Academy (USAFA) athletic fields and facilities can be found in USAFAI 36-3514, *Use of Athletic Department Facilities and Athletic Fields*. The Air Force Academy Athletic Corporation (AFAAC) Stadium Management is responsible for the Stadium Pressbox events. Unless a support agreement is in place, events requested by an outside agency must go through the event approval process. The USAFA trail system and USAFA roadways are managed by the 10th Air Base Wing (10 ABW).

1.1. **Approved Events:** Once an event request has been approved by USAFA/A3 to proceed with coordination, the event POC must submit USAFA Form 117 to 10th Civil Engineer Squadron Installation Asset Management-Property (10 CES/CEIAP) no later than 30 days prior to the event, along with the proof of liability insurance.

1.2. Requesting Organization or Event POC must fill out items 1 thru 6 of USAFA Form 117.

1.3. Ensure USAFA POC signs USAFA Form 117 prior to submittal to 10 CES/CEIAP. Both electronic and scanned copies are acceptable.

1.4. If the event has costs associated, the event POC will list all required support on USAFA Form 117, items 5 and 6. Reimbursable expenses will be billed IAW AFI 32-9003.

JEREMY V. OLDHAM, Lt Col, USAF
Commander, 10th Civil Engineer Squadron

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

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

AFI 32-9003, *Granting Temporary Use of Air Force Real Property*, 11 Jun 2021

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

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

USAFAI 36-3514, *Use of Athletic Department Facilities and Athletic Fields*, 5 June 2012

Prescribed Forms

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

Adopted Forms

AF Form 847, *Recommendation or Change of Publication*

Abbreviations and Acronyms

AF—Air Force

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information management System

ANG—Air National Guard

DAFI—Department of the Air Force Instruction

DAFPD—Department of the Air Force Policy Directive

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

USAF A—United States Air Force Academy

USAF AI—United States Air Force Academy Instruction